CEPI | New vaccines for a safer world

Coalition for Epidemic Preparedness Innovations

Frequently Asked Questions

Regarding applications for CEPI funding and the Research Council of Norway (RCN) electronic portal

Content

Overview

The Coalition for Epidemic Preparedness Innovations – CEPI – is a new international, non -profit organization and is pleased to announce its first funding opportunity for the development of vaccines against epidemic infectious diseases. The scope and requirements for proposal submission and the review and selection for funding is described in Call for Proposal (CfP) text. The application deadline is **16:00 CET, 8 March 2017**.

The CEPI secretariat is collaborating with the Research Council of Norway (RCN) by using their online application system for the submission of proposals. The Guidelines provided by RCN in the online application form are not specific to CEPI applications, so please refer to guidelines for filling out the online RCN application form that can be found here: application guidelines. Applicants are advised to check questions related to submissions in $USD.

Below you will find answers to frequently asked questions (FAQ) about available CEPI funding and CEPI application procedures. The CEPI Secretariat will respond to two rounds of questions before the application deadline for the preliminary step. All questions submitted to cfp@cepi.net by **3 February 2017** and **20 February 2017** will receive one response that will be emailed to those who submitted questions and posted on www.cepi.net

The CfP-process will consist of two steps; this FAQ applies to the preliminary step. After review of preliminary proposals, candidates that are short listed for funding will be invited to submit a full proposal in June 2017.

CEPI funding available

Where do I access information about available CEPI funding?
Calls for proposals are published at www.CEPI.net under the CfP tab, and on the Norwegian Research Council's webpage

I don't understand this two-step process?
There are two distinct steps in the application process as part of this funding opportunity:
1. **The first step** is a request for submission of preliminary proposals, whereby applicants are asked to describe their proposed preclinical and clinical studies and their scientific rationale for impact and feasibility of implementation, as well as their ability to demonstrate their experience and track record in vaccine development. The deadline for submission of preliminary proposals is 8 March 2017. Shortlisted applicants will be invited in June 2017 to submit full proposals.

2. **The second step** is an invitation of shortlisted applicants to submit full proposals, whereby applicants will be asked to submit detailed plans for product development and manufacturing, including a clear description of milestones, timelines and criteria for success, and a thorough assessment of risks and proposed mitigation measures to ensure their resolution.

Who is eligible to submit proposals?

The funding opportunity through this CfP is worldwide to all types of private non-profit research organizations or for-profit multinational companies, including but not limited to small and medium sized biotechnology companies, international organizations and foundations, joint R&D ventures, government research and academic institutions. Individuals without an organization registration number cannot apply for funding.

I am not sure if my proposal satisfies/is suitable for this call for proposal

The eligibility criteria are outlined in the application text under part 3 "Create an application". If you are still uncertain whether your proposal is in the scope of the call, please read the Call for Proposal linked under part 3. Proposals are only eligible for funding if they are coherent with the CfP objectives, relevant to the CfPs disease scope, consistent with the CfP timeline and award conditions and complete in terms of required content in the proposal template. If you are still uncertain, e-mail cfp@cepi.net. Applications that do not satisfy the call for proposals eligibility criteria are usually rejected.

The Call for Proposal refers to CEPI's policies on Equitable Access, Shared costs/shared benefits and Management of Intellectual Property, where can I find these?

These policies will be uploaded on CEPI's webpage mid-February 2017.

Are there general terms of funding available?

CEPI has general terms of funding, these will be uploaded on CEPI's webpage mid-February 2017.

What is the governing law for CEPI contracts?

English and Welsh law will govern CEPI contracts.

"My RCN web" and the application form

What is the electronic submission service (eSøknad)?

The eSøknad electronic submission service is the online system for submitting grant proposals to the Research Council of Norway (RCN), and CEPI is using this online system for this call for proposal. For more details about the eSøknad system, see Apply for funding > Application information > Application form.

Logging on to "My RCN Web"

You may log in/create a new user account at www.forskningsradet.no/login. When you create a new user account, you will receive an email containing a link that takes you to a window where you can confirm the new user account by clicking on the button for user verification. An email address may only be associated with a single user identity. A message will appear if you are trying to create a new user account with an email address that has been used previously.

If you have forgotten the password you used when you first registered as a user you can click on the button for "New password" at www.forskningsradet.no/passord. You must provide your email address to receive a new password. You will be sent an email with a link that takes you to a window on My RCN Web where you can set a new password.

When I open the eSøknad system everything appears in a very small font

This is usually due to the setting for the text size in your net browser. To check this setting in Internet Explorer, click on "Page" and select "Text size". Select "Medium". If you are using a Macintosh, try pressing the plus key a few times while holding down the "Apple key" (aka "Command key").

I would like to view the application form to find out what information is needed

Go to Apply for funding > Find calls for proposals and enter "TEST" in the search field in the right-hand column. Click on the search result "The opportunity to see the content of an application" and then click on "Choose" and "Create new application" for the relevant application type. After you log in (or register yourself as a new user), you will access a page from which you can create a test application and navigate your way through the application form. You may also access the guidelines for filling out the individual fields in the form and print out the form. **Please note:** test applications are **not** to be submitted to the Research Council. Each of the standard application types (type of funding) has its own application form.

How do I access the appropriate online application form for completion and submission?

All applicants must use the online application form provided in the eSøknad electronic submission service. The electronic application forms and accompanying guidelines are tailored to the individual standard application types.

All programmes/activities with an active call for proposals have a button marked "Create new application" on the last page of the call. Clicking on this will take you directly to the log-in page. If you have not already logged in, you will first be directed to the log-in box. First-time users of the eSøknad system will be asked to register themselves before they can access the application form.

Can I make corrections to a grant proposal that has already been submitted?

Should you discover errors or missing information in an application you have submitted (or the attachments), you may open, correct and resubmit your application provided that the submission deadline has not yet expired. It is the last submitted version of the grant application that will be sent on for processing. This does not apply to applications to calls for proposals with open-ended deadlines.

How do I convert my attachments to pdf (Portable Document Format) files?

All attachments to grant proposals sent through the eSøknad system must be submitted in pdf-format. The pdf-format satisfies the criteria stipulated by the National Archives of Norway, whereas Word and rtf-formats do not.
Click here to learn more about the application form and requirements for attachments.

How do I fill out an application form "My RCN web"?

An introduction to how to create and complete applications is available under Apply for funding > Application information > Application form. Pay special note to the sections on saving information and error detection. All mandatory fields (designated with a *) must be filled out. The eSøknad system will

not allow you to submit an application in which information is missing from any of the mandatory fields or is entered incorrectly. Use the **"Check page"** and **"Check entire"** buttons to make sure you have filled in all fields correctly. All attachments to the grant proposal must be submitted in pdf-format. When your application has been successfully completed, click the "Submit…" button. Email confirmation of receipt will automatically be sent as soon as the application has been received by the Research Council.

Is it possible for more than one person to work on the same grant application form?

If more than one person working on the same grant application at the same time, i.e. has logged on using the same user name and password, there is a risk that text and figures may be stored incorrectly and lost. Please use the "Share application…" function to ensure that there is no confusion.
Please note: it is only the user who originally created the application who can grant access to shared editing rights and submit the final application. The Project Owner and person submitting the grant application will both receive confirmation of receipt by email.

Which browsers does the eSøknad system support?

See the [overview of compatible browsers.](#)

Why can't I print out my application or copy it to a pdf-file?

When you click on "Print" or the pdf-icon, you generate a pop-up. Many machines are blocked for pop-ups. Turn off your pop-up blocker or override it by holding Down the Ctrl-key while you click on the printer or pdf-icon under "My Applications" under the tab for Applications in eSøknad. Do not release until you see that the process has started.

Word gives a different number of characters than "My RCN web"/the eSøknad system when I cut and paste text from a document into my application. Why?

The eSøknad system counts each carriage return as two characters, while Word only counts it as one.

The pdf version of my application/report does not display what I registered

The various net browsers store files in a browser cache and check there to see if a file already exists before displaying anything.

If the file already exists, your browser is probably displaying an earlier version of the file stored in the browser. You must empty the browser cache. In Internet Explorer: Go to Tools > Internet Options > General and select "Delete Files". In Firefox: Go to Tools > Clear Private Data and select "Clear Private Data Now".

I get an error message when trying to download a file ("Internet Explorer Cannot Download")

Chek the following in Internet Explorer:
Open the "Tools" menu and go to "Internet options..."
Open the "Advanced" tab in the pop up-window
Scroll down to the "Security" options
Uncheck "Do not save encrypted pages to disk"
Click "OK" and try again.

Application deadlines

What is the cut-off time for submission of grant applications using "My RCN Web"?

You may submit electronic applications until the expiry of the deadline date and time stipulated; **March 8ᵗʰ at 4pm CET, 2017**. Applications may be opened, amended and resubmitted up to the expiry of the submission deadline. It is the last submitted version of the grant application that will be sent on for processing. Please note that the date and time stipulated for the deadline are absolute and final. After that time, the system will automatically cease to accept applications for that deadline. Thus, it is not possible to submit or make any changes to an application after the expiry of the deadline. It is the applicant's responsibility to budget adequate time for completing and submitting grant applications.

When are funding announcements publicized?

In this case, there is a two-step application process. Short listed candidates will be invited to submit a full proposal, they will be notified mid-May 2017. Applicants will be contacted as soon as possible.

Application content

Where can I find guidelines for how to fill out the individual items of the application form (including project description)?

General guidelines for how to fill out the individual items are integrated into the RCN application form, and may be found by clicking on the **"Guidelines"** button to the right of the heading for the relevant item. **Be aware that these do not necessarily apply for the CEPI application. For correct guidelines on all items, see:** application guidelines.

Are all fields mandatory to fill in?

No, only fields marked with * are mandatory. If you are uncertain if you have filled in all mandatory fields, click "check page" at the bottom of the page. Mandatory fields not filled in will be marked in red.

What do the terms project owner, project administrator and project manager mean?

For more information, please see application guidelines.

Under Project Owner, it says you have to state the Norwegian name, is that necessary?

If the organization, company, university has a specific Norwegian name, use this. If not, use its English name. If you cannot find your institution/company in the browser in "Find project owner", you can add it yourself.

Is an enterprise number necessary?

No, this is not necessary to fill in.

How do I fill out the budget in the application form?

Fill in the requested information in the attached "***prelim budget and online in-data template"*** and import the requested sums into its respective cost categories in the Application form online. We are

aware that this will cause some duplicate work, but it is necessary to fill out both places. For more information on how to fill in the attached budget template, see the budget FAQ in the template and **the CEPI cost guidance document.** You can disregard the Guidelines in the RCN application form.

In the application form it states that the currency is NOK, but in the CEPI guidance document and in the budget and financing template you state USD, what is correct?

USD is the correct currency. 1000 USD = 1 (in the application budget).
For example, US$550,000 = 550 in the application budget (e søknad).

Why do I need to change the value of USD?

To facilitate a rapid launch of the first Call for proposal, the CEPI secretariat is collaborating with the RCN by using their established online application system for submissions. We are constrained by the Norwegian Kroner being the default currency valuation, therefore we require applicants to round budgets to (000s). Please delete three zeros on budgets. 1000 USD = 1 (in application budget).

What is meant by the term "partner"?

The term "partner" is used to designate participants that have stipulated rights and/or obligations under the project contract. Partners comprise institutions, companies and other activities (as well as any designated individuals) that will be providing professional or financial resources to the project. Partners must be listed in the application form. In connection with contracts with CEPI collaboration agreements must be drawn up between the project owner and each partner participating in the project.

What are the requirements pertaining to signatures on the grant proposals and contracts?

The application form (eSøknad electronic application submission system) entails that grant proposals to the Research Council do not require the personal signatures of either the project manager or the project administrator on behalf of the applicant institution/enterprise. However, the application must contain confirmation that the institution/enterprise, via the project administrator, has approved the proposal. Both the individual who submits the application and the project owner will automatically receive email confirmation of receipt as soon as the application has been received by the Research Council. The project administrator must personally sign the contract for project allocations.

Problems arising during the application process

Whom should I contact if I have problems filling in my application?

Grant-related questions and problems filling out the application form: If you are unable to find the answers you need in the call for proposals, the description of application types or the guidelines to the application form, please contact the CEPI secretariat; cfp@cepi.net.

The CEPI Secretariat will answer questions submitted to cfp@cepi.net. All questions submitted by **3 February 2017** and **20 February 2017** will receive one response that will be emailed to those who submitted questions and posted on www.cepi.net

I am a Macintosh user, and I have encountered some problems when filling out the application form. What should I do?

[Read more about Mac compatible browsers here.](#)

I am unable to upload a pdf-file to my electronic grant application because it is too large.

It is not possible to upload project descriptions that exceed the maximum page limits specified in the call for proposals. If you are receiving an error message that your file is too large, then you must adjust the length of your project description to be within the stipulated limits; 10 pages.

Application processing

How do I find out about the outcome of the application processing?

Once the short listed candidates have been elected, all applicants will be notified of the outcome of the application processing. The short listed candidates will be invited to submit a full proposal.

Can I submit a complaint regarding the processing of applications?

It is only possible to submit complaints relating to a procedural error or a fundamental deficiency or shortcoming in the grounds underlying the exercise of academic, or expert discretion alleged to have occurred during the submission or processing of applications. Complaints may not be submitted regarding academic or expert discretion exercised.