

Guidelines for online application

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 the [Call for Proposals \(CfP\) text](#).

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 CEPIs requirements, therefore we ask applicants to use these guidelines below when filling out the online form. In particular, pay attention to the section on "Budgeting". Only * marked fields are mandatory to fill in.

CEPI encourages applicants to familiarise themselves with the online application portal in the weeks leading up to the deadline so that applications are submitted as smoothly as possible. Applicants are able to edit and save applications without submission. The deadline is definite and the portal will not allow submission after the CfP deadline, 16:00 CET, 8 March 2017.

Contents

Definitions	2
Primary and secondary objectives of the project	3
Project summary	3
Supplementary information from applicant	4
Progress plan	4
Dissemination of project results	5
Budget	5
Cost plan.....	6
Cost codes	7
Funding plan	7
Partners	8
Project Description	9
Other items.....	10

Definitions

This is where you enter the name of the main applicant organisation (institution/company) and the name of the individual who acts as the project administrator.

Project Owner: The institution or company that acts as the main applicant organisation and which is responsible vis-à-vis CEPI for ensuring that the project is carried out in accordance with the contract (legally responsible party). In the online 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 references to “Norwegian name”; use the official, English name.

For the application types Personal Doctoral Research Fellowship and Personal Post-Doctoral Research Fellowship

This does not apply for the CEPI preliminary CfP.

Confirmation

Before submitting the online application form, 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 online application form 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.

Preferred language: Please choose English.

Project title

Please give your online application form a short title that describes the planned research activity. The project title will be included in the list of all online application forms under processing that will be made publicly available. The title should therefore not disclose any sensitive information.

For Project Establishment Support applications:

This does not apply for the CEPI preliminary CfP.

Are you working with revision of a grant application?

This does not apply for the CEPI preliminary CfP.

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:

This does not apply for the CEPI preliminary CfP.

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:

This does not apply for the CEPI preliminary CfP.

Please note that **the project summary will be made publicly available** if the online application form is approved for funding. The text provided should therefore be suitable for public access, and should be comprehensible to professionals and non-professionals alike, without disclosing any sensitive

information. The project summary will also be forwarded to the expert reviewers and CEPI's Scientific Advisory Committee (SAC) who will be asked to assess the online application form.

The application form will **'log out' 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?

This does not apply for the CEPI preliminary CfP.

Supplementary information from applicant

This is where you enter the discipline/specialist field to which the online application form belongs and further information about related applications that may have been submitted.

Progress plan

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 period.

Definition

The project period is 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, maximum 5 years.

Please use keywords 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.

If the format of the online application form does not allow for a detailed enough description of the project progress plan, please provide, in a separate attachment of your preferred format (saved as a PDF), an overview of the planned project activities, with an indication of milestones and timelines for completion. In such case, please include: activities, milestones; responsible partner; start date; end date.

Dissemination of project results

Please provide a brief overview of dissemination plans. Final plans will be agreed with CEPI on awarding of contract.

For Researcher Project applications:

This does not apply for the CEPI preliminary CfP.

Budget

You are requested to enter budget totals for three cost categories in the online application form: Cost plan; Cost code; and Funding plan. First, enter the requested information in the Excel file “[Budget and financing plan Step 1](#)” and import the requested sums into the three respective cost categories in the online Application form. For questions related to CEPI’s budgeting and financing requirements, read:

- the instructions in the ‘Instructions’ tab of the “Budget and financing plan Step 1” excel file.
- CEPI’s cost guidance document for specifications of items that are eligible for CEPI funding “[CEPI cost guidance document](#)”

Please note that the three cost category totals (Cost plan total; Cost code total; Funding plan total) in the excel file must always match the totals on the RCN online portal. The three cost category totals must also always match between them, both on the excel file and on the RCN online portal.

The **cost plan** concerns the description of costs per activity and milestone through the duration of the project.

The **cost code** is an internal cost classification requirement of the RCN. For the purposes of this CfP, you should fill in the total cost of the project in a single entry under the Cost code table, titled ‘Abroad’, as per the instructions below.

The **funding plan** concerns the breakdown of the total project costs by source of financing during the duration of the project, as per the instructions below.

Filling in all three cost category tables in the online application form is mandatory.

When uploading the excel based budget template, all attachments to online application forms must be submitted in pdf-format, including the completed “Budget and financing plan Step 1”. When converting this excel file into pdf format, ensure that table headings are included, and data entries can be easily read. Where possible, applicants are asked to try to keep columns to one full page. In case of multiple data entries per table, it is OK if table rows exceed single pages in the pdf file.

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

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

Below is a general description of what the different headings in the online form entail.

Cost plan

The Cost plan indicates how costs will be distributed over the project period. Here you are to specify the **total costs** associated with implementation of the project, not just those costs for which funding from CEPI is being sought.

Please use the “check page” function to make sure that the total amount for each budget year must be identical for all three budget tables.

Payroll and indirect expenses

Please use the the Excel file “[Budget and financing plan Step 1](#)” to calculate your total for Payroll expenses (not indirect expenses). Import the requested sums from the tab titled ‘summary budget’ from table 1.1, and input yellow cells into the corresponding year and costing category of your RCN application.

NB: check the review cell to make sure that the funding plan matches the cost plan.

Indirect expenses should not be included in this table. They should be included in table ‘Other operating expenses’ (see below).

Please see CEPIs cost guidance document for specifications of items that are eligible for CEPI funding “[CEPI cost guidance document](#)”

Internal fellowship-holders are not applicable for the CEPI preliminary CfP.

Procurement of R&D services

Please use the the Excel file “[Budget and financing plan Step 1](#)” to calculate your total for Procurement of R&D services. Import the requested sums from the tab titled ‘summary budget’ from table 1.2, and input yellow cells into the corresponding year and costing category of your RCN application.

NB: check the review cell to make sure that the funding plan matches the cost plan.

Please see CEPIs cost guidance document for specifications of items that are eligible for CEPI funding “[CEPI cost guidance document](#)”.

Equipment

Please use the the Excel file “[Budget and financing plan Step 1](#)” to calculate your total for Equipment. Import the requested sums from the tab titled ‘summary budget’ from table 1.3, and input yellow cells into the corresponding year and costing category of your RCN application.

NB: check the review cell to make sure that the funding plan matches the cost plan.

Please see CEPIs cost guidance document for specifications of items that are eligible for CEPI funding “[CEPI cost guidance document](#)”.

Other operating expenses

Indirect expenses are to be included under other operating expenses.

Please use the the Excel file "[Budget and financing plan Step 1](#)" to calculate your total for other operating expenses. Import the requested sums from the tab titled 'summary budget' from table 1.4, and input yellow cells into the corresponding year and costing category of your RCN application.

NB: check the review cell to make sure that the funding plan matches the cost plan. Any discrepancies must be fixed by increasing or decreasing either the cost plan or the funding plan inputs.

Please see CEPIs cost guidance document for specifications of items that are eligible for CEPI funding "[CEPI cost guidance document](#)".

Specification

Only use this field if you feel that you need to provide further specification of individual items in the Cost plan.

Cost codes

This table is not applicable to the CEPI preliminary CfP but it must be completed for the online application form to be submitted. Import the requested sums from the tab titled 'summary budget' from table 2, and input the values in the yellow cells into the corresponding year and costing category of your RCN application. These figures will be under the cost code 'Abroad' and will be automatically generated by the Excel file "[Budget and financing plan Step 1](#)"

All amounts should be given in USD, where 1000 USD = 1 (in the application budget). Disregard that the online application form specifies NOK.

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

There are three categories: own financing, international funding, funding from the Research Council (read as funding from CEPI).

On the Excel file "[Budget and financing plan Step 1](#)", these figures need to be inserted under the tab 'Funding plan' and will then be found under be automatically generated by the tab titled 'summary budget' from table 3. Please import the requested sums from table 3, and input the yellow cells into the corresponding year and costing category of your RCN application.

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.).

NB: check the review cell to make sure that the funding plan matches the cost plan, the total amount for each budget year, must be identical for all three budget tables. Any discrepancies must be fixed by increasing or decreasing either the cost plan or the funding plan inputs.

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

Any non-CEPI funding related to this project, for the duration of the project.

Other public funding

This does not apply for CEPI the preliminary CfP. Applicants are asked to insert 0.

Other private funding

This does not apply for CEPI the preliminary CfP. Applicants are asked to insert 0.

From Research Council

Interpret this as contribution from CEPI.

Specification

This does not apply for the CEPI preliminary CfP.

Fellowship

This does not apply for the CEPI preliminary CfP.

Partners

NOTE: You are asked to specify the experience and roles of your partner(s) in the project in the project description template. In the online application form, you should only list your partners and provide relevant contact information.

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 the project is granted funding, each of these partners must sign a bilateral or joint collaboration agreement with the Project Owner that sets out their obligations.

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 entering 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.

Project Description

Use the CEPI “[project description template](#)”. Please note that it is not possible to upload a file that exceeds 10 pages.

Uploading attachments

All attachments to the online application form must be submitted in pdf-format.

Please note that the attachments must have valid filenames. Certain characters and 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 pdf file:

- Convert file you wish to upload into pdf format.
- 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

There are some attachment types for which more than one file may be uploaded. Click on the button “Add new line” to upload more than one file. Max 20 files for each attachment type.

Decreasing file size

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

Important for users of Adobe Acrobat

The Research Council needs to be able to copy the contents of the attachment file. Therefore, please note that attachments in pdf-format must not be password-protected under the “Security Settings” of Adobe Acrobat 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”.

Attachments containing a virus

If an attachment submitted with an online application form 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”.

Other items

Only items that are stipulated in the call for proposals should be attached to the grant application. Types of attachments that have not been requested will not be included in the application review process.

Uploading attachments

Please refer to the instructions given in the guidelines under “Project description template”.