



Ministry of Earth Sciences  
Government of India



EUROPEAN UNION

**Cooperation on  
Climate Change and Polar Research  
between  
Ministry of Earth Sciences (MoES) and the European Union (EU)  
under the R&I programme 'HORIZON 2020'**

Researchers and innovators from universities and research organisations from India can team up with European partners in the calls for proposals published by the European Commission (EC) under its Research and Innovation programme 'Horizon 2020' (2014-2020).

Through participation in 'Horizon 2020', the partners can benefit from access to talent, knowledge, data and infrastructures, and connect to world-leading teams, networks, value chains and address jointly global challenges.

Based on the principle 'Horizon 2020' Open to the World', Indian entities can participate in all Horizon 2020 Calls but they are not funded by Horizon 2020. To ensure funding for successful Indian applicants, MoES and the EC have concluded a Co-Funding Mechanism (CFM) by which MoES agrees, in pre-selected calls, and subject to specific conditions and modalities, to fund the successful Indian participants that have been selected in Horizon 2020 project(s).

On 2 July 2019, the EC published the 'Horizon 2020' updated [Work programmes for 2019-2020](#).

The Ministry of Earth Sciences (MoES) has agreed to co-fund successful Indian applicants in two call topics in areas under its mandate: see list of calls selected in Section 1 hereunder. The list provides the exact Call IDs, the opening and closing date of the call; the type of action provided and the link to the full call text as published in the [Horizon 2020 Funding & Tenders Portal](#).

The guidelines in this notice explain the modalities of participation that the Indian applicants have to comply with in order to be eligible for funding by MoES (see hereunder Sections 2 and 3, including Annex 1 on Administrative and Financial Considerations to be complied with by the Indian applicants).

All proposals should be submitted to the Horizon 2020 Funding & Tenders Portal and to MoES, including the budget requested from MoES. In the absence of this, MoES will disqualify the Indian participants from funding (see Section 3 hereunder).

To be noted that Indian applicants will participate as International Partners and this should be mentioned at the time of submission of the proposal. They are not required to sign the Grant Agreement.

At the end of the notice, information is also provided on how to access and go about 'Horizon 2020' formalities, which Indian applicants have also to comply with (Annex 2) and on How to find partners (Annex 3).

For the complete call text and full understanding of the call, click [Horizon 2020 Funding & Tenders Portal](#) including the general conditions and modalities.

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## SECTION 1: LIST OF CO-FUNDED CALLS

Click on the 'topic identifier' link to see complete call text.

Title	Topic Identifier	Type of Action	Opening	Deadline model	Single Stage	second-Stage
<b>The cryosphere</b>						
Polar climate: understanding the polar processes in a global context in the Arctic and Antarctic Regions	<a href="#">LC-CLA-17-2020</a>	RIA	12 November 2019	two-stage	13 February 2020	03 September 2020
<b>Knowledge gaps</b>						
Developing the next generation of Earth System Models	<a href="#">LC-CLA-18-2020</a>	RIA	12 November 2019	two-stage	13 February 2020	03 September 2020

*// to Be Noted //*

**Both calls are a two stage procedure. This means:**

- 1) Applicants first submit a short proposal (maximum 10 pages, unless otherwise specified in the submission system). Part A is also shorter, including only the total requested EC funding (without a breakdown of costs). Part B is also shorter (10 pages) and only the evaluation criteria on 'excellence' and on 'impact', notably in relation to the expected impact statement in the work programme, have to be addressed.
- 2) Proposals which pass all the individual thresholds and the overall threshold for stage 1 (see Annex H of the General Annexes to the Work Programme), will be invited to submit a full proposal for stage 2.
- 3) At the end of stage 1, unsuccessful proposal coordinators receive an Evaluation Summary Report (ESR), showing the results of the evaluation of their proposal. For successful stage 1 proposals, general feedback is provided to all coordinators, but the ESR of stage 1, is only sent after stage 2.
- 4) Submission in stage 2 requires the same content and formalities as the single proposal procedure. However, the full proposal must be consistent with the short proposal submitted in stage 1 and must not differ substantially from it.

**Type of action funded: Research and Innovation Action (RIA)**

According to Horizon 2020 rules, a RIA aims at tackling clearly defined challenges which can lead to the development of new knowledge and/or new technology.

## SECTION 2: MODALITIES OF PARTICIPATION AND FUNDING

### 1. PARTICIPATION

#### 1.1 Participants from India

- Any legal entity/ organization established in India with expertise in relevant and distinct disciplines. No limit on number of Indian participants but should be necessary for the execution of the project and comply with the modalities ([see section 2 – 2.1](#))
- The call is open to all career groups (i.e. early, intermediate and senior); however, it is expected that each investigator shall have adequate service tenure to accommodate key research, coordination, outreach, post completion handholding and maintenance (if any) responsibilities. Early career investigators are encouraged to participate.
- The number of Indian project partners should be optimum and correspond to the objectives of the project. Each project should clearly demonstrate the partner's essentiality, complementarities, and added value in jointly addressing the topic.

#### 1.2 Participants from EU

- **Entities from Member States of the European Union**<sup>1</sup>, including their overseas departments and outermost regions<sup>2</sup>; and
- Entities from **Associated Countries** (AC)<sup>3</sup> to EU R&I Programme 'Horizon 2020'.

Jointly called hereafter participants from '**Europe**'.

#### **//to be Noted //**

*Please note that until the UK leaves the EU, EU law continues to apply to and within the UK, when it comes to rights and obligations; this includes the eligibility of UK legal entities to fully participate and receive funding in Horizon 2020 actions such as those called for in this work programme. Please be aware however that the eligibility criteria must be complied with for the entire duration of the grant. If the UK withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, they will no longer be eligible to receive EU funding and their participation may be terminated on the basis of Article 50 of the grant agreement*

[http://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/main/h2020-wp1820-intro\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/main/h2020-wp1820-intro_en.pdf)

#### 1.3 Composition of Consortium

The Research and Innovation Action (RIA) will be carried out by a consortium of organisations working together on specific research and/or innovation or coordination areas, identified in the call text.

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<sup>1</sup> [https://europa.eu/european-union/about-eu/countries\\_en](https://europa.eu/european-union/about-eu/countries_en)

<sup>2</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules_en.pdf)

<sup>3</sup> Following countries are associated to Horizon 2020: Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Georgia, Iceland Israel, Moldova, Montenegro, North Macedonia, Norway, Serbia, Switzerland, Tunisia, Turkey and Ukraine

In addition to the **3 mandatory participants from 'Europe' in a RIA**, there is no restriction on the number of participating entities/organizations from Europe or India, or as a matter of fact from anywhere in the world. Indeed, based on the principle 'Horizon 2020 Open to the World', entities located anywhere in the world are also eligible to join the project consortium, subject to specific Horizon 2020 rules of participation.

All three European legal entities shall be independent of each other within the meaning of Article 8 of Horizon 2020 Rules for Participation<sup>4</sup>.

To be noted that in addition to the general eligibility conditions, specific requirements might be set for a given call. Please always check carefully the call text itself in the Horizon 2020 Funding & Tenders Portal<sup>5</sup>.

Each project should clearly demonstrate the partner's essentiality, complementarities, and added value in jointly addressing the topic.

According to EC guidelines<sup>6</sup>, among all consortium beneficiary, one consortium member should be nominated as a Project Coordinator', who serves as the central contact point and represent the consortium towards the EC. The consortia members are free to choose/nominate who will take up this role<sup>7</sup>. In case there is more than one Indian participant in a given project it is advised that the Indian participants appoint among them a '**Lead Scientific Coordinator**', who can represent the Indian participants in the consortium vis-à-vis MoES.

## 1.4 Gender Balance

Applicants are encouraged to promote equal opportunities in the implementation of the action by ensuring a balanced participation of women and men at all levels of the research and innovation teams and in the management structures.

## 2. ELIGIBILITY

The participating entities/organisations from India have to be a legal entity as per Indian law (Indian applicants) and the European entities as per the Horizon 2020 rules of participation.

### 2.1 Indian Entities Eligible to Participate

- Government of India supported or recognised (Public or Private) academia; research organisations and urban or other local bodies;
- Government of India recognised not-for-profit, NGO(s)/ VO(s)/ Trust(s)/ Research foundations, having research as one of the imperative mandates;

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<sup>4</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/legal\\_basis/rules\\_participation/h2020-rules-participation\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf)

<sup>5</sup> [https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/from-evaluation-to-grant-signature/eligibility-check\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/from-evaluation-to-grant-signature/eligibility-check_en.htm)

<sup>6</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

<sup>7</sup> Project Coordinator: a project coordinator is the individual who leads a Horizon 2020 project. Most often, the project coordinator will organize the consortium, prepare the proposal and manage the project. The coordinator signs the Grant Agreement for his or her organization with the European Commission and other beneficiaries accede to the Agreement. The coordinator is the only authorized representative of the consortium for any communication with the European Commission. [https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf) (page 15)

**// to Be Noted //**

**Academic/Research Partners:**

- *Public and/or private universities and research organisations must have a well-established research support system, for basic or applied research; and*
- *Submission of proof of establishment under Indian statute; recognition documents and registration at Government of India's Public Finance Management System (PFMS) - <https://pfms.nic.in> shall be obligatory.*

**Indian private R&D performing institutions and Not-for-profit, NGO(s)/VO(s)/Trust(s)/Research Foundations:**

- *The Indian private R&D performing institutions and Not-for-profit, NGO(s)/ VO(s)/ Trust(s)/ Research foundations should have experience of at least 3 years in scientific research, teaching, training and extension activities; and must follow research as one of the mandates.*
- *Proof of registration at 'NGO DARPAN' of NITI Aayog (<http://ngodarpan.gov.in/>), Certificate of registration under Society Registration Act, Firm's Memorandum of Association, Registration at Government of India's Public Finance Management System (PFMS) (<https://pfms.nic.in>), Valid SIRO certificate for firm's in-house R&D recognition and audited account statements for the past three years shall be obligatory;*

## **2.2 European Entities Eligible to Participate**

- Any natural or legal person<sup>8</sup> (e.g. any company, big or small, research organisations, universities, non-governmental organisations, etc.) regardless of their place of residence or establishment in Europe;
- They must possess the operational and financial viability to carry out the research tasks that they propose.

## **3. FUNDING**

### **3.1 Funding by MoES**

MoES will fund the Indian consortium members as per requirement of the project, for the project duration, up to 5 years.

Budget should be commensurate with the essentiality of participation, workload and objectives of the project and cost of participation.

#### **3.1.1 Eligibility for Funding**

Budgeted costs of the project to legal entities subject to obligatory fulfilment of eligibility criteria:

MoES will support (Grant-in-aid) 100% of the approved budget costs (maximum to 1.5 cr per project, regardless of number of Indian participating entities) to the following two categories of organizations:

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<sup>8</sup> [http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/find-partners\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/find-partners_en.htm)

- a. Government of India supported or recognised public or private academic institutions or research organisation, and urban or other local bodies;
- b. Indian private R&D performing institutions and Not-for-profit, NGO(s)/ VO(s)/ Trust(s)/ Research Foundations, having research as one of the imperative mandates

Eligible costs for funding are:

- Direct costs: manpower (JRF, SRF, RA, TA etc.);
- Consumables;
- Travel cost (domestic and international);
- Fieldwork, laboratory equipment, training and awareness.

Indirect costs: overhead charges: as per MoES norms.

### 3.2 Funding by EU

Funding of European partners is as per Horizon 2020 rules of participation and in function of Research and Innovation Action (RIA).

For details, see: [http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-grant-factsheet\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-grant-factsheet_en.pdf)

#### **// to be Noted //**

#### ***Contractual arrangements between Indian and European participants***

*Indian partners are funded by the MoES only, and do not receive funding from Horizon 2020 (neither directly nor indirectly). Therefore, unlike the European partners, they do not have to sign the Grant Agreement (GA) with the European Commission, and are not considered beneficiaries in this GA.*

*According to Article 14a of the Horizon 2020 General Model Grant Agreement<sup>9</sup>, successful Indian participants will be named as international partners in the GA. In the GA, international partners must be assigned to a European partner that signs the grant agreement (i.e. a beneficiary). This beneficiary remains responsible towards the Commission for the action tasks performed by its international partners. The Indian participants have to comply with a number of obligations (such as record-keeping obligations on the scientific and technical implementation of the project, maintaining confidentiality, and promoting the action and visibility to the public funding). For this purpose, the participants are deemed to cover these obligations in the consortium agreement or through bilateral agreements between a beneficiary and an Indian partner.*

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<sup>9</sup> An annotated version of this Horizon 2020 General Model Grant Agreement is available through this link [https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

**// to be Noted //**

***Ownership, Protection & User rights***

*IPR legislation and other rules are often crucial for participants in research projects, as they may have a deep influence on the way in which the knowledge can be shared during a project development, and in which project results can be commercially used.*

*The participants shall jointly develop a Consortium Agreement (CA)<sup>10</sup>. The CA is a specific agreement to be concluded between the participants in joint research, defining, among other things, ownership, protection, user rights for research and development purposes, exploitation and dissemination, including arrangements for joint publication, the rights and obligations of visiting researchers and dispute settlement procedures. The CA shall also address foreground and background information, licensing and deliverables. For more information see [Annotated Model Grant Agreement \(Article 14a\)](#)<sup>11</sup> and the [guidance on establishing a consortium agreement](#)<sup>11</sup>.*

*The IPR issues for all the proposals need to satisfy the S&T agreement between EU and India<sup>12</sup>.*

*The provisions of IPR Annex of India-EU S&T Agreement would be guiding principles for IPR sharing arrangement between Indian and European consortium. Disputes should be settled by mutual agreement between the parties.*

**4. PREPARATION OF PROPOSAL**

The Indian and European participants must formulate a joint proposal according to the requirements and templates provided by respectively the Horizon 2020 Funding & Tenders Portal format<sup>13</sup> and MoES's administrative and financial requirements. Complying with the formats and templates of Horizon 2020 and MoES is mandatory for the project partners.

The Horizon 2020 proposal itself consists of two main parts:

- **Part A: the Administrative Forms** containing general information on the project (title, abstract, and keywords), the consortium (basic administrative data, contact persons, declarations) and the budget overview.
- **Part B: the Technical Annex** containing the detailed description of the planned research and innovation project. The structure is based on the evaluation criteria (Excellence, Impact and Implementation<sup>14</sup>) as provided in the proposal template for a Research and Innovation Action (RIA).

In addition to the above, Indian applicants must provide detailed information according to MoES templates ([see Annex 1](#)). These documents shall be added to the Horizon 2020 online proposal as an Annex (see Step 5 in Part B and Annexes).

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<sup>10</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf#page=156](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf#page=156)

<sup>11</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-cons-a\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-cons-a_en.pdf)

<sup>12</sup> [http://trade.ec.europa.eu/doclib/docs/2003/july/tradoc\\_113341.pdf](http://trade.ec.europa.eu/doclib/docs/2003/july/tradoc_113341.pdf)

<sup>13</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/call\\_ptef/pt/2018-2020/h2020-call-pt-ria-ia-2018-20\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/pt/2018-2020/h2020-call-pt-ria-ia-2018-20_en.pdf)

<sup>14</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-h-esacrit\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-h-esacrit_en.pdf)



Further mandatory or optional annexes (e.g. supporting documents for regulatory and ethics issues) required by the call and the given topic, as shown in the submission system.

It is essential that the project consortium makes a thorough analysis of the project strengths, weaknesses, opportunities and threats, prior to filling out technical section. It is equally important to address properly all three selection criteria: scientific excellence, impact, quality and efficiency of the implementation.

## 4.1 Preparation of Budget

The “Project Coordinator” must ensure that the financial budget in the joint proposal to the EU is presented in EUR (€), while the Indian participant(s) must ensure that the budget requested from MoES is presented in Indian Rupees (₹).

Maximum of **One and a Half crore Rupees (Rs. 1,50,00,000/-) per project** will be made available by MoES to the successful Indian participant(s) in a collaborative project with European partners under 'Horizon 2020'. Final number of funded projects will be decided by MoES.

The budget submitted by Indian participants to the EU is for indicative purposes; the one submitted to the MoES prevails.

### 4.1.1 Part A: budget in Euros (€)

- Part A is partially pre-filled with proposal data on: (1) General information, (2) Participants and contacts, (3) Budget; (4) Ethics and (5) call specific questions;
- Each participant (European and Indian) to indicate cost of their action in EUR **in Part A section 3 - Budget for the proposal**.
- The total budget corresponds to the total cost of the project (Colum H).

3 - Budget for the proposal

### Research & Innovation Action (RIA)

No	Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub-contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of in-kind contributions not used on the beneficiary's premises/€	(F) Indirect Costs / € (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs / €	(H) Total estimated eligible costs / € (=A+B+C+D+F+G)	(I) Reimbursement rate (%)	(J) Max EU Contribution / € (=H*I)	(K) Requested EU Contribution/ €
1			0	0	0	0	0	0,00	0	0,00	100	0,00	0,00
Total			0	0	0	0	0	0,00	0	0,00		0,00	0,00

**// to be Noted //**

*Indian applicants should indicate “zero” under columns (I), ((J) and (K) concerning EU contribution requested from EU Horizon 2020, since they are not eligible for funding from the Horizon 2020 budget, but will be funded by MoES.*

### 4.1.2 Part B: Indian participant(s) budget (in Rupees) according to MoES requirements

- Indian participants **MUST** submit detailed financial plan in **Indian Rupees (₹)** for duration of the project.

- The detailed Indian financial plan for each Indian participant in the project must be specified according to format provided by MoES in [Annex 1](#)
- Indian applicants must upload their budget in MoES format on Horizon 2020 application form (see below: Step 5 in Part B and Annexes)

### 4.1.3 MoES's budget calculation for Indian participants

Indian participant must ensure that each Indian participant follows budget format proposed by the MoES.

#### Direct Costs:

- 1) **Manpower cost:** as per the requirements of the project (emoluments will be as per prevailing Gov. of India norms);
- 2) **Mobility of investigator(s) & project staff(s):** for visit(s) and work related to the project to be undertaken by Indian investigator(s) & project staff(s) **in Europe**, the cost of travel and man-days of stay in European countries (i.e. round-trip international travel by economy class, admissible insurances, local transport, boarding and lodging) must be justifiably budgeted by respective Indian organisation for each year of [Annex 1](#).

It is expected that the institution hosting the collaborating investigator(s) & project staff(s) of other consortium participants, shall provide research facility and research resources to accomplish defined objectives and if required, it can also be reflected in each participant budget adequately.

- 3) **Overhead/Indirect Cost:** overhead expenses payable to institute for Indian partners, up to 10% of the total project cost.

*//to be noted //*

*The budget that MoES provides to Indian participants does not cover expenses incurred by the European and other countries' applicants in the consortium.*

## 4.2 Participant(s) Information

It is essential that the Indian partners inform at the proposal preparation stage itself that they will not sign the EU Grant Agreement (GA). They should indicate, however, that they participate as an 'International Partner'.

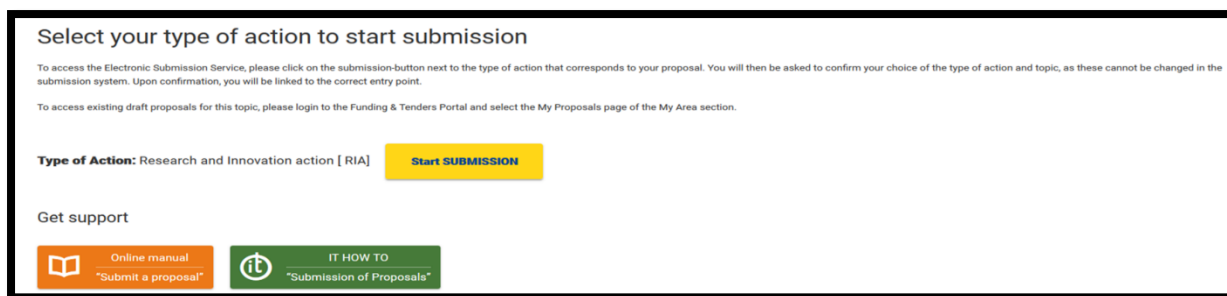
At the time of online submission of Horizon 2020 proposal, the name of the Indian participant(s) should be included as international partner(s) in Part B of application form (see Section 4.2. of Model Grant Agreement on third parties involved in the project (including use of third party resources)<sup>15</sup>.

## SECTION 3: PROCESS FOR SUBMISSION OF PROJECT PROPOSAL

### 1. Submission of proposal on Horizon 2020 Funding & Tenders Portal

Proposals must be submitted electronically using the electronic submission system of the Horizon 2020 Funding & Tenders Portal<sup>16</sup>. This task is to be done by the designated Project Coordinator.

Access to the electronic submission system is available after selecting a topic and a type of action of a call. Calls have a specific opening and closing date, called “deadline”. After that deadline, a submission to the call is no longer feasible. For more information, see [Proposal Submission Service User Manual](#)<sup>17</sup>.



Proposals must be created and submitted by a representative/contact person of the coordinating organization. The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal.

As explained above (Section 2 Point 4), a proposal consists of 2 main parts: PART A relating to administrative forms (structured information of the basic administrative data, declarations of partners, organizations and contact persons, etc.) and PART B containing the technical specifications, the detailed description of the planned research and innovation project; outlining work packages, budget and costs, etc..

The documents relating to administrative and financial requirements of Indian applicants should also be part of the Horizon 2020 electronic submission (as an Annex to the complete proposal).

Further mandatory or optional annexes (e.g. supporting documents for regulatory and ethics issues) may be required, as shown in the submission system.

The H2020 Online Manual<sup>18</sup> provides a detailed step-by-step guide on how to electronically submit the proposal.

<sup>15</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/call\\_ptef/pt/2018-2020/h2020-call-pt-ria-ia-2018-20\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/pt/2018-2020/h2020-call-pt-ria-ia-2018-20_en.pdf)

<sup>16</sup> <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/programmes/h2020>

<sup>17</sup> [https://ec.europa.eu/research/participants/data/support/sep\\_usermanual.pdf](https://ec.europa.eu/research/participants/data/support/sep_usermanual.pdf)

<sup>18</sup> [http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/submit-proposals/submission-tool\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/submit-proposals/submission-tool_en.htm)

## 2. Submission to MoES

The Indian participant(s) must submit the **complete proposal** (same as submitted on the Horizon 2020 Funding & Tenders Portal) as one single consolidated PDF file, at latest within seven working days after the deadline of each call by email to all three persons hereby indicated:

Dr Vijav Kumar, Scientist G, [vijay.kumar66@nic.in](mailto:vijay.kumar66@nic.in)  
Dr Prabir Dastibar, Scientist G, [prabir.gd@nic.in](mailto:prabir.gd@nic.in) and  
Dr Aparna Shukla, Scientist E, [aparna.shukla@gov.in](mailto:aparna.shukla@gov.in) .

**The proposal** must include:

- 1) Part A and Part B of the final joint proposal which has been submitted on the 'Horizon 2020' Participant Portal.
- 2) Budget **in the prescribed MoES format (see Annex)**, identifying the planned expenditures (in Rupees) for all Indian partners.
- 3) **Certificates from the Investigator(s) and Head of Institute(s)**: the text of the certificates is available on [http://moes.gov.in/writereaddata/files/Certificates\\_rev\\_2.pdf](http://moes.gov.in/writereaddata/files/Certificates_rev_2.pdf) .

In addition, two (2) hardcopies of research proposal submitted to EU Horizon Portal should be sent to MoES by Speed Post. The envelope should be superscripted with the title:

**"India-EU Calls on Climate Change and Polar Research", to the attention:**

**Dr. Vijay KUMAR**

Scientist-G

Ministry of Earth Sciences,

Government of India,

Prithvi Bhavan, Opp. India Habitat Centre, Lodhi Road, New Delhi – 110003

Please note that the proposal will be disqualified, if not submitted to MoES to above indicated email ID & address by indicated date. Absence of timely submission or any discrepancy found between the proposal submitted at Horizon 2020 Funding & Tenders Portal and to MoES, will result in disqualification from consideration by MoES for funding.

## 3. Submission to Horizon 2020 Funding & Tenders Portal

- Before submitting a proposal, any applicant (from Europe or India) needs to be registered and validated by the European Commission and obtain for this purpose a Personal Identification Code also called PIC: see registration procedure in [Annex 2](#).
- Online guidance is also provided on how to fill in the administrative forms (Part A).
- Proposal templates for the technical annex can be downloaded from the system. The technical annex and any additional annexes have to be uploaded as PDF documents.
- The Templates to comply with for MoES requirement are available in Annex 1.

**For more details see:** <https://ec.europa.eu/research/participants/portal/desktop/en/funding/index.html>

## FURTHER INFORMATION

### Contacts at MoES, New Delhi, India

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#### EU Contacts:

- European Commission's "*Research Enquiry Service*":  
<http://ec.europa.eu/research/index.cfm?pg=enquiries>
- [DELEGATION-INDIA-RI@eeas.europa.eu](mailto:DELEGATION-INDIA-RI@eeas.europa.eu)

**ANNEX 1: TEMPLATES FOR ADMINISTRATIVE & FINANCIAL CONSIDERATIONS BY MoES**

**Indian participant MUST submit additional detailed financial plan in Part B of the 'Horizon 2020' Application form, according to the format hereunder:**

**Budget format**

**Name of the Investigator:**

**Name of the Institution:**

**Type of Organisation:**

**(amount in Rs.)**

<b>Head</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>A. Non-recurring</b>				
1. Equipment				
<b>Total A</b>				
<b>B. Recurring</b>				
1. Consumables				
2. Manpower JRF, SRF, RA, TA				
3. Travel				
a. Domestic (including field work)				
b. International travel				
c. Local hospitality for visiting scientist.				
4. Training and Awareness				
5. Review meeting:				
6. Contingency				
7. Other expenses (Specify)				
8. Indirect cost (Overheads) – as per MoES norms				
<b>TOTAL B (1+2+3+4+5+6+7+8)</b>				
<b>TOTAL (A+B)</b>				

**Important notice:**

- This budget table should be made for each Indian participating/applicant partner.
- In case of projects longer than 3 years, information should be provided by Year 4; Year 5 as appropriate.
- Details and Justification should be provided for each head.
- For equipment head, provide the following additional information:
  - Detailed specifications of the equipment proposed,
  - Details of such equipment, if any, in the Institute and the need for additional facility,
  - Cost estimate (notional quotations)
  - For major equipment, please indicate as to how the instrument will be maintained after the project completion.

## ANNEX 2: HOW TO USE AND ACCESS HORIZON 2020 PORTAL AND FORMALITIES

### 1. How to Participate:

<https://ec.europa.eu/research/participants/portal/desktop/en/funding/index.html>

By selecting the “How to Participate” tab on the Horizon 2020 Funding & Tenders Portal “Home” page, researchers and innovators are directed to a page that provides easy access and instructions for using key parts of the portal (see screen shot below):

- Create an Account
- Register an Organization
- Find Partners
- Find a Call for Proposals
- Submit a Proposal

European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Horizon 2020 Framework Programme (H2020)

Horizon 2020 is the EU funding programme for research and innovation

Horizon 2020 programme is running from 2014 to 2020 with a €80 billion budget. It provides research and innovation funding for multi-national collaboration projects as well as for individual researchers and supports SMEs with a special funding instrument.

For more information on Horizon 2020, please see the H2020 web site.

- Find calls for proposals
- Projects & Results
- SME Participations
- Financial Capacity Assessment
- What's new

### 2. Online Manual and Reference Documents

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm)

From the page below, researchers and innovators can access the comprehensive user-friendly Online Manual (see screen shot below) and reference documents for all parts of Horizon 2020.

RESEARCH & INNOVATION  
Participant Portal H2020 Online Manual

My Area - User account & roles

GRANTEC

Applying for funding

- Find a call
- Find partners
- Register an organisation
- Submit a proposal

Evaluation & Grant signature

- Eligibility check
- Evaluation of proposals
- Grant preparation
- Grant signature

Grant management

- Keeping records
- Amendments
- Reports & payment requests
- Deliverables
- Dissemination & exploitation
- Communicating your project
- Acknowledgement of EU funding
- Checks, audits, reviews & investigations

Working as an expert

- Open registration
- Contracting & payment
- Expert roles & tasks

Cross-cutting priorities & issues

- International cooperation
- Social Sciences & Humanities
- Open Access & Data management
- Climate Action & Sustainable development
- Ethics
- Gender
- SMEs
- ERA-ACTs

Links to regional policy

Intellectual property

Innovator procurement

Financial instruments

Press

### 3. Support

The “Support” tab on the Horizon [2020 Funding & Tenders Portal](#) “Home” page provides access to the Horizon 2020 Helpdesk, the IT Helpdesk, a Glossary of Terms and FAQs as well as links to support organizations such as Horizon 2020 National Contact Points (NCPs) and the Enterprise Europe Network (EEN).

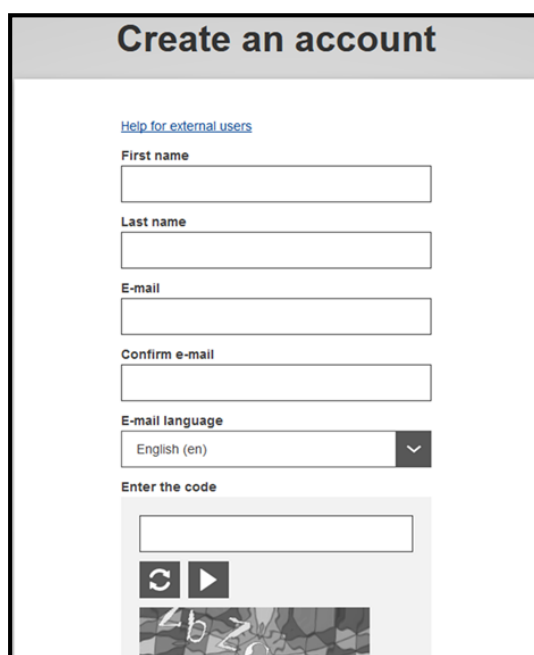
### 4. Opening an Account

#### A. Individuals: Create an EU Login account

<https://webgate.ec.europa.eu/cnp/public/ecas-create.cfm>

To enter the secure area in Horizon 2020 Funding & Tenders Portal, a person must first open an account with the European Commission Authentication Service (ECAS). The service acts as a firewall for the Horizon 2020 Funding & Tenders Portal. Anyone may establish an account with ECAS and enter the Horizon 2020 Funding & Tenders Portal. There is no limit on the number of individual accounts that can be affiliated with a given organization.

To open an ECAS account, select “Register” on the home page of the Horizon 2020 Funding & Tenders Portal (see screen shot above) and enter the information required (username and email address). A password will be sent to your email address within minutes. Return to the home page of the Horizon 2020 Funding & Tenders Portal and select “Login.” You will be directed to the page in the screen shot below. When prompted to indicate a user “Domain,” select “External” to indicate that you are not a Commission employee. Use the new password to gain access to the Horizon 2020 Funding & Tenders Portal. This is the main gateway for registered people and organizations to the Portal.



The screenshot shows a web form titled "Create an account". At the top left, there is a link "Help for external users". The form contains the following fields and elements:

- First name:** A text input field.
- Last name:** A text input field.
- E-mail:** A text input field.
- Confirm e-mail:** A text input field.
- E-mail language:** A dropdown menu currently showing "English (en)".
- Enter the code:** A section containing a text input field, a circular refresh button, and a play button.

Once logged into the Horizon 2020 Funding & Tenders Portal, one should complete the user account by identifying the organizations and/or proposals and projects with which they are associated and then establishing their role or roles in these.

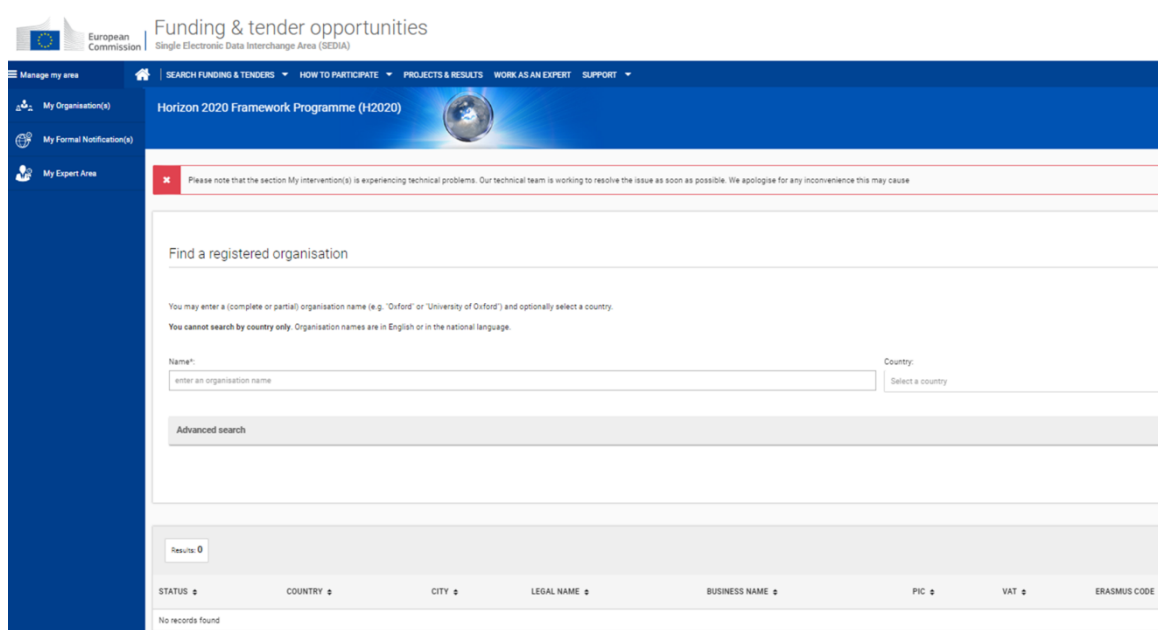


## B. Registering an Organization (Legal Entity) || Participant Information Code (PIC)

[https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/register\\_sec.html](https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/register_sec.html)

To participate in a Horizon 2020 project, a researcher must be registered as legal entity at the Horizon 2020 Funding & Tenders Portal of the European Commission. Once registered, organizations receive a unique nine digit “Participant Identification Code” (PIC) that is required for any organisation to submit a proposal. The Commission will use the PIC in all interactions with the organization and associated researchers.

If an organization has previously signed an EU Framework Programme Grant Agreement, it already has a PIC. If this is the case, then a researcher should contact the appropriate person or office within the organization (e.g. Office of Research Services, Office of International Research) to obtain the PIC. Alternatively, they can query the online PIC database by selecting the “Beneficiary Register” in the Horizon 2020 Funding & Tenders Portal (highlighted in blue on the left side in the screen shot below) or by following the link above.



The screenshot displays the 'Funding & tender opportunities' section of the Horizon 2020 Funding & Tenders Portal. The page title is 'Horizon 2020 Framework Programme (H2020)'. A navigation menu on the left includes 'Manage my area', 'My Organisation(s)', 'My Formal Notification(s)', and 'My Expert Area'. The main content area features a search form titled 'Find a registered organisation'. Below the title, there is a text input field for 'Name\*' and a dropdown menu for 'Country'. A message above the search form states: 'Please note that the section My intervention(s) is experiencing technical problems. Our technical team is working to resolve the issue as soon as possible. We apologise for any inconvenience this may cause'. Below the search form, there is an 'Advanced search' button and a 'Results: 0' indicator. At the bottom, a table header is visible with columns: STATUS, COUNTRY, CITY, LEGAL NAME, BUSINESS NAME, PIC, VAT, and ERASMUS CODE. The table currently shows 'No records found'.

If an organization does not have a PIC, it must obtain one by registering in the Organization Register. It is hosted within the Horizon 2020 Funding & Tenders Portal and can be accessed by selecting “Beneficiary Register.” To complete the registration, information regarding the legal status and finances of the organization will be required. If it is not possible to complete the registration in one session, the information may be saved and re-opened by selecting “My Organizations” in the Horizon 2020 Funding & Tenders Portal (highlighted in dark blue on the left side in the screenshot above). Once complete, a provisional PIC will be provided electronically within 48 hours.

Please note that, only if a proposal is successful, the European Commission will proceed with the validation of all information in the Organization Register, and provide a definitive PIC.

## ANNEX 3: FINDING PARTNERS

The starting point is to consider partners with whom you already have direct or indirect connections. As participation in a Horizon 2020 call requires an interdisciplinary and/or inter-sectoral approach for a challenge to be addressed appropriately, it may become necessary to look for partners outside the usual circle of contacts.

Hereunder you will find a list of European services that assist in finding the right partners:

<b>Partner search tools</b>	
<a href="#">Expressed Interest</a>	Horizon 2020 Funding & Tenders Portal: search by call topics where organisations have participated or expressed interest in participating in the future.
<a href="#">euMatch 2.0</a>	Partner Search and Matchmaking platform to find partners and project initiatives to participate in H2020 supported health related projects.
<a href="#">Funding &amp; Tender Opportunities partner search platform</a>	Search among partners of existing projects.
<a href="#">SC5 NCPs CaRE partner search tool</a>	Too to find project partners for the H2020 topics in SC5
<b>Social media</b>	
<a href="#">LinkedIn group "Environment projects &amp; partner search – EASME"</a>	In particular for applicants for Horizon 2020 and LIFE projects
<b>Partnering events</b>	
<a href="#">Information Days on upcoming calls</a>	DG RTD occasionally organises information and networking days in Europe. Details of these events will be available online and will be distributed through the National Contact Point Network of the countries having appointed such contact pint (India has no NCPs). Info about the last Info Day webinar is available <a href="#">here</a>
<a href="#">Brokerage events organised by the Enterprise Europe Network</a>	Often back-to-back with key trade fairs and conferences.
<b>National Contact Points</b>	
<a href="#">National Contact Points</a>	Personalised support & assistance in partner search in applicants' respective countries.
<a href="#">Euraxess India</a>	Partnering tools for Horizon 2020 calls.
<b>Databases of previous and ongoing projects</b>	
<a href="#">CORDIS project database</a>	Projects funded under Horizon 2020 as well as previous research framework programmes.