Guide for Applicants

for the SEERA-EI Pilot Joint Call in „Research and Skill Building in Scientific Cloud Computing"

1. INTRODUCTION

1.1. Presentation and organisation of the Instructions

The purpose of this document is to offer guidance on the content of the Application form, the application procedure and the rules that must be respected. Applicants for Joint Projects of *the Pilot Joint Call in Research and Skill Building in Scientific Cloud Computing* must submit the Application form according to the instructions provided in this document.

Applicants use a online application form that will call here an eForm. These detailed instructions and advice for completing each section of the eForm follow the same order as the form itself.

This document includes general information regarding the application package contents and submission, detailed information on the Assessment grids that will be used by the experts to evaluate the project proposals as well as a summary of the selection process.

1.2 Contents of the Application Package

The Application Package consists of the following elements:

1) Part A: Online application form
2) Part B: Project proposal description (one document)
3) Part C: Eligibility data (one for each partner)
4) Part D: Mandate letters (one for each partner, not the coordinator)

Parts B, C and and D are electronic documents (in PDF format) that need to be uploaded when submitting the online application form (Part A). These components of the application package will be described latter.

1.3 Condition for participation

1.3.1 Eligible countries

Bulgaria, Greece, Moldova, Romania, Serbia, Turkey

1.3.2 Number of countries-participants

At least 3 organisations from 3 different countries can participate in the project

1.4 Deadline and how to submit the Application Package

Greek applicants are strongly advised to contact their national representative and confirm eligibility with their respective funding organisation in advance of submitting an application (see Section 6, National Contact Points)

The participants' eligibility check will be performed during the 1 month new submission opening period. Non eligible applicants will be informed immediately by e-mail and they can modify their proposal and submit it by 7th November 2012

Online submission of the project proposal must be done by **7th of November 2012 at 17:00 CET**. Applicants should fill-in the eForm using the web site of the Pilot Joint Call specified in the announcement.

No changes to the application can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the applicant may be contacted for this purpose.

1.5 Key documents and rules applicable

Applicants will need to refer to the following documents in order to prepare their project and complete their form:

- Official announcement of the Pilot Joint Call for Proposals
- PJC Guide for Applicants (this document)
- PJC National Eligibility and Funding Rules (created for each Funding Party)
- PJC Evaluation Guidelines

These documents can be found on the PJC website: http://www.seera-ei-pjc.asm.md/

1.6 Programme thematic topics

When preparing the Part B document, the applicant should specify at least one of the following thematic topics that the project proposal is dealing with.

- □ Studies of need for cloud computing in research in SEE. The expected results range from user community requirements capture, analysis of demands on cloud computing provisioning infrastructures, and specificities of target users.
- □ Studies of state of the art in terms of middleware and IaaS solutions used in cloud computing - Europe and SEE. The expected results are comprehensive overview of existing solutions, and roadmaps and recommendations for future developments.
- □ Pilot clouds for SEE – this action is envisaged to support set-up of pilot cloud installations and adequate management solutions for emerging cloud infrastructures in SEE.
- □ Pilot applications for SEE – this action would involve development of proof-of-principle pilot applications to be deployed on regional cloud infrastructures.
- □ Studies on requirements for federated cloud computing infrastructures for R&E.

☐ Joint dissemination and training activities in cloud computing, workshops and intensive trainings.
☐ Study on leveraging and combining e-Government and e-Science cloud solutions.
☐ Data protection, security and confidentiality.
☐ Legal aspects of cloud computing. Legislative requirements for cloud resource sharing within the region.

1.7 Award Criteria

Project proposals will be evaluated according the Award Criteria published in the document "Evaluation Guidelines of the PJC". The applicants are strongly suggested to explain how they plan to satisfy these criteria in their projects, when preparing the Part B document (as a component of the Application Package).

2. THE APPLICATION PACKAGE: The eFORM

Applications must be submitted online by eForm. The eForm is constructed to ensure that applicants have the greatest chance of submitting an eligible application. Therefore, you will find that submission will be impossible unless all mandatory fields are completed. Even if the required field is "not applicable" or "0", the applicant should indicate this.

The application form must be completed in English.

eForm represents Part A component of the Application Package and is presented in Appendix 1

You first have to enter the Acronym and the title of the project. The acronym may have up to 7 characters. It can contain letters (Latin characters only), numbers and common punctuation marks. Choose a title that may be meaningful to someone who knows nothing about the content of the package

The participants' eligibility check will be performed during the 1 month new submission opening period.

Deadline for final submission: **7th November 2012, 17:00 CET**

Project duration may be 12 or 24 months.

The Project Coordinator is the contact person for the proposal and its data need to be filled in the Table 1 provided by eForm.

Each partner has its own partner number (P1, P2, P3,...). For each partner, in Table 2, the applicant must enter basic data for each partner (SEE country name, name of the institution/department, and the name of the Principal Investigator (PI) that is the contact person for the partner. By default, the partner P1 should be the Project Coordinate country.

Planned and requested cost data should be entered into the Table 3. For each partners, the applicant (in most cases, this is the Project Coordinator (P1) needs to enter planned the total amounts for the first and (eventually) the second year of the project, for each of

specified cost types. The e Form will automatically calculate the total cost per year and for all projects.

At the end, the applicant needs to upload three documents: 1

1.   Part B - Project proposal description (one document)

2.   Part C – Eligibility data (one for each partner)

3.   Part D – Mandate letters (one for each partner, not the coordinator)

To upload these documents, the applicant first has to tick the box for the document type he wants to upload. eForm will then show a new window with the a dialog box that will allow the applicant to enter the address (the folder in his computer) of the stored document that need to be uploaded.

The applicant needs to specify if this submission is related with

       a) the draft version of the application needed for the eligibility check, or
       b) the final version of the application needed for the evaluation of the proposal.

If all necessary documents are uploaded, eForm will inform the applicant that the submission of the application was successful. The applicant will also get an e-mail that will confirm successful submission of the application.

The online form for Part A is given in the Appendix 1.

3. PART B

The Part B contains all information needed for evaluation of the project proposal. The template of the Part B document is given in the Appendix 2. The document be in PDF format when it is ready for submission. The template is provided in MS Word 2007 format. The template provides some instructions for filling the document. These instructions should be deleted before finalising the document.

4. PART C

The Part C document contains all information needed for checking if the application satisfies national eligibility and funding rules specified for each SEE country that is supporting the SEERA-EI Pilot Joint Call. The applicant needs to downloads the document "National Eligibility and Funding Rules" published for each country of the partners in the consortium created for the project that is proposed. This document published separately for each SEE country contains rules that any partner from the country must obey. One Part C document need to be submitted (uploaded) for each partner of the consortium.

The template in MS Word 2007 of the Part C is given as the Appendix 3 of this document. All Part C documents should be submitted in PDF format.

5. PART D

The Part D document contains the mandate of each Partner. With this document each Partner organisation grants power of attorney to the Project Coordinator, to act in his name and for his account in submitting the proposal. The total numbers of the submitted (uploaded) mandates should be equal the number of the partners in the consortium minus one (as the Project Coordinator is not giving the mandate to himself). Each madate is provided as a form prepared in Word 2007, but should be submitted in PDF format.

Each Part D documented with signatures and stamps need to be scanned in PDF format and uploaded together with other parts of the application.

6. NATIONAL CONTACT POINTS

For specific information related to the SEERA-EI Pilot Joint Call, applicants could contact the contact persons (playing the role as "national contact points") listed in the following table.

Funding Party	Institution (e.g. ministry)	National Contact Point	e-mail address
Bulgaria	Ministry of Education, Youth and Science (MEYS) The Ministry of Transport, Information Technology and Communications (MTITC)	Diana Popova Anelia Dimova	d.peeva@mon.bg adimova@mtitc.government.bg
Greece	General Secretariat for Research & Technology	Mrs Anastasia Tsilianou	atsi@gsrt.gr
Moldova	Academy of Sciences of Moldova	Dr. Lidia Romanciuc	intprojects@asm.md
Romania	National Authority for Scientific Research	Adrian Stoica	adrian.stoica@ancs.ro
Serbia	Ministry of Education, Science and Technological Development	Svetlana Bogdanović	svetlana.bogdanovic@mpn.gov.rs

Funding Party	Institution (e.g. ministry)	National Contact Point	e-mail address
Turkey	The Scientific and Technological Research Council of Turkey	Ebru BAŞAK AKÖZ	Ebru.basak@tubitak.gov.tr

7. ANNEXES

Annex 1 Part A

Joint Pilot Call for project proposals

RESEARCH AND SKILL BUILDING IN SCIENTIFIC CLOUD COMPUTING

Date of the call: 15 May 2012

Deadline for final submission: 7 November 2012, 17:00 CET

PART A

Online submission of the proposal

Project Acronym (up to 7 characters):

Project Full Title:

Project duration (12 or 24 months):

Table 1: Required Project Coordinator – the contact person for the proposal

Name	
Institution	
Department	
Address	
Country	
Phone	
Fax	
E-mail	

Table 2: Partners involved in the realisation of the project:

Partner Number	Country	Institution/ Department	Name of the Principal Investigator (PI)
P1 *Coordinator*			
P2			
P3			
P4			
P5			

Table 3: The project budget requested (in EUR):

Partner Number	Cost Type	Year 1	Year 2	Total
P1 Coordinator	Staff costs			
	Travel			
	Publishing cost			
	Subcontracting			
	Other costs			
	Overheads			
	TOTAL			
P2	Staff costs			
	Travel			
	Publishing cost			
	Subcontracting			
	Other costs			

	Overheads			
	TOTAL			
P3	Staff costs			
	Travel			
	Publishing cost			
	Subcontracting			
	Other costs			
	Overheads			
	TOTAL			
P4	Staff costs			
	Travel			
	Publishing cost			
	Subcontracting			
	Other costs			
	Overheads			
	TOTAL			
P5	Staff costs			
	Travel			
	Publishing cost			
	Subcontracting			
	Other costs			
	Overheads			
	TOTAL			
ALL	**Total for the project**			

Note: Blue fields are automatically filled by the online application system.

Attachment submitted:

1. *Part B - Project proposal description (one document)* ☐
2. *Part C – Eligibility data (one for each partner)* ☐
3. *Part D – Mandate letters (one for each partner, not the coordinator)* ☐

Status of the application (draft-for eligibility testing or Closing the application) ☐

The confirmation message will be sent to the coordinator of the proposed project soon.

Appendix 2 Part B – the document is attached separately

Appendix 3 Part C - the document is attached separately

Appendix 4 Part D - the document is attached separately