



EUROFLEETSPlus SEA-Programme Call “REGIONAL”

Online Submission Guidelines

www.eurofleets.eu

Version 20.11.2019



Online Submission Guidelines

The following pages offer a step-by-step guideline for the submission process. You can use them as a checklist to make sure you have all the information needed in order to fill in the form. The different screenshots displayed in this document will guide you through the whole submission process.

Proposals must be submitted exclusively in electronic form via the [online proposal submission website](#).

The proposal submission involves three steps, as outlined below:

- **Step 1:** Registration on the proposal submission website and retrieval of a password for further access.
- **Step 2:** Preparation of your proposal, including all relevant information. This step consists of two main parts:
 - **Part A:** General information about the proposal, applicants (Principal Investigator (PI) and project partners) and technical information regarding the intended research cruise.
 - **Part B:** Scientific description of the project, collection of CVs and Data Management Plan (DMP). These three documents must be uploaded at the end of the online application process as separate, unprotected PDF files. In preparation of **Part B**, applicants should follow the proposal structure as indicated in the [EUROFLEETSPlus SEA Call2 PART B Proposal Template](#).
- **Step 3:** Finalization and submission

On the finalization of the proposal submission applicants will receive an automatically generated Proposal Summary Sheet (containing your **Part A** information) of the proposal submitted, as a confirmation of a successful submission. You are able to preview this Proposal Summary Sheet at any time whilst preparing your application following the Proposal Summary Sheet Preview link in the “Finalization” menu of the submission website.

Call Deadline

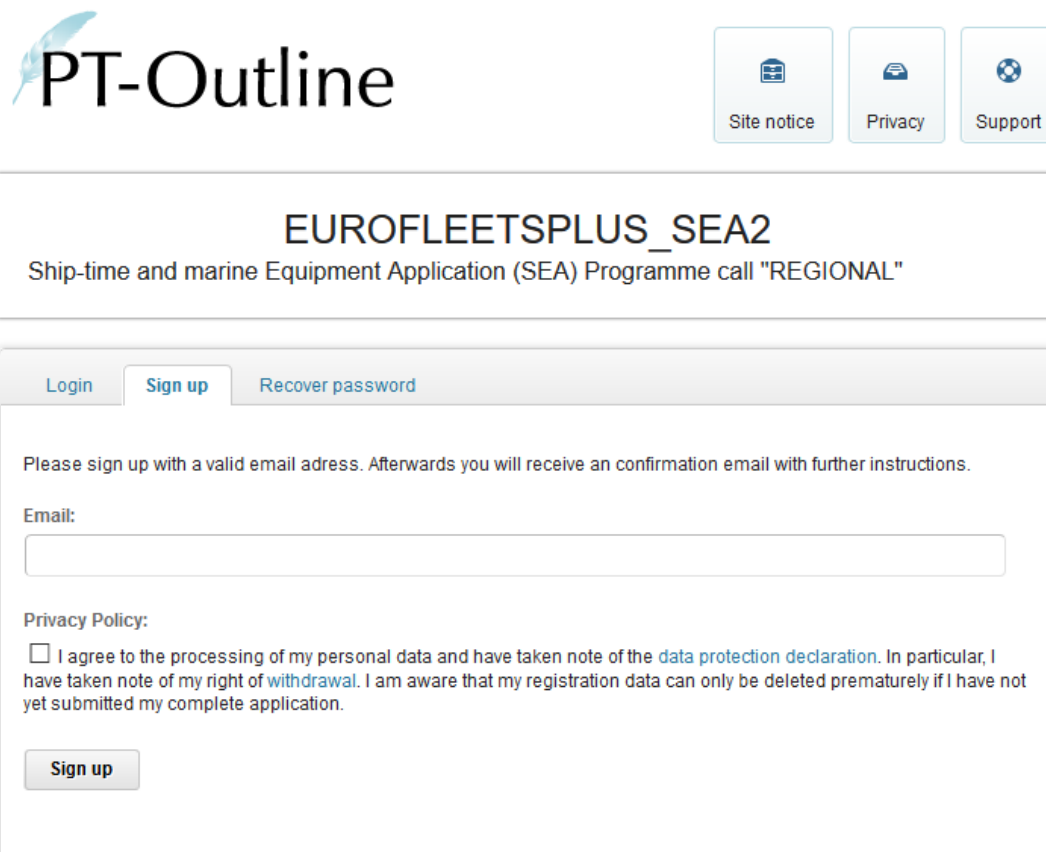
Proposals must be received online via the [online proposal submission website](#) by

Friday 28th of February 2020, 12:00 HOURS (CET)

The proposal submission website will not be accessible after this date. Please allow enough time to upload your proposal to avoid the call closure rush.

Step 1 – Login page

The Login page is the default page of the online proposal submission website you will be directed to. In order to be able to use the proposal submission system you have to register following the “Sign up” tab.



PT-Outline

Site notice Privacy Support

EUROFLEETSPLUS_SEA2
Ship-time and marine Equipment Application (SEA) Programme call "REGIONAL"

Login **Sign up** Recover password

Please sign up with a valid email address. Afterwards you will receive an confirmation email with further instructions.

Email:

Privacy Policy:

☐ I agree to the processing of my personal data and have taken note of the [data protection declaration](#). In particular, I have taken note of my right of [withdrawal](#). I am aware that my registration data can only be deleted prematurely if I have not yet submitted my complete application.

Sign up

After providing your email address on the Registration page and clicking the button “Sign up” you will automatically receive an email containing a link to your password. **Please note, that your password will only be displayed once and you should carefully remember it.** Your email address becomes your username.

When you have secured the password you can click on “Activate Access”, which gives immediate access to the EUROFLEETSplus Login page above. After completion of this step you are able to login to the system at any time before the deadline, which will enable you to alter the submission (the system will save the data submitted) and to return, when convenient, to finalise the submission before the deadline.

In case you forget your password, you can recover it by clicking the tab “**Recover password**”. The new password will be sent to your email account. **When using the new password data will not be lost.**

Please note, that for security reasons the system will automatically disconnect people after 120 minutes of inactivity. Therefore, please save your data regularly.

Step 2 – Overview

This is the Overview page displayed once you have logged in. You are able to reach this page at any stage during the submission process through clicking on the “Overview” field in the left panel.

PT-Outline

Site notice Privacy Support

cover page session timeout: 12:37 CEST

EFP_SEA02-001

- Overview
- I General Information
- II Principal Investigator
- III Project Partners
- IV Project description, CVs & DMP
- V Final Check and Submission

proposals

in process (1)
EFP_SEA02-001
submitted (0)

Here you are able to add new proposals if necessary.
[create new](#)

Call details

Call acronym
EUROFLEETSPUS_SEA2

Call deadline
28-02-2020 12:00 CET

EUROFLEETSPUS Evaluation Office
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Overview

The five menu items on the left (General Information, Principal Investigator, Project Partners, Project description, Final Check and Submission) will guide you through the process of preparing and submitting your proposal. In order to fill in the different forms, please click on each of the menu items. Proposals are stored password protected and can be saved and edited at a later stage until the final submission. However, to save a site, mandatory fields on this respective site have to be filled in. Once the proposal is bindingly submitted by clicking on the 'Submit now' button on the last menu item NO FURTHER CHANGES can be made to your proposal.

Proposals must be submitted exclusively using this online tool. Proposals submitted via E-mail, fax, paper copy will not be considered.

Only the Principal Investigator of a project consortium should register, enter the name and contact data of the other consortium partners, edit and save the electronic forms, upload the proposal and finally submit on behalf of the project consortium. Other consortium partners should not submit a separate proposal.

The proposal is stored password-protected. Connection to the server is SSL-encoded and data safety and protection of confidence are guaranteed.

Application Procedure

PART A:
General and technical/logistical information on the project, including applicants information (Principal Investigator and Project Partners). Please complete this part by inserting project-specific information into the designated fields under the links on the left hand side.

PART B:
Scientific and financial description of the project. This part consists of **three documents**, to be uploaded as unprotected pdf files.

- 1) **Scientific and financial description of the project**, to be uploaded under "Project description". Applicants should follow the proposal structure as indicated in the [EUROFLEETSPUS SEA Call 2 PART B Proposal Template Guidelines](#). This document must:
 - not exceed 5MB in size
 - if requesting a **RV or ME**: **not exceed 14 pages**
 - if requesting a combination of **RV + ME**: **not exceed 16 pages**
 - use a font size of Times New Roman 12pt with 14pt spacing.
- 2) A single PDF file with the collection of CVs of PI and proposed partners, using the dedicated [CV template](#) (mandatory).
- 3) A Data Management Plan (DMP), using the dedicated [DMP online tool](#) (mandatory).

SUBMIT:
Please **check** all entries and complete the **binding submission** of the proposal by clicking on the 'Submit now' button.

On the left hand side you find the links to the different menus of **Part A** and **Part B** of the proposal submission procedure, along with the finalization menu.

You can work separately in the different menus. After completion of each form you must save the content so you can open the filled-in form later. **If you do not save the data, data will be lost.** Data can be changed and adapted until the moment you finally submit the proposal.

Fields marked with an orange asterisk are mandatory. If you leave any of those fields empty, a red warning box will appear on top of any empty field when saving the data.

Step 2 – Part A

(I) General and logistical project information

In the **General Information** menu, you must include information on the project, logistics and budget.

I General Information

All fields marked with * are mandatory for completing this form.

Project title*

Acronym*
(max. 10 characters)
characters left: 10

Project outline*
(max. 2000 characters)
characters left: 2000

Main scientific discipline(s)

Agreement*
Do you agree that the abstract and keywords of your proposal if selected, along with the name and institution of the PI will be published on the EUROFLEETSPplus website?
☐ Yes
☐ No
In case your research could lead to innovative results, worth receiving a specific protection (like, but not limited to, a patent), does the organization you belong to provides the related supporting services?*
☐ Yes
☐ No
If Yes, do they publish their guidelines?
Please provide the public URL, if available.
characters left: 100

EUROFLEETSPplus will publish the abstract and keywords of your proposal, if selected, as well as the names of the different proposers on the public website. You can inform us by selecting “YES” or “NO” whether you agree, or not, to display this information.

In the Logistics information, select the type of request you fill in: “Research Vessel”, “Marine Equipment” or “Research Vessel + Marine Equipment”. You then can request your 1st and 2nd choice research vessel, in case your proposal allows the use of different vessels and operational areas. If your 1st choice vessel is highly requested or booked out, you will automatically be put on the list for your 2nd choice vessel.

For the Marine Equipment (ME), you can request one or two pieces, e.g. in case you are applying for multiple expeditions or the parallel use of two pieces of ME.

Note: not every ME can be used on every RV, check for interoperability first.

In case you wish to apply for multiple vessels or consecutive years of expeditions, provide information which vessels and (if applies) ME you are requesting in which years in the respective box, in addition to the detailed explanation within your project proposal.

Logistics and financial information to fill in:

Logistics Information

EUROFLEETSPlus Infrastructure

(Please specify for which EUROFLEETSPlus infrastructure you are applying for)

Please choose...

EUROFLEETSPlus Research Vessel - 1st choice

(Please specify which is your preferred RV for this project)

Please choose...

EUROFLEETSPlus Research Vessel - 2nd choice

(Please specify which is your second choice RV for this project)

Please choose...

EUROFLEETSPlus Marine Equipment (1)

(If it applies, please select the piece of ME)

Please choose...

EUROFLEETSPlus Marine Equipment (2)

(If it applies, please select the piece of ME)

Please choose...

Please specify in which year you aim to complete the cruise:

- ☐ 2020
☐ 2021
☐ 2022

Specify the time of year you are requesting and any restrictions on timing, if it applies

Please specify if you are requesting one of the following:

- ☐ Multi vessel expedition
☐ Multi year expedition

In case you request multiple RVs, MEs or a multi year expedition, please provide explanation below

characters left: 2000

Working Area

(please provide a detailed map in Part B of the proposal)

characters left: 100

Working days

How many days of ship-time will you need to accomplish the project?

characters left: 50

Number of cruise participants

characters left: 50

Are you willing to offer spare berths to EUROFLEETSPlus students/Co-PI Programme? If yes, how many?

characters left: 50

Which Exclusive Economic Zone(s) will be affected?

(please state area(s) of operation)

characters left: 100

Ships onboard equipment needed

(max. 2000 characters)

characters left: 2000

Ships mobile equipment needed

(max. 2000 characters)

characters left: 2000

Own equipment provided

(max. 2000 characters)

characters left: 2000

The Financial Information (travel and shipment budget estimation) must correspond with the calculation made in **Part B** of the proposal.

You have to click on the “Save” button to save your data and to continue with the next section.

Financial Information

Total travel budget:

characters left: 30

Total shipment budget:

characters left: 30

N.B.: Please note the given limits for reimbursement on the respective vessel profile page. Detailed financial figures have to be provided in Part B.

Save

(II) Principal Investigator

The Principal Investigator menu includes contact information and a Declaration statement.

II Principal Investigator

All fields marked with * are mandatory for completing this form.

Please fill in the contact details of the person who will be responsible in all correspondence with EUROFLEETSPPlus concerning this proposal.

Title *
Please choose...

Family name *
characters left: 255

First name *

Gender
☐ Male
☐ Female

Early Career Scientist
(Up to 7 years active in research since last degree)
☐ Yes
☐ No

Institution name *
characters left: 255

Type of organization *
Please choose...

Department/Research Group
characters left: 255

Address *
characters left: 150

Postal code *
characters left: 150

City *
characters left: 150

Country *
Please choose...

E-Mail *
characters left: 255

Telephone number *
characters left: 100

Chief Scientist *
Chief scientist/cruise leader of the embarked team

Full name of chief scientist
characters left: 100

Institution name
characters left: 255

Declaration *

I declare that I will observe and carry out any investigation in accordance with the general principles of the 'Code of Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area', regardless of the area of operation.

I declare that the information provided is accurate and correct.

I agree that the EUROFLEETSPPlus Consortium may make any enquiries it considers necessary to verify the information provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETSPPlus project as outlined in the Guidelines for Applicants.

I agree that in the execution of the EUROFLEETSPPlus project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

☐ Yes, I agree

Save

The PI has to agree to the declaration stated on this page, see the **Appendix** at the end of this document for further information. Otherwise he/she will not be able to continue with the submission process!

You have to click on the “Save” button to save your data and to continue with the next section.

In order to meet the eligibility criteria of EUROFLEETS+, **the proposal PI (and user group leader/on board chief scientist) must be based at a different country than the Research Infrastructure he/she is applying to.**

(III) Project partner(s)

The information required in the menu **Project partner(s)** is essentially the same as for the PI:

III Project Partners

All fields marked with * are mandatory for completing this form.

Please fill in all requested information regarding your project partners. Please state only one person/representative per participating institution. It is not necessary at this point to list the entire on-board scientific party.

To add a new partner please fill in the fields below. Then click on the SAVE button at the bottom of the page and the new partner will be added in the list on the top of the page, below the heading "Project Partners". To add additional project partners click "add project partner".

Title *

Family name *
characters left: 255

First name *

Gender
☐ Male
☐ Female

Early Career Scientist
(Up to 7 years active in research since last degree)
☐ Yes
☐ No

Institution name *
characters left: 255

Type of organization *

Department/Research Group
characters left: 255

Address *
characters left: 150

Postal code *
characters left: 150

City *
characters left: 150

Country *

E-Mail *
characters left: 255

Telephone number *
characters left: 100

Declaration *

I declare that I will observe and carry out any investigation in accordance with the general principles of the 'Code of Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area', regardless of the area of operation.

I declare that the information provided is accurate and correct.

I agree that the EUROFLEETSPPlus Consortium may make any enquiries it considers necessary to verify the information provided herein. I have read, understand and agree, if successful, to be bound by the Terms and Conditions for funding under the EUROFLEETSPPlus project as outlined in the Guidelines for Applicants.

I agree that in the execution of the EUROFLEETSPPlus project and any research funded, facilitated or executed therein, the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out.

☐ Yes, I agree

The Project partner(s) must agree with the Declaration stated on this page in order to continue with the submission process.

If information on existing project partners needs to be updated or deleted, you are able to do this following the respective icons behind a project partner.

You must click on the “Save” button to save your data and to continue with the next section.

You can add other project partners after saving the information. An additional button will appear.

Important note: In order to meet the eligibility criteria of the EUROLLEETSPlus SEA Call, the project partnership must be composed of a **minimum of three applicants** (1 PI and 2 partners) **all based in different countries**. International PIs and partners are welcome. **See full eligibility criteria at [EUROLLEETS Plus SEA Call2 Guideline for Applicants](#).**

(IV) Scientific project description

With this step you enter **Part B** of the form and you will need to have the documents ready for uploading. The documents have to be prepared according to the specifications described in the [EUROLLEETSPlus SEA Call2 PART B Proposal Template](#).

IV Project description, CVs & DMP

All fields marked with * are mandatory for completing this form.

Please prepare your scientific description according to the structure outlined in Part B of the EUROLLEETSPlus SEA Call 2 application procedure, before you proceed to upload your document below.

NOTE: You must upload three unprotected PDF files at the end of the application process:

Scientific and financial description of the project, to be uploaded under “Project description”. Applicants should follow the proposal structure as indicated in the [EUROLLEETSPlus SEA Call 2 PART B Proposal Template](#) Guidelines. This document must

- be an unprotected pdf file. Other file formats that PDF will not be accepted by the system.
- not exceed 5MB in size. Please be patient, it may take some minutes to complete the upload.
- if requesting a RV or ME: not exceed 14 pages.
- if requesting a combination of RV + ME: not exceed 16 pages.
- use a font size of Times New Roman 12pt with 14pt spacing.

A single PDF file with the collection of CVs of PI and proposed partners, using the dedicated [CV template](#) (mandatory).

A Data Management Plan (DMP), using the dedicated [DMP online tool](#) (mandatory).

Proposals exceeding the given limits will not be accepted!

Tip: send your application early in time to avoid the call closure rush.

The name of your file will automatically be changed during the upload process. If you have already uploaded a proposal before, it will be overwritten by any subsequent file upload.

Project description *
(PDF, max. 5 MB)

Durchsuchen... Keine Datei ausgewählt.

CVs *
(PDF, max. 5 MB)

Durchsuchen... Keine Datei ausgewählt.

Data Management Plan *
(PDF, max. 5 MB)

Durchsuchen... Keine Datei ausgewählt.

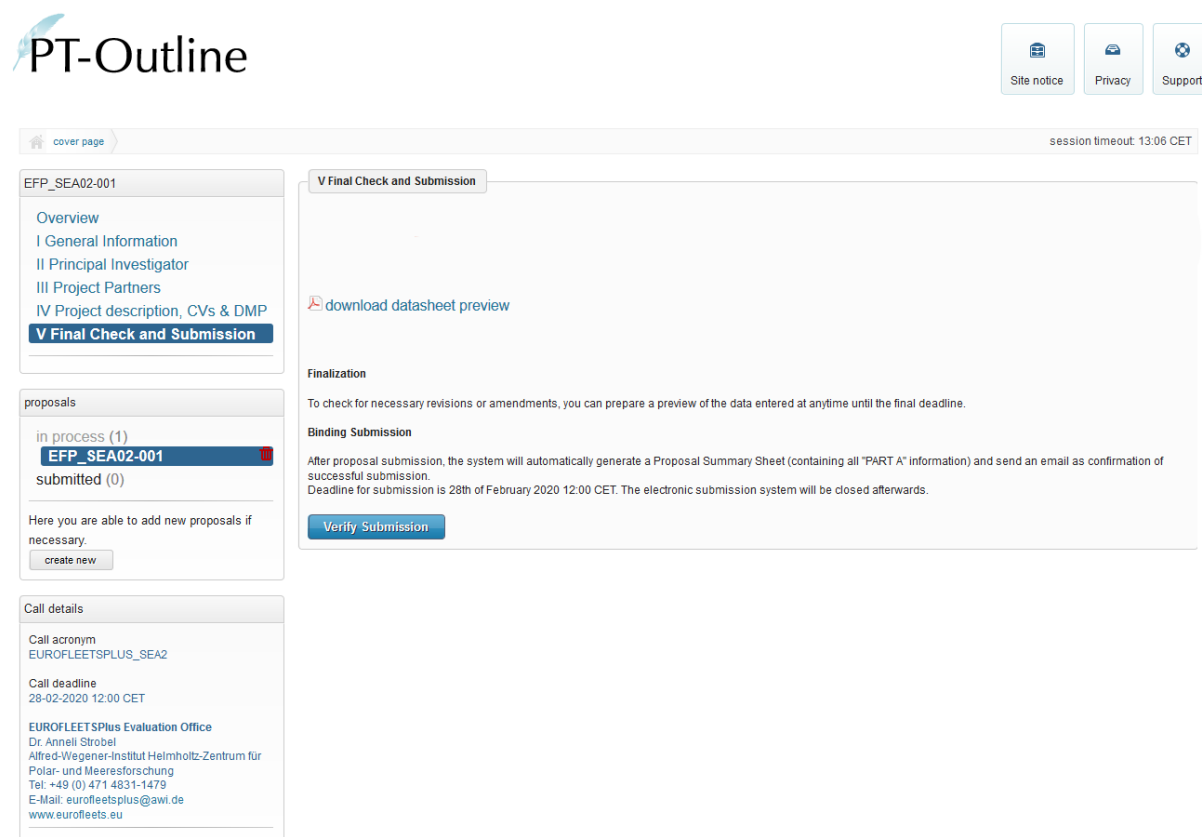
Save

Please allow the system sufficient time to complete the upload. You will get a confirmation screen upon a successful upload and you will see the uploaded PDF of your document appearing at the top of the page.

Important note: You are able to upload a modified version of your scientific project description anytime until the deadline. **However, no modifications are possible after you have submitted your final proposal as described in the next step.**

Step 3 – (V) Final Check and Submission

On this page you are able to finalize the submission of your proposal.



PT-Outline

Site notice Privacy Support

cover page session timeout: 13:06 CET

EFPP_SEA02-001

Overview
I General Information
II Principal Investigator
III Project Partners
IV Project description, CVs & DMP
V Final Check and Submission

proposals

in process (1)
EFPP_SEA02-001
submitted (0)

Here you are able to add new proposals if necessary.
create new

Call details

Call acronym
EUROFLEETSPPlus_SEA2

Call deadline
28-02-2020 12:00 CET

EUROFLEETSPPlus Evaluation Office
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www.eurofleets.eu

V Final Check and Submission

download datasheet preview

Finalization

To check for necessary revisions or amendments, you can prepare a preview of the data entered at anytime until the final deadline.

Binding Submission

After proposal submission, the system will automatically generate a Proposal Summary Sheet (containing all "PART A" information) and send an email as confirmation of successful submission.
Deadline for submission is 28th of February 2020 12:00 CET. The electronic submission system will be closed afterwards.

Verify Submission

At any time whilst preparing your application you are able to **preview a Proposal Summary Sheet** supplied as a PDF-file following the Proposal Summary Sheet Preview link. In the right upper corner on each page of the Proposal Summary Sheet an automatically generated project-ID is displayed. This ID should be used in any correspondence with the EUROFLEETSPPlus Call Management & Evaluation Office.

Modification of information: Before the submission is finalised all data in all forms can be modified. Just go to the relevant page and input your edits. If the page is saved the information Proposal Summary Sheet will change as well.

Important note: If you click on the "Submit NOW" button, your submission is completed and you will not be able to come back to your proposal (even with your password). **Modifications to the proposal are not possible any more at this stage.**

After having finally submitted a proposal the PI will receive an automatically generated email from "noreply@pt-outline.de" as a **confirmation of a successful submission**.

Additional information: The same user can submit several proposals.

Contact details

EUROFLEETS+ Call Management & Evaluation Office

Dr. Anneli Strobel

EUROFLEETS+ Evaluation Office

Alfred-Wegener-Institut Helmholtz-Zentrum für Polar- und Meeresforschung

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27570 Bremerhaven, Germany

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OSPAR Code of Conduct for Responsible Marine Research in the Deep Seas and High Seas of the OSPAR Maritime Area

Version: 7-Mar-2008

Background

1. This code of conduct is based on the InterRidge Statement of Commitment to Responsible Research Practices at Deep-Sea Hydrothermal Vents, and an unofficial translation of the German Senatskommission für Ozeanographie / German Marine Consortium KDM, Commitment to Responsible Marine Research. It has been developed within the work programme of the OSPAR Biodiversity Committee by an intersessional correspondence group on marine protected areas working in consultation with a number of deep sea scientists and experts. It is currently being circulated to European scientific bodies for further comment.
2. The OSPAR Maritime Area includes large areas of deep and high sea.¹ These are recognised as containing ecosystems that may have a lower resilience than shallower nearshore areas, including several species and habitats that can be vulnerable to human disturbances.
3. The OSPAR Commission has adopted, and keeps under review, an Initial OSPAR List of Threatened and/or Declining Species and Habitats (OSPAR agreement 2004/6) to guide the setting priorities for its further work on the conservation and protection of marine biodiversity. The species and habitats on this list, especially those occurring in high / deep sea areas, are vulnerable to different actual or potential human activities, including marine scientific research.
4. OSPAR acknowledges the provisions and entitlements of United Nations Convention on the Law of the Sea (UNCLOS) and highlights that the General Principles for the Conduct of Marine Scientific Research set out therein require, *inter alia*, that marine scientific research shall be conducted in compliance with all relevant regulations adopted in conformity with UNCLOS including those for the protection and preservation of the marine environment.
5. OSPAR recognises that marine research scientists appreciate the uniqueness and complexity of the marine environment, and are therefore particularly interested in preserving this scientifically, aesthetically, ecologically, and potentially economically valuable environment. Because of the specialized nature of the equipment required to work in the deep-sea, such as manned and unmanned research submersibles, scientists are the primary group of people who have had the opportunity to visit and value these extraordinary habitats. OSPAR also recognises that scientists have already worked to develop codes of conduct for some deep-sea features, such as hydrothermal vents and cold water corals, and this OSPAR code of conduct has been written to fit harmoniously with those. (Specific provisions concerning the conduct of scientific research in certain deep / high seas habitats will be attached as annexes to this statement as they are developed.)
6. The potential impact of many scientific activities on the marine environment is low in comparison to the potential for disturbance by natural processes (e.g. volcanic/tectonic events, slumps, climate

¹ For the purposes of this document, *deep sea* shall follow the FAO definition and mean areas of the sea deeper than 200 metres, and *high seas* shall mean the water column and / or the seabed in areas beyond national jurisdiction, within the OSPAR Maritime Area.

variation, etc.) or other human activities (e.g. mining, fisheries, and shipping). Indeed many areas, especially seamounts and cold coral reefs, have been widely impacted by human activities, like fisheries, long before being scientifically studied. Nonetheless, there remains the possibility that some scientific activities could have unwanted negative side-effects on particular regions or animals if research activities are not carefully planned and executed. In addition, because only a limited number of sites are currently known and scientists from a wide variety of disciplines frequently work at these single locations, there is the potential for conflicting effects among studies, and multiple impacts, particularly at sites where scientific activity is intense.

7. OSPAR recognises that protection and sustainable use of the oceans is best served by a fundamental understanding of its complex marine ecosystems, and that can only be achieved through marine research. OSPAR further recognises that the role of scientists is also of primary importance concerning the implementation of the OSPAR network of Marine Protected Areas, and this should be preceded with the best available science.

8. Thus, marine research is a prerequisite and an integral component of an ecosystem based management of marine resources and the effective conservation of biodiversity of the deep and high seas. Most forms of observation and investigation of natural systems involve some disturbance of the systems being studied. In the interest of environmental stewardship, it must be the goal of research scientists to minimize disturbances as much as possible, while still gathering the information necessary both to understand the systems and to form a basis for sustainable use strategies. Therefore, marine scientists should always evaluate their research plans from a conservative standpoint, and choose the most environmentally friendly research approach.

9. When awarding research grants or research cruise time, the research plans should be assessed against conformity with the following principles.

Conduct of responsible marine science

10. OSPAR requests all scientists working in the deep seas and high seas of the OSPAR maritime area to adhere to the following principles when conducting their work:

- a. **Species:** avoid, in the course of scientific research, activities which could lead to long-lasting changes in regional populations or substantially reduce the number of individuals present.
- b. **Habitats:** avoid, in the course of scientific research, activities which could lead to substantial physical, chemical, biological or geological changes or damage to marine habitats.
- c. **Threatened and/or declining features:** When working in areas of particular ecological vulnerability, including, *inter alia*, the features listed in the OSPAR “List of Threatened and/or Declining Species and Habitats” utmost care should be taken not to disturb or damage the features as far as possible.
- d. **Management areas / marine protected areas:** When working in areas of particular ecological importance and/or sensitivity, including, *inter alia*, OSPAR marine protected areas, care has to be taken not to disturb or damage the protected features, and that activities are in compliance with regulations for the area. Further, scientists are requested to respect the importance of management areas like marine protected areas and are asked to assist in their implementation through the use of the best scientific knowledge.

- e. **Notification and research planning:** Avoid activities which could disturb the experiments and observations of other scientists. This requires that scientists: a) make themselves familiar with the status of current and planned research in an area; and b) that they ensure that their own research activities and plans are known to the rest of the international research community via appropriate public domain data bases and web sites.
 - f. **Methods:** Use the most environmentally-friendly and appropriate study methods which are reasonably available.
 - g. **Transport of biota:** Ensure that transport of biota between different marine regions, which could lead to changes in the environment or the composition of marine communities, does not occur.
 - h. **Collections:** Avoid collections that are not essential to the conduct of the scientific research, and reduce the number of samples to the necessary minimum.
 - i. **Collaboration and cooperation:** Ensure the fullest possible use of all biological, chemical and geological samples through collaborations and cooperation within the global community of scientists. Samples which can be archived should be placed in accessible repositories for future use.
 - j. **Data-sharing:** Practise international sharing of data, samples and results in order to minimize the amount of unnecessary sampling and to further a global understanding of the marine environment.
11. OSPAR supports the individual points of this commitment unreservedly and requests all scientists to adhere to them when planning and carrying out their research.
12. Their application should be a prerequisite for the granting of research funds and ship-time.