Application guidelines
APPLICATION GUIDELINES

INTER CALL

These guidelines provide practical information to potential applicants in preparing and submitting an application to the FNR’s ‘INTER Multi-Annual Thematic Research Programme’.

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Changes to previous version:

The FNR has signed the “Declaration on Research Assessment (DORA)” and therefore has introduced changes in how it assesses research proposals. This means that the FNR evaluates quality and impact independently of journal-based metrics and gives value to all research outputs. The application and peer review guidelines have been adapted accordingly.

Note

Please carefully read the INTER call documents. Please do not hesitate to contact the FNR staff for any further explanation.

Further call information, forms and guidelines are available on the FNR webpage: https://www.fnr.lu/fnr-international-cooperation/
1. Characteristics

1.1. Introduction

The INTER Programme is the FNR’s main funding instrument to foster international collaboration.

It aims to give Luxembourg’s public research a higher profile in the international context by providing funding for international collaboration. INTER enables the FNR to initiate bi or multilateral arrangements for project calls in conjunction with other national or international funding bodies.

FNR has entered a number of cooperation agreements with foreign funding agencies to provide funding opportunities for bilateral projects. Furthermore, FNR has joined several international consortia which provide funding opportunities for multilateral projects.

1.2. Eligibility

1.2.1. Eligible Organisations

The following organisations established within Luxembourg are eligible for financial support from the FNR under the CORE programme:

1. Public institutions performing research in Luxembourg;
2. Non-profit associations and foundations performing research in Luxembourg having obtained a special authorization from the Ministry for Higher education and Research

Each entity has to be registered at the FNR in order to be able to submit proposals through the online submission system. Please consult the webpage on eligibility for more information. For each proposal, project partners designate a ‘Principal Investigator’ (PI), who is the project leader responsible for submitting the proposal on their behalf. The formal submission of the proposal to the FNR is done by an official representative of the coordinating institution. Each proposal must be accompanied by the approval of the person authorised to legally commit the institutions of the involved researchers.

‘Contracting Partners’ are institutions which are eligible for funding and which seek direct financial support from the FNR.

Among those, the PI’s host institution is referred to as ‘Coordinating Institution’.

‘Non-contracting Partners’ are organisations or individuals from the public or private sector (within Luxembourg or abroad) participating in the project without direct financial support from the FNR.

‘Subcontractors’ are not considered as partners (contracting or non-contracting) in the project (see 1.6.2.5. Subcontracting)

1 FNR’s law dating May 31, 1999, art 3 (2).
2 The PI is the researcher proposing the project idea and leading the project on a ‘daily basis’. 
1.3. Research Project Consortium and Human Resources

1.3.1. Principal Investigator (PI)

The PI is the researcher having the scientific lead of the research project, taking the responsibility for designing, managing and executing the project on a daily basis. He is responsible for controlling the implementation and scientific quality of the project, and for ensuring that the project is carried out in compliance with the terms, conditions, and policies of the FNR and those of the partner institutions. The PI is assumed to be the principal author of the proposal submitted to the FNR and is expected to be involved in the project in a significant manner.

In order to be eligible as PI, researchers must comply with the FNR requirements for principal investigators and supervisors [http://bit.ly/PIandSupervision](http://bit.ly/PIandSupervision). Notably the PI has to satisfy the following conditions:

- The PI must have a proper employment contract with the eligible beneficiary institution at the starting date of the project.
- The employment contract must last for the full duration of the research project.
- The PI must be an experienced researcher who holds a doctoral degree at the date of the submission deadline for the proposal.

The coordinating institution is expected to provide documentation demonstrating the PIs research and project management experience. In any case, the internal rules of the coordinating institution need to be respected.

1.3.2. Contracting Partners (only eligible institutions different from the Coordinating Institution)

A ‘Contracting Partner’ is an institution which is eligible for funding and which is seeking financial support from the FNR, e.g. the University of Luxembourg, the Luxembourg Public Research Institutions or other research organisations eligible at the FNR.

1.3.3. Non-contracting Partners

A ‘Non-contracting Partner’ is an organisation or individual from the public or private sector (from Luxembourg or abroad) participating in the project without financial support from the FNR, e.g. company or foreign university.

1.4. Consortium agreement and Intellectual Property Rights (IPR) management

Experience has shown that the signing of agreements governing intellectual property rights between all parties is a time consuming process. Therefore, fully-fledged agreements should only be signed when absolutely necessary. A Consortium Agreement and an Intellectual property rights agreement is mandatory in the following cases:

- If intellectual property goes beyond simple authorship rights and a protection via patenting of the project results is probable and/or there may be possible commercialisation of the project results;

- A company or private institution is part of the consortium;
- One of the parties involved explicitly requests such an agreement.

Consortium constellations that do not require fully fledged agreements:

- If intellectual property is limited to scientific publications (and data sets), the consortium (in this case the consortium is usually composed of universities and public research institutions in and outside of Luxembourg) should:
  - At least indicate in the relevant section of the project description, how the authorship of the publications and the management and access to the data sets are settled amongst the project partners;
  - Indicate any other statement agreed between the parties or;
  - Sign a consortium agreement (only if it is specifically requested by the parties).

*Consortium agreement (CA):* Agreement governing the approach and rights and obligations among the members of the consortium including authorship rights of publications.

*Intellectual property rights agreement (IPRA):* All rights to technical solutions, methods, processes and procedures, regardless of whether or not these are or may be patented, as well as all copyrights and other rights to trademarks, authorship rights of publications, design, plant species, databases, integrated circuit layout designs, drawings, specifications, prototypes, company-internal secrets and the like.

In order to shorten the proposals, the applicants should refrain from adding complete template versions of CA or IPRA but state only the principles that govern these agreements.

If the applicants have further questions to this issue, they should contact the administration of their host institution and the FNR.

### 1.5. Project Characteristics

#### 1.5.1 Project Duration

The joint international project has one overall project duration, where the tasks and involvement of the individual partners are defined in the work plan and the work packages. The maximum project duration is defined by the rules of the lead-agency partner. Normally, joint projects should have a duration of **2 to 4 years**. If a PhD candidate shall be funded on the FNR INTER budget, the project duration must be ≥ 3 years.

In case PhD candidates are foreseen on the project, the FNR gives the possibility of an up to one-year extension period to finalize their thesis. The costs for this extension have already to be requested at submission stage (i.e. 48 Person Months). Later applications for extensions for PhD candidates funding will not be considered.

#### 1.5.2 Number of Project Proposals per PI

**Up to two project proposals** may be submitted per Luxembourg PI to a specific INTER call (i.e. max two applications per year per PI per lead-agency, if there are no call deadlines). Exceptions to this rule exist for some specific calls (e.g. in some ERAnets): the maximal number of proposals eligible per PI is then clearly highlighted in the specific call guidelines.
However, the experience of the previous calls shows that PIs should concentrate their efforts on a single application.

**1.5.3 Language of Proposal**

All application documents have to be written in **English**.

**1.6. Principles for FNR-funded research activities**

**1.6.1 General principles**

The research activities under the INTER programme should fulfil the following general principles:

- **Research activities** should respect fundamental ethical principles, including those which are reflected in the Charter of Fundamental Rights of the European Union. Where necessary, the approval of the Comité National d’Éthique de Recherche (CNER) and/or the Commission Nationale de la Protection des Données (CNPD) need to be sought prior to the launch of the project. In case the project gives rise to ethical issues, it is mandatory to join a plan explaining how these issues will be dealt within the proposal.

- **Data protection issues**: All FNR funded projects must comply with the EU’s General Data Protection Regulation (GDPR) with regards to all data protection issues. Unnecessary collection and use of personal data needs to be avoided. The source of the data, describing whether it is collected as part of the research or is previously collected data being used will need to be described. Issues of informed consent for any data being used should be considered. Anonymity of the participant must be ensured by adhering to state of the art anonymisation/pseudonymization protocols.

- **Research misconduct** e.g. provision of false information, plagiarism or falsification of data, may result in a rejection of the proposal. Applicants must comply with the ‘**FNR Research Integrity Guidelines**’ and the FNR reserves the right to pursue further steps in the event of research misconduct.

- The FNR attaches great importance to the **impact of research results** on science, industry, policy makers and the society in general. Therefore applicants are expected to list the value and impact of all research outputs (research publications reporting new knowledge, data, reagents, software, intellectual property, and training of skilled young scientists). The FNR expects results to be published in peer-reviewed open access publications. Applicants should not use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles, but rather focus on the scientific content. The FNR also encourages the protection and the economic exploitation of research results when it is possible and applicable. Besides, the FNR also encourages the dissemination of research towards the general public and the media. Thus

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4 The FNR considers the following as peer-reviewed publications:
- A publication in a journal of the list of journals with impact factors published yearly by ISI Thompson,
- A publication in the journal index established by SCOPUS, or
- A monograph with a review board.

5 Do not use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles. The scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published.
activities aimed at generating impact need to be foreseen from the initial project planning on under all thematic priorities.

- Financial support from FNR must be acknowledged in all publications and other forms of media communication, including media appearances, press releases and conferences.

- In the implementation of the research activities, adequate attention needs to be paid to gender mainstreaming, as well as to, inter alia, working conditions, transparency of recruitment processes, and career development as regards the researchers recruited on CORE projects. In this matter, the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers offer a reference framework.

### 1.6.2 Open Access

The FNR attaches great importance to the impact of research outputs on science, industry, policy making and society in general. To maximise the possibilities for impact of research outputs, results from FNR-(co)funded research are expected to be disseminated via high-quality, peer-reviewed publications that are made freely available (FNR Policy on Open Access).

As of 1 January 2017, costs for project related publications can be refunded through the FNR’s “Open Access Fund”. This does not apply to conference proceedings, PhD theses, book chapters and scientific monographs, although the FNR recommends Open Access publishing whenever possible. Please refer to the Open Access Fund guidelines for details.

### 1.6.3 Quality Framework for Doctoral Training

FNR-funded PhDs are expected to be offered a research and training environment in accordance with the principles enounced in the Quality Framework for Doctoral Training (QF).

The QF contains a set of requirements with respect to the management, quality and academic standards of PhD training, in particular:

- doctoral research environment and management,
- recruitment and admission into doctoral training,
- supervision,
- skills training and professional development,
- dissemination of research results,
- good practice in research and
- thesis assessment committee and procedures.

Host institutions of FNR-funded PhDs are expected to implement the QF requirements. Beyond the implementation of the QF requirements at institutional level, PIs are encouraged to consider innovative approaches to structured doctoral training stimulated by international good practice.

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7 To this end, a joint assessment exercise with the main actors in public research, i.e. UL, LIST, LIH, LISER and FNR is being conducted in 2017-2018 by an external consultant, to make an analysis of the advancement of the implementation of the QF. This assessment is conducted in parallel to the present PRIDE call and institutional documents generated in the frame of this assessment exercise will be made available to the PRIDE panel, for information.
1.7. Financial Aspects

1.7.1. Eligibility of Costs

To be considered eligible, costs must be real or based on lump sums. Certain types of costs may be indicated on a lump-sum basis (e.g. if they relate to operations routinely performed by the partner in question), provided the cost does not differ significantly from the actual cost and these operations are acceptable to the FNR. Where appropriate, calculations for lump sums need to be provided during negotiation. For future financial reporting the costs must be supported by evidence that they are real (recorded in the accounts of the beneficiary and supported by invoices for example), paid (supported by bank statements for example), and linked to the project.

The FNR distinguishes between direct costs and indirect costs. Total Budget of a Project

Please also refer to the financial guidelines hereafter for specific rules concerning each budget heading.

The Total Budget of a project is defined as follows:

\[
\text{Total Budget of a project} = \text{Total Budget of a project} + \text{FNR contribution} + \text{External financial contribution} + \text{Institution’s (*) own financial contribution}
\]

* The FNR assumes that the difference between “the total budget” and “the FNR contribution plus the external financial contribution” is covered by the institution (Institution refers to the contracting partners).

The budget must be provided for each contracting partner, giving an estimate of the eligible costs required and the amount of funding expected from the FNR.

Additional justification and information have to be given in the INTER Budget Details Sheet. The FNR may decide to limit its funding if no satisfactory justification of the budget is provided.

1.7.2. Direct Cost

Direct costs are all those eligible costs which can be attributed directly to the project and are supported by an auditable record.

VAT is not an eligible cost in case the institute can recover VAT from the Luxembourg tax authorities in conformity with Luxembourg indirect tax regulation.

The defined FNR direct eligible costs categories are explained hereunder.

1.6.2.1. Personnel Costs

This budget line refers to the personnel allocated to the project. The payroll costs of all staff, full or part-time, who directly work on the project, and whose time can be supported by a full audit trail, may be included. The concerned staff must have a work contract with the institution eligible at the FNR. The need for such staff should be justified in the application form. The FNR will not cover costs of persons already funded by the State or by other funding sources. Furthermore, the FNR requirements for principal investigators and supervisors (http://bit.ly/PlandSupervision) within FNR funded projects apply.
For each position type requiring less than 3 person*months, please group the different staff (e.g. technicians, administrative staff, students) in one single item. Changes of profile (e.g. Post-doc to technician) have to be requested in writing in advance and receive formal approval by the FNR. An amendment of the contract will be prepared if necessary.

Lump sums for staff categories may be used provided these are based on a real-figure calculation.

The salary of PhDs and associated costs (travel, consumables, overhead) may be covered by INTER project funding provided that the PhD works 100% on the project during the whole project duration. Costs for PhD salary and related overhead costs (flat rate, see chapter 1.5.3.), project related conferences in Luxembourg can be claimed for up to one year after the INTER project end (duration of 3 years).

The INTER project duration will remain the same as fixed in the INTER project contract.

Other sources of funding for PhDs and Postdocs can be own or third party funds.

In addition, the FNR encourages the involvement of (Bachelor or Master) students in the project in order to strengthen their interest in research.

The FNR expects project staff to use timesheets so that their actual time is recorded against a project to form the basis of the costs charged. Where a person is contracted to work 100% of their time on a single project (whether they are working full-time or part-time), timesheets are not necessary as their costs can only be charged to that activity. In all other cases, timesheets or project time records are required. This includes those who may be contracted to work on two or more projects, since it is essential when charging to have a means of recording and verifying the actual time applied to each activity.

1.6.2.2. Equipment

This budget line is for new equipment dedicated to the project. This includes, but is not limited to, laboratory/workshop equipment (including computers and servers), software and installation costs.

Please indicate in section 5.3 (Financial Part, justification) of the ‘Online Form’:

- the precise nature of equipment with specific technical requirements;
- its unit cost and number of units;
- its relevance to the project;
- the necessity of the equipment taking into account the equipment currently available in the institution;
- its useful life according to the institutions’ policy, the depreciation method (e.g. straight line);
- the portion of the equipment used on the project, the amount of use (percentage used and time) must be auditable;
- its use beyond the project with the indication of the residual value (if applicable);
- its use by other national or international research groups/institutions (if applicable).

Large equipment which is more expensive than € 25,000 will only be funded to the pro-rata of its use within the project, duly taking into account the depreciation rules within the research organisation.

For example:
- project duration: 3 years
- equipment acquisition costs: € 50,000 in the first year of the project
- useful life: 5 years, straight line method (€ 10,000 per year) assuming a residual value of € 0,00
- portion of the equipment used on the project: 75% of time used (3 years in present example)

⇒ Eligible costs (pro-rata) amount to € 22,500
3 (remaining years) x € 10,000 (depreciation per year) x 75% (percentage use) = € 22,500

For equipment which is to be developed during the course of the project, or sub-equipment which may not be functional if used individually (for tests, upgrading and trials) and where the development costs exceed € 25,000 (total costs, not individual assembly parts) it is recommended to foresee own institutional co-funding and to indicate the co-funding source for all equipment.

The FNR may decide to limit its funding on a case by case basis.

For equipment costs over € 100,000 (FNR part and own funding combined), a business and/or utilisation plan is required at submission stage.

The FNR will only finance equipment listed in the original proposal. Additional equipment has to be requested in writing in advance and receive formal approval by the FNR. This modification will not result in an amendment to the contract.

### 1.6.2.3. Consumables

This budget line is for consumables necessary for the project realisation. Consumables are goods that can be consumed or spent. They are not individual parts of a prototype, upgrade, parts to extend existing equipment. The applicant needs to indicate the nature (chemicals, Glassware, etc.) of the consumables and justify the estimation of the total costs and requested budget in section 5.3 of the ‘Online Form’. The total amount can be indicated as a lump sum in accordance with the institutions’ rules.

### 1.6.2.4. Travel Cost

This budget line is for travel and related subsistence costs in relation to the project. The FNR will cover the real costs for travel, training, subsistence and conference participation fees. Expenditures should be in accordance with the institution’s own regulations.

To avoid administrative burdening at submission and in order to give the applicant team (including the PhD student) the necessary flexibility, the budget for travel costs, training, subsistence and conference participation fees is calculated on a lump sum basis: € 2,000 per year and per 12 person*months (in relation to the total project effort). For PhD students a maximum of € 6,000 (3 years * € 2,000) can be allocated.

It is therefore essential to provide the total person*months effort of all the people working on the project. If the project team requires a higher budget for travel, the amount is to be justified in detail in the INTER Budget Details Sheet.

The FNR expects that all researchers involved in the project (in particular the PhD students) benefit from the travel and training lump sum provided by the FNR.
1.6.2.5. Subcontracting

This budget line is for costs related to services provided by subcontractors. Contracting partners may subcontract specific services (limited in time and scope) essential for the realisation of the project but not central to it, in case this work cannot be directly undertaken by one of the partners. It is understood that subcontracting cannot be provided by contracting or non-contracting partners of the project (see chapter 1.2.). This would be regarded as a direct scientific contribution to the project and should be budgeted for the partner in the appropriate budget line. Subcontracting to non-contracting partners is therefore explicitly not possible as it is considered a circumvention of the laws and regulations defining the direct beneficiaries of project funding by the FNR.

All subcontracting costs need to be duly justified. Please describe the service, indicate the price, the duration of the service and specify the reason why you revert to a third service in the INTER Budget Details Sheet.

The FNR limits the subcontracting costs to a maximum of 25% of the FNR requested funding (without indirect costs).

In addition:
1. The subcontractor (person and institution) has no IP rights;
2. The subcontractor has no publication rights on tangible project outputs;
3. Consultancy fees for scientific advisory boards set up by the PI are not eligible project costs.

1.6.2.6. Other Costs

This budget line is used for costs that cannot be listed within one of the previous budget headings. They include, but are not limited to:

- Organisation of scientific conferences and/or workshops held in Luxembourg;
- Scientific publications: conference proceedings, PhD theses, book chapters and scientific monographs related to the project. Please note: Open Access fees and other fees (e.g. page charges) related to scientific articles are no longer eligible for funding as part of FNR funded projects. Article processing charges (APCs) of Open Access publications (scientific articles or monographs) can only can be refunded through the FNR’s “Open Access Fund”, and if fulfilling the FNR requirements. See the Open Access webpage for more information. The FNR requires that all scientific articles related to FNR-(co)funded projects are published in Open Access and that scientific monographs are published in Open Access whenever possible.
- Documentation (not expected in institutional libraries);
- Initial submission costs for the protection of a patent, license, trademark, etc.;
- Costs generated by the use of existing equipment within partner institutions. This may include rental/access charges for equipment or analysis costs. Please specify in the application form:
  – The type of equipment in question,
  – Justification of the costs,
  – Information on whether the existing equipment was purchased by the State,
  – Its residual useful life, and details of the calculation on which the budget estimate figure is based.
- Field work/fees;
Recruitment and advertising costs for staff directly employed on the grant;
Equipment-related items, such as relocation, maintenance (external contracts/agreements).

Depreciation costs of equipment which has been completely funded by the FNR in other projects cannot be included here.
Equipment which is to be developed during the course of the project is not eligible under this heading (see 1.6.2.2. Equipment).

The nature of the costs and their relevance to the project has to be explained in detail in INTER Budget Details Sheet.

### 1.7.3. Indirect Costs (Overhead)

The FNR applies the Full Cost with Flat rate model (FCF), where direct costs are reimbursed on the basis of the actual incurred (real) costs and overheads are reimbursed on the basis of a flat-rate (up to 25% of direct costs minus subcontracting). Overheads cannot be claimed by public administrations.

Indirect costs, also called overheads, are all the structural and support costs of an administrative, technical and logistical nature which are cross-cutting for the operation of the institution’s various activities and cannot therefore be attributed in full to the project.

The nature of an indirect cost is such that it is not possible, or at least not feasible, to measure directly how much of the cost is attributable to a single cost objective.

Examples might be, but are not limited to, costs related to the general operation of the institution such as maintenance, insurance, petty office equipment, … and costs related to horizontal services such as administrative and financial management, human resources, legal advice, etc.

<table>
<thead>
<tr>
<th>#</th>
<th>FNR eligible costs</th>
<th>Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Personnel costs</td>
<td>YES</td>
</tr>
<tr>
<td>2</td>
<td>Equipment</td>
<td>YES</td>
</tr>
<tr>
<td>3</td>
<td>Consumables</td>
<td>YES</td>
</tr>
<tr>
<td>4</td>
<td>Travel costs</td>
<td>YES</td>
</tr>
<tr>
<td>5</td>
<td>Subcontracting</td>
<td>NO</td>
</tr>
<tr>
<td>6</td>
<td>Other costs</td>
<td>YES</td>
</tr>
</tbody>
</table>

\[
A = \sum(1\text{to}6)-5
\]

\[
B = 25\% \times A
\]

\[
\text{TOTAL} = \sum \text{Sum}
\]

\[
\text{Overheads} = \text{Up to 25% x Sum}
\]

### 1.7.4 External Financial Contribution

Sources of funding outside of the INTER programme and the contracting institution should be indicated. Other FNR grants are considered an external source of funding for the project. Please indicate the total of the projected grant support in the appropriate section. Other external financial contribution could be a donation by a charitable organisation, revenues from licenses, etc.

Contributions by non-contracting partners (i.e. the partner’s research effort in the frame of the project) are not considered as an external source of funding.
1.7.5 Contribution by Non-contracting Partners

Please provide an estimation of the contributions of each of the ‘Non-contracting Partners’ including International Funding Agency to the project in terms of person efforts and estimated budget.

1.7.6 Budget Summary

An Excel sheet named ‘INTER Budget’ is available for guiding through the calculation of the project costs.

The worksheet ‘Budget Summary’ provides an overview of the budgetary and person*months efforts by each project partner.

Note that parts of the worksheet do not have to be completed manually but will be automatically populated with the data filled in the previous sheets.
2. Applying for the INTER call

2.1. Application Procedure

For different International Cooperation, please consult our website, the application procedure consists of two stages:

- Pre-proposal application
- Full proposal application

Proposals (Pre- and Full-proposals) must be submitted by the coordinating institutions’ administrations (not by the PI) in electronic format to the online submission system (FNR Grant Management System) [https://grants.fnr.lu](https://grants.fnr.lu) no later than 5 workings days after the submission deadline by the Lead Funding Agency.

2.2. FNR Grant Management System

All FNR Grants, including the INTER Call are managed through an online submission system (FNR Grant Management System) accessible via [https://grants.fnr.lu](https://grants.fnr.lu). This system provides applicants a web services interface for automated submission and further monitoring of completed grant applications and related services (acknowledgement emails, notifications and reminders).

The system guides the applicants through the different steps of the application procedure. All forms have to be filled in online and submitted in electronic format.

For technical questions regarding the ‘FNR Grant Management System’, the FNR can be contacted by email at tech-support@fnr.lu or call our Help Desk at +352 26 19 25 45.

2.3. Pre-proposal application

2.3.1. Pre-proposal application

The INTER Pre-proposal application consists of 2 different steps:

- **Step 1: Completing the Online Application Form**
- **Step 2: Submitting the Online Application Form**

INTER Applications consist of different elements:

- The ‘Online Application Form’ is completed in the FNR’s online ‘Grant Management System’ and contains the general administrative and budgetary details of the application;
- The ‘Project Description’ is the complete document submitted to the International Funding Agency according to their rules and format;
- The INTER Budget Sheet is a estimation of the budget for the luxemburgish ‘Coordinating Institution’ and the various luxemburgish contracting partners, and contains a presentation of estimated contributions by the non-contracting partners in terms of personnel and financial effort.
- The INTER Project Plan contains the graphical representation of the project plan including human resources planning;
- The INTER Budget Details Sheet contains the justification of costs requested to FNR;
2.3.2 Step 1: Completing the Online Application Form

INTER Pre-proposal Application consists of 3 different tasks, which are presented as a ‘To Do’ list:

- Task 1: Consult the Application Guidelines
- Task 2: Online Application Form - INTER
- Task 3: Generate PDF

After completion of each task, the button ‘Done’ validates the completion of the task and removes it from the ‘To Do’ list.

The first task named ‘Consult the Application Guidelines’ consists in reading the present document (from cover to cover) guiding the applicant through the application stages.

The second task ‘Online Application Form - INTER’ is divided into 4 sections which can be accessed individually:

- Section 1. Luxembourg Main Investigator Personal Data
- Section 2. Information of the Research Project
- Section 3. Research Project Consortium
- Section 4. Attachments

The forms may be saved at any time and completed later. Before submitting the completed form, applicants need to make sure that all mandatory questions (marked with *) have been filled out.

2.3.3 Principal Investigator and Coordinating Institution

Section 1.1. Principal Investigator (PI)

- Application ID: Generated automatically
- First Name: * May only be modified through your profile.
- Family Name: * May only be modified through your profile.
- Gender: * Select from list Male/Female
- Title: * e.g. Dr, Prof., etc.
- Category of Position: * e.g. Head of Unit, Head of Department, Assistant Professor, etc.
- Do you hold a Doctorate (PhD): * Select Yes/No
- Discipline of Doctorate (PhD): *If no doctoral title please write ‘none’
- University/Institution Issuing the Doctoral Certificate: * If no doctoral title please write ‘none’
- Date of Certificate:
- Email: * May only be modified through your profile
- Phone Number:
- Date of Birth: *
- Nationality: *
Section 1.2. Coordinating Institution
- Name of Coordinating Institution: * Name of the Luxembourgish institution where the PI works (select from drop-down menu, if the institution is not yet on the list, it has to register at the FNR (see chapter 1.2.1 eligible organisations)
- Department: * Official name (and acronym) of the department and research group
- Website of Group

2.3.4 Research Project

Section 2.1. Research Project
- Project Title: * Should not be longer than 200 characters.
- Project Acronym: * The short title or acronym is used to identify the proposal efficiently. Should not be longer than 10 characters.
- INTER Call: * Select from the list in the online system the International Funding Instrument.
- Project Start: * All INTER partners shall start the project on the same date. Project Duration (in months): * Expected project duration.
- Total Project Costs (including International Partners) (e.g. € 500000): * Insert the ‘Total Project Budget’ as stated in the ‘Budget Summary’ worksheet inside the ‘INTER Budget.xls’ workbook. Do not use points or commas as decimal separators
- Requested Funds from FNR Programme: * Insert the funds you intend to request from the FNR as stated in the ‘Budget Summary’ worksheet inside the ‘INTER Budget.xls’ workbook. Do not use points or commas as decimal separators
- Total Effort (Person Months): * ‘Person*months’ is the metric for expressing the effort (amount of time) PIs and other personnel devote to a specific project. The effort is based on the presumption that each fulltime member of staff can work 12 person*months per calendar year. Insert the total person*months needed for the full duration of the project as stated in the ‘Budget Summary’ worksheet inside the ‘INTER Budget.xls’ workbook.
- Total Effort to be Financed by Project (Person Months) * Insert the person*months for which you intend to request an FNR funding as stated in the ‘Budget Summary’ worksheet inside the ‘INTER Budget.xls’ workbook.
- Total Effort PI (Person Months) * Insert the total person*months you intend to work on the project as PI as stated in the ‘Budget Summary’ worksheet inside the ‘INTER Budget.xls’ workbook.

2.3.5 Research Project Consortium Details

Section 3.1. International Partners
An ‘International Partner’ is a foreign institution applying for co-funding at the ‘International Funding Agency’ in his country.
Mandatory information:
- Institution (International Funding Agency): ‘Name of the International Partner’. Add the ‘International Co-funding Partner’ followed by its ‘International Funding Agency’ in brackets e.g. Universität Trier (DFG)
- Country
- Department
- Researcher Responsible
- Web Address
- Public or Private sector
- Click the ‘Add’ button to validate and/or add new partners.

Section 3.2. Other Luxembourg Partners (only institutions different from the Coordinating Institution)
A ‘Other Luxembourg Partners’ is an institution which is eligible for funding and which is seeking financial support from the FNR, e.g. the University of Luxembourg, the Luxembourg Public Research Institutions or other public-sector research organisations eligible at the FNR. Do not add the Coordinating Institution here as this information has already been communicated under 1.2.

Mandatory information:
- Institution Name of the Luxembourgish institution (select from drop-down menu; if the institution is not yet on the list, it has to register at the FNR prior to the deadline (see chapter 1.2 eligible organisations)
- Department
- Researcher Responsible
- Web Address
- Public or Private sector
- Click the ‘Add’ button to validate and/or add new partners.

2.3.6. Attachments

Section 4.1. Project Description
The ‘Project Description’ is the complete document submitted the International Funding Agency according to their rules and format.
(Only PDF files can be uploaded)

To replace a file already uploaded, the old file should be REMOVED before uploading the new file to the system.

Section 4.2. INTER Budget
Download the Excel workbook named 'INTER Budget.xls' from the FNR website.
The ‘Budget’ contains the following sheet:
- For the presentation of detailed budgets per coordinating institution and the various contracting partners (worksheets ‘COORD.’, ‘CONTR. P. 1’, ‘CONTR. P. 2’, ‘CONTR. P. 3’)

Last updated 11 December 2018
• For the presentation of estimated contributions by the non-contracting partners (including ‘International Funding Agency’) in terms of personnel (total person*months) and financial effort (worksheet ‘NON-CONTR. P.’)
• The presentation of the Budgetary Overview (worksheet ‘Budget Summary’). Note: The main content of this worksheet does not have to be completed manually but will be populated with the data that you input in the sheets mentioned above.

Section 4.3. INTER Project Plan *
Download the Excel workbook named ‘INTER Project Plan’ from the FNR website. The ‘Project Plan’ gives an overview of the project planning and presents graphically the different implementation steps described in ‘Project Description’. The graphical representation has to be coherent with the text description of the workplan and permit monitoring of the progress during the implementation of the project.

The following elements have to be included in the graphical representation:
• interdependencies between implementation steps;
• timing for the different steps;
• personnel involved in each step;
• deliverables for each step.

Section 4.4. INTER Budget Details *
Download the Word document named ‘INTER Budget Details’ from the FNR website. Structure and justify the project’s costs. Relate them to the planned outputs and impacts of the project. Details have to be provided here. The FNR may not fund all costs if the justification is not precisely given.
Details have to be presented in the Excel Annex. Explain the distribution of costs amongst the partners and the cost categories presented in the Excel Annex into the system.

Section 4.5. Other relevant files *
Please upload other relevant files into the system.

Section 4.6. Declaration *
Tick box “I hereby declare that this proposal conforms to the call guidelines.”

To validate this section and jump to the next one, click the button ‘Save draft and continue to next section’!
If you have finished filling in the different sections of your ‘Online Application Form’, please click on the button named ‘Form fully completed and ready for PDF generation’. You may as well choose to modify the entered data by clicking on the button named ‘Enter more details now’.
Finally, press the button ‘Done’ to validate the completion of the task and make it disappear from your ‘To Do’ list.
Ensure that you correctly filled all sections of the application form. The system partially warns you of mandatory sections but put a special attention on the completeness of documents that need to be uploaded.
The last task of step 1 is to generate a PDF document which contains all the information of your 'Online Application Form'. Click on the hyperlink named ‘Generate PDF’. The PDF document will appear in the documents list on the right side of the screen. If the document named ‘Generated PDF’ does not appear in the list after a few minutes, please click on the refresh button of your browser.

### 2.3.7 Step 2: Submitting the Online Application Form

The submission of the ‘Online Application Form’ consists of 2 stages:

- **Submission by the applicant**
- **Validation and submission by the Coordinating Institution**

After having generated the application in PDF format, please open the document and check if it is complete and correct. Especially ensure that the right uploads have been attached. When everything is correct, please click the button ‘Submit for Institutional Check’.

The report will now be accessible to the administration of the ‘Coordinating Institution’ in Luxembourg. The administration has the possibility to amend and validate your ‘Online Application Form’ and/or return it to you for changes.

Please note that the ‘Coordinating Institution’ has to respect the deadline for the final submission of the Proposal.

If you need further advice and support, please contact your FNR Programme Assistant.

### 2.4. Full-proposal application

The INTER Full-proposal application consists of 2 different steps:

- **Step 1: Completing the Online Application Form**
- **Step 2: Submitting the Online Application Form**

INTER Applications consist of different elements:

- The ‘Online Application Form’ is completed in the FNR’s online ‘Grant Management System’ and contains the general administrative and budgetary details of the application;
- The ‘Project Description’ is the complete document submitted the International Funding Agency according to their rules and format;
- The INTER Budget Sheet is a detailed budget for the luxemburgish ‘Coordinating Institution’ and the various luxemburgish contracting partners, and contains a presentation of estimated contributions by the non-contracting partners in terms of personnel and financial effort.
- The INTER Project Plan contains the graphical representation of the project plan including human resources planning;
- The INTER Budget Details Sheet contains the justification of costs requested to FNR;
2.4.1 Step 1: Completing the Online Application Form

INTER Full-proposal Application consists of 3 different tasks, which are presented as a ‘To Do’ list:

- Task 1: Consult the Application Guidelines
- Task 2: Online Application Form - INTER
- Task 3: Generate PDF

After completion of each task, the button ‘Done’ validates the completion of the task and removes it from the ‘To Do’ list.

The first task named ‘Consult the Application Guidelines’ consists in reading the present document (from cover to cover) guiding the applicant through the application stages.

The second task ‘Online Application Form - INTER’ is divided into 4 sections which can be accessed individually:

- Section 1. Luxembourg Main Investigator Personal Data
- Section 2. Information of the Research Project
- Section 3. Research Project Consortium
- Section 4. Attachments

The forms may be saved at any time and completed later. Before submitting the completed form, applicants need to make sure that all mandatory questions (marked with *) have been filled out.

2.4.2 Principal Investigator and Coordinating Institution

Section 1.1. Principal Investigator (PI)

- Application ID: Generated automatically
- First Name: * May only be modified through your profile.
- Family Name: * May only be modified through your profile.
- Gender: * Select from list Male/Female
- Title: * e.g. Dr, Prof., etc.
- Category of Position: * e.g. Head of Unit, Head of Department, Assistant Professor, etc.
- Do you hold a Doctorate (PhD): * Select Yes/No
- Discipline of Doctorate (PhD): * If no doctoral title please write ‘none’
- University/Institution Issuing the Doctoral Certificate: * If no doctoral title please write ‘none’.
- Date of Certificate:
- Email: * May only be modified through your profile
- Phone Number:
- Date of Birth: *
- Nationality: *
Section 1.2. Coordinating Institution
- Name of Coordinating Institution: * Name of the Luxembourgish institution where the PI works (select from drop-down menu, if the institution is not yet on the list, it has to register at the FNR (see chapter 1.2.1 eligible organisations)
- Department: * Official name (and acronym) of the department and research group
- Website of Group

2.4.3. Research Project

Section 2.1. Research Project
- Project Title: * Should not be longer than 200 characters.
- Project Acronym: * The short title or acronym is used to identify the proposal efficiently. Should not be longer than 10 characters.
- INTER Call: * Select from the list in the online system the International Funding Instrument.
- Project Start: * All INTER partners shall start the project on the same date.
- Project Duration (in months): * Expected project duration.
- Total Project Costs (including International Partners) (e.g. € 500000): * Insert the ‘Total Project Budget’ as stated in the ‘Budget Summary’ worksheet inside the ‘INTER Budget.xls’ workbook. Do not use points or commas as decimal separators
- Requested Funds from FNR Programme: * Insert the funds you intend to request from the FNR as stated in the ‘Budget Summary’ worksheet inside the ‘INTER Budget.xls’ workbook. Do not use points or commas as decimal separators
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2.4.4. Research Project Consortium Details

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