



AGENCE NATIONALE DE LA RECHERCHE

ANR

Guide for applicants

Generic call for proposals 2015

with regard to the “Major societal challenges”
and to the “All-Knowledge challenge”

Submission deadline for pre-proposals
October 16, 2014 - 1:00 p.m. (CET)

Registration deadline for international collaborative research projects (PRCI):
November 18, 2014 - 1:00 p.m. (CET)

Deadline for submission of full proposals (for coordinators invited to submit a full
proposal): end of March 2015

Guide for applicants - 2015 generic call for proposals

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Introduction

1. PURPOSE OF THE GUIDE FOR APPLICANTS

This guide provides practical information for the preparation and submission of a pre-proposal then a full proposal to the generic call for proposals described in the French National Research Agency (ANR) 2015 Work Programme. This guide also describes the two-stage evaluation procedure and the main recommendations for drawing up a project. Applicants are encouraged to read the information in this guide on preparing full proposals at the initial pre-proposal preparation stage.

The “international collaborative research projects” (PRCI) submitted under the generic call for proposals come under a bilateral agreement between the ANR and a foreign funding entity. Due to the constraints of these agreements, these projects are subject to specific submission and evaluation procedures (see section 7.).

The projects that are selected at the end of the second stage of the selection process may be eligible for a grant, the amount of which will be based on the information provided in the full proposal. In some cases, such grants may take the form of co-funding under a partnership between the ANR and another funding organisation. Such co-funding arrangements are described in section 20 and conditions may be set forth in appendices available on the ANR website call for proposals page.

Reference documents:

The Work Programme 2015 (<http://www.agence-nationale-recherche.fr/en/WP2015>) sets forth the scope of the generic call for proposals and the relevant funding instruments and submission procedures.

The regulations concerning the conditions of allocation of ANR funding (see “Funding regulations” <http://www.agence-nationale-recherche.fr/RF>) contain useful definitions and set forth the conditions for the allocation of ANR funding to the research projects selected.

2. GENERIC CALL FOR PROPOSALS: A TWO-STAGE SELECTION PROCESS

The two-stage selection process is described in section C of the 2015 Work Programme.

The first stage aims to identify the pre-proposals (5 pages) warranting the preparation of a full proposal in view of the originality of the concept / topic / issue, the relevance with respect to the orientations of the call for proposals, and the consistency of the pre-proposal with the objectives of the project. In this first stage, scientific excellence is not evaluated, as the very short description of the project's objectives does not enable a clear appreciation. At the end of the first stage, 2,500 to 3,000 applicants will be asked to submit a full proposal.

The purpose of the **second stage** is to select the best proposals by assessing, according to the international standards for competitive project selection, the scientific excellence, the quality of the construction and the potential impact of the project as described in a full proposal. At this stage, the project is already deemed to be relevant to the call for proposals.

IMPORTANT: The use of a two-stage selection process serves mainly to save a large number of researchers from spending time writing full proposals, as the success rate is too low to warrant this kind of investment. The gain is only a real one for the whole community if the number of pre-proposals submitted remains reasonable. The applicant's attention is drawn to the necessity of filing pre-proposals only if the reflection and design stage of the project is relatively mature and robust.

First stage of the generic call for proposals

3. SUBMISSION OF A PRE-PROPOSAL

3.1. Who may submit a pre-proposal?

A pre-proposal is submitted by a **scientific coordinator**¹. However, when a project is selected and funded, the ANR signs an agreement with an institution (legal entity) and not with the scientific coordinator (natural person). The scientific coordinator must therefore ensure that his or her institution (“research organisation” or “company”²) is committed to validating the full proposal which will be submitted on their behalf, and obtain the same guarantee from any partners.

IMPORTANT

At the second submission stage (submission of full proposals), the submission documents must be signed by the legal representative (i.e. a person authorised to sign the funding agreement for successful candidates) of each of the project’s partners requesting a grant by the deadline for the submission of full proposals (see section 9.4).

Applicants are invited to contact the administrative and financial representatives of their “research organisation” or “company” **at the pre-proposal preparation stage** to benefit from their advice on financing the project, and imperatively **when they are invited to prepare the full proposal** to ensure that the signed documents are received on time.

3.2. Content of pre-proposals

The pre-proposal is comprised of the following:

- a form to be completed online
- a document describing the project to be uploaded onto the submission website

Full proposals are to describe the same project that is described in the pre-proposal that was selected during the first stage. Some information that may seem easy to provide in the first stage (project duration, estimated amount of funding requested, etc.) should be thought through carefully, as substantial changes to this information may result in the full proposal being considered as inconsistent with the pre-proposal (see section 11.2).

3.3. Online form

The account used to access the submission website must be created by providing information about the **scientific coordinator** (surname, first name, email address), even if another person enters the information.

Access to the form begins with the choice of one of 9 societal challenges or the “All-Knowledge challenge” accordingly the nature of the project with regards to the orientations of the call. This choice can be changed up until the submission deadline, but affects some pages of the online form, which will then have to be completed again.

¹ The scientific coordinator is the individual who submits the pre-proposal and agrees to assume the role of scientific leader for the Coordinating partner as set forth in the Funding regulations.

² The definitions of the terms in quotation marks can be found in the Regulations concerning the allocation of ANR funding (<http://www.agence-nationale-recherche.fr/RF>).

The following information must be entered online:

Identity of the project

Acronym of the project	Up to 30 characters, in alphanumeric format without the following characters: # % & * : < > ? / { }, spaces, music symbols, etc.
Title in French	Free text
Title in English	Free text
Estimated amount of grant requested (in thousands of €)	Amount in free text <i>This amount should reflect fairly accurately (+/- 15%) the amount to be requested in the full proposal</i>
Duration	To be selected from a list: 12 months, 24 months, 36 months, 42 months, 48 months
R&D categories ³	To be selected from a list: Basic research Industrial research Experimental development

Partnership

This table serves to identify the key individuals involved in the project, and all partners (laboratories, companies, associations, hospital unit, etc.).

The following information must be provided for each person:

- Gender (male/female)
- First name, surname
- Email address
- Entity code, name of laboratory, name of company, etc.
- Name of affiliated organisation
- Postcode, city, country (information on where the research is carried out)

Information classifying the project

The ANR will map pre-proposals submitted under each challenge (see section 5). This mapping is based on the following information:

Funding instrument ⁴	To be selected from a list: Collaborative research project Collaborative research project involving enterprises Young researchers
Research theme of the challenge	To be selected from a list specific to each societal challenge, not necessary for the “All-Knowledge challenge” <i>Choose only one research theme</i>
Main object of research	List specific to each societal challenge research theme, not necessary for the “All-Knowledge challenge” <i>Choose one main object of research only</i>
Main application of research	List specific to each societal challenge research theme, not necessary for the “All-Knowledge challenge” <i>Choose one main research application only</i>

³ See definitions in the regulations concerning the allocation of ANR funding (<http://www.agence-nationale-recherche.fr/RF>)

⁴ See description in Work Programme (section B)

In the case of the “All-Knowledge challenge”, mapping is based on the funding instrument and keywords selected from the European Research Council (ERC) panel descriptors list (see below).

Additional information to classify the project

This information can be useful in helping those evaluating pre-proposals in their selection.

Keywords relating to the main object of research	List specific to each societal challenge research theme, not necessary for the “All-Knowledge challenge” <i>Choose one to three keywords relating to the main object of research</i>
Keywords relating to the main application of research	List specific to each societal challenge research theme, not necessary for the “All-Knowledge challenge” <i>Choose one to three keywords relating to the main application of research</i>
Field-related keywords	Select from the European Research Council (ERC) panel descriptors list
Free keywords	Free text (optional)

Other information

Does the project call on a very large research infrastructure?	Specify yes or no If yes, choose the infrastructure from a drop-down menu
Do you request for support from one or more competitiveness clusters? (see section 19)	Specify yes or no Choose a competitiveness cluster from the list

Scientific abstracts

- Abstract (non-confidential) in French (no more than 1,000 characters)
- Abstract (non-confidential) in English (no more than 1,000 characters)

At least one of these abstracts must be provided.

Unwanted ad hoc peer reviewers for the evaluation (if any, must be specified at this stage)

Applicants have the opportunity to identify ad hoc peer reviewers (individuals) or laboratories/companies whose contribution to the proposal’s evaluation may cause conflicts of interest or confidentiality issues.

The number of reviewers to exclude must be reasonable and the ANR reserves the right to request the participation of one of these people if the list does not allow the use of appropriate reviewers.

3.4. Project description to be uploaded onto submission website

The description of the pre-proposal is to be posted on the submission website **in PDF format** and should be **no more than 5 pages**. It must be created using word processing software without any protection and not be a scanned document. The aforesaid maximum number of pages is understood ALL INCLUSIVE, and NO appendices will be accepted. **The submission website will block the uploading of any document that does not meet these requirements.**

A page layout is recommended that allows **the document to be read comfortably** (i.e. A4 page, times 11 fonts or equivalent, single spacing, 2 cm margins, page numbering).

It is recommended that the scientific document should be **written in English** as the evaluation can be carried out by non-French speaking ad hoc peer reviewers. In the case where it is written in French, an English translation may be requested.

The description of the pre-proposal contains the following information (**no template is provided**):

- A reminder of the acronym used for the pre-proposal, the challenge and the year (2015) in the header;
- **FULL TITLE of pre-proposal**

1. Relevance and strategic nature of the project (no more than 1 to 2 pages)

This section will allow for an evaluation in relation to the first criterion, namely “Relevance and strategic nature of the project”.

Describe:

- *how the project’s objectives are relevant to the societal challenges or do not come under any societal challenge in the case of the “All-Knowledge challenge”,*
- *why the chosen funding instrument is appropriate to the project’s objectives,*
- *the benefits of the project to society.*

2. Scientific and technological objectives (2 to 3 pages maximum)

This section will allow for an evaluation in relation to the second criterion, namely “Potential of scientific and technological objectives”.

Describe the scientific and technological objectives, briefly describe the methodology and/or the ability to yield results, the potential for progress in the field, the goals, novelty, potential for a breakthrough.

3. Consistency of the pre-proposal (no more than 1 to 2 pages)

This section will allow for an evaluation in relation to the third criterion, namely “Consistency of the pre-proposal”.

Provide information on the expertise required to carry out the project for which the pre-proposal is submitted, identifying the scientist(s) involved, the institutions they are affiliated with and 2-3 appropriate references in the field directly related to the pre-proposal (publications, R&D accomplishments, patents, scientific awards, products, processes, licenses, services, etc.), and any other information that may be used to judge the quality of applicants and the consortium if applicable. A short version of the scientific coordinator’s curriculum vitae may be useful in this section.

Give an estimation of how the funding sought will be broken down between the partners and the main expenditure items (facilities, personnel, services, other operating expenses)

4. VERIFICATION OF THE ELIGIBILITY OF PRE-PROPOSAL

Pre-proposals considered ineligible will not be evaluated⁵ and will not be followed up by a full proposal.

The pre-proposal will be deemed **eligible** insofar as it meets the following conditions:

- It is complete at the deadline for the submission of pre-proposals. For pre-proposals to be complete, the online form must be completed (see section 3.3) and the description must be made available on the submission website in the format specified in section 3.4.
- The particularities concerning specific funding instruments must be adhered to (see below).

These verifications are carried out by the ANR based on the information provided in the form completed online as at the deadline for the submission of pre-proposals, even when information is missing, wrong or inconsistent with the information given in the description of the pre-proposal..

⁵ Important: This verification step focuses on the presentation of pre-proposals. Pre-proposals are rejected at this stage without the value of their content being assessed by panel members.

Furthermore, pre-proposals will be **ineligible** if multiple pre-proposals and/or proposals are submitted by the same scientific coordinator in connection with the generic call for proposals⁶. This verification will be based on the scientific coordinator's identity as a physical person, without making any distinction in respect of any possible affiliation with multiple companies or research organisations.

Verification of the compliance of the specificity of the Young ResearcherS funding instrument:

Pre-proposals submitted as a **young researcher project** will be deemed eligible if:

- they have only one partner who benefits from the funding and that partner must be a “research organisation”⁷;
- the scientific coordinator obtained their research doctorate (or any degree or qualification that meets the international standards for the Ph.D.) after July 31, 2004⁸.

5. PRE-PROPOSAL EVALUATION PROCEDURES

The pre-proposal evaluation process is described in the Work Programme 2015 (section C).

Pre-proposals submitted for each challenge are mapped taking into account the information provided by applicants in the online submission process (see section 3.3). The ANR submits this mapping to each scientific challenge steering committee (CPSD) for validation.

In this first stage, pre-proposal evaluation panel (CEP) members work individually to form a synoptic view of the pre-proposals in a given research area in order to compile a competitive relative ranking. Each member therefore evaluates a large number of pre-proposals (several dozen). The only third party opinions possibly available to them are those of the competitiveness clusters (see section 19).

The pre-proposal evaluation panel members evaluate pre-proposals in the context of the challenge concerned and in relation to the generic call for proposals, based on the following three criteria:

- **Relevance and strategic nature of the project** (relevance to the societal challenges or lack of relevance to societal challenges in the case of the “All-Knowledge challenge”, benefits to society, relevance of the chosen instrument in relation to the scientific objectives of the project),
- **Potential of the scientific and/or technological objectives** (importance of the topic, ability to yield results, potential for progress in the field, ambition, novelty, potential for breakthrough),
- **Consistency of the pre-proposal** (applicant's scientific references⁹ or scientific references of research organisation partners and synergy of the consortium¹⁰, consistency of the amount of funding requested in relation to the project's objectives).

⁶ Including proposals for “international collaborative research projects” submitted under the generic call for proposals according to different submission procedures and dates (see section 7)

⁷ The definitions of the terms in quotation marks can be found in the Regulations concerning the allocation of ANR funding (<http://www.agence-nationale-recherche.fr/RF>).

⁸ Exceptions to this deadline may be granted, resulting in a maximum extension of 18 months for events occurring after the doctorate is obtained, such as maternity, parental leave, long-term sick leave (more than 90 days) or national service. Maternity enables an extension of 18 months (regardless of the number of children), while other events enable an extension corresponding to the actual duration of the event, but never exceeding 18 months. Proof of such events must be provided when submitting the full proposal.

⁹ For young researcher projects

¹⁰ For projects involving several partners

The pre-proposal evaluation panel members will complete an individual evaluation report in which each of the three evaluation criteria will be scored on a scale of 0 to 5 (see below) and will give a short written explanation for each criterion. Each member creates a relative ranking of their pre-proposals to be evaluated.

Score	Meaning
0	Criterion not addressed or that cannot be evaluated based on the information provided
1	Inadequate: criterion is addressed in a superficial and unsatisfactory manner
2	Poor: criterion is addressed quite satisfactorily, but there are serious weaknesses
3	Good: criterion is well addressed, but some improvements required
4	Very good: criterion is very well addressed, although certain improvements are still possible
5	Excellent: The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor

Pre-proposals are ranked according to the mapping validated by each scientific challenge steering committee in descending order based on the average overall score awarded by the pre-proposal evaluation panel members.

Members of the scientific challenge steering committee (CPSD) have an overview of the pre-proposals submitted and evaluations are relative and based on the ranking according to pre-proposal evaluation panel scores. They identify selection thresholds in the mapping and thus validate the list of pre-proposals that may be followed by a full proposal.

6. ANNOUNCING OF RESULTS TO THE PRE-PROPOSAL SCIENTIFIC COORDINATORS

At the end of this stage, 2,500 to 3,000 pre-proposal scientific coordinators will be invited to submit a full proposal.

The ANR will notify all scientific coordinators of the results of stage 1.

Registration of international collaborative research project proposals

“International collaborative research projects” (PRCI) submitted under the generic call for proposals come under a bilateral agreement between the ANR and a foreign funding agency. Due to the constraints of these agreements, these projects are subject to specific submission and evaluation procedures. Indeed, the selection process for these proposals will be **in one step** with an **initial pre-registration stage**.

A reminder that pre-proposals and full proposals will be **ineligible** if multiple pre-proposals and/or proposals are submitted by the same scientific coordinator in connection with the generic call for proposals (see sections 4 and 10). International collaborative research project proposals fall under this scope.

7. PRE-REGISTRATION OF INTERNATIONAL COLLABORATIVE RESEARCH PROJECTS (PRCI)

Applicants do not have to submit a pre-proposal. However, they must pre-register their intention to submit a PRCI before the deadline of **November 18, 2014**.

Pre-registration includes:

- completing an online form with the same information provided when submitting pre-proposals (see section 3.3)
- and a summary of the project submitted in PDF format.

8. SUBMISSION OF A FULL PRCI PROPOSAL

Applicants submitting PRCI proposals having pre-registered before the deadline specified above will be invited to submit a full proposal at the same time as applicants who have chosen PRC, PRCE or Young researcher instruments selected after stage 1.

The evaluation procedures are the same as for other proposals submitted in relation to the generic call for proposals, with some specificities depending on the country (see **specific annexes** available on the ANR website call for proposals page).

Second stage of the generic call for proposals

9. SUBMISSION OF A FULL PROPOSAL

9.1. Who may submit a full proposal?

Full proposals may be submitted solely by scientific coordinators whose pre-proposals are selected during stage 1, and applicants who have pre-registered an “International collaborative research project” (PRCI). In stage 2, proposals will be submitted under the responsibility of the legal representative of each of the partners involved in the full proposal who signs the administrative and financial document generated via the submission website.

IMPORTANT

Submission documents must be signed by the legal representative (i.e. a person authorised to sign the grant agreement for successful candidates) of each of the project's partners requesting a grant by the deadline for the submission of full proposals.

In the interest of ensuring that the signed documents are received by the mandated deadlines, the scientific leaders of each partner institution for each full proposal are to contact the administrative and financial representatives of their respective “research organisations” or “company” on receipt of the go-ahead to prepare a full proposal.

9.2. Content of full proposals

Each full proposal comprises the following:

- a form to be completed online,
- a scientific document (to be uploaded onto the submission website),
- an administrative and financial document signed by the legal representative of each partner requesting a grant and uploaded onto the submission website.

For purposes of verifying eligibility (see section 10), full proposals will be deemed to be complete when these three documents have been completed and uploaded onto the submission website by the deadline for all three documents which will be given when candidates are invited to submit a full proposal.

Further details may be published on the ANR website during the full proposal preparation phase. Applicants are encouraged to check the ANR website regularly for updates.

9.3. Online form

Scientific coordinators who are asked to submit a full proposal at the end of stage 1 of the selection process will receive a message containing the submission website URL.

Some fields are pre-filled with the information entered when submitting pre-proposals. However, **most of the information is not pre-filled. It is therefore strongly recommended to allow sufficient time to compile and enter the necessary information.** In addition, the two pre-proposal documents (description of the pre-proposal and PDF form to be completed online) will be available on the submission website as appendices to the full proposal and will form an integral part of the full proposal that is submitted to evaluators during stage 2 of the selection process.

The following information is to be entered online (non-exhaustive list):

- Identity of the project (acronym¹¹, title in French and English, duration, funding instrument, etc.);
- Identity of the partner (full name, abbreviation, partner category and the basis for calculating the grant; type of entity and number, host and supervisory body for research organisation laboratories; registration number and staff numbers for companies, etc.);
- Identity of scientific leaders and address for completion of work;
- Financial data (broken down by expenditure item for each partner);
- Scientific abstracts (no more than 4,000 characters per field): Scientific summary (non-confidential) of the project in French and English, overall objectives, scientific/technical barriers, work programme and scientific, technical, and economic benefits.

- Competitiveness clusters to upload a certificate of label (see section 19).

9.4. Administrative and financial document

The administrative and financial document is generated on the submission website (under “download document to sign” under “project submission”) after entering all information online.

After being signed by all partners requesting a grant, the document is to be scanned in PDF format and submitted on the ANR submission website by the scientific coordinator by the submission deadline.

For “research organisation” partners, the document is to be signed by the scientific leader, the laboratory director or the host entity director, and by the legal representative of the supervisory institution (i.e. **the person who will have been authorised to sign the funding agreement for successful candidates**).

For “companies” partners, the scientific leader and the legal representative are to sign the document.

If foreign partners are involved in the project, solely the scientific leader is to sign this document.

In certain cases, the following specific information will need to be scanned in along with the administrative and financial document¹²:

- supporting documents for exemptions for any young researchers who defended their thesis prior to July 31, 2004 (see section 10).
- specific documents requested for some co-funding arrangements (see section 20 and the specific appendix to the guide for applicants available on the ANR website generic call for proposals page).

For purposes of verifying eligibility (see section 10), full proposals will be deemed to be complete when the administrative and financial document has been signed and is available on the submission website by the deadline given on the ANR submission website.

9.5. Scientific document

The scientific document is to be submitted on the submission website in **PDF format**. It is to be **no more than 30 pages**, must be created using word processing software without any protection and not be a scanned document. The aforesaid maximum number of pages is understood ALL INCLUSIVE,

¹¹ The acronym should be identical to the one in the pre-proposal

¹² Please note that as only one document can be uploaded, all documents must be merged into one

and NO appendices will be accepted. **The submission website will block the uploading of any document that does not meet these requirements.**

A page layout is recommended that allows the **document to be read comfortably** (i.e. A4 page, Times 11 fonts or equivalent, single spacing, 2 cm margins, pages numbering).

It is recommended that the scientific document be **written in English** as the evaluation can be carried out by non-French speaking ad hoc peer reviewers. In the case it is written in French, an English translation may be requested.

Scientific documents concerning full proposals are to contain the following information (no template is provided):

- Header: acronym for the full proposal and the following wording: “2015 generic call for proposals”
- **FULL TITLE of the full proposal**
- Table of contents
- Summary of the project (no more than 4,000 characters, as entered online on the submission website)
- Summary table of the people involved in the project (see details below)
- Any changes that have been made in the full proposal in relation to the pre-proposal (maximum one page)

The contents of this section will be used to evaluate the relevance of any changes in the full proposal in relation to the pre-proposal.

Specify and explain the reasons for any major changes that have been made since drafting the pre-proposal, particularly changes to the duration, the amount of the grant requested beyond the 15% recommended in stage 1 (see section 3.3) or changes to the funding instrument, scientific and technological objectives, or composition of the consortium.

1. Context, positioning and objective of the full proposal (5-10 pages)

This section will allow for an evaluation in relation to the first criterion, namely “scientific excellence and/or innovative nature for technological research”.

Provide an overview of the issue being addressed. Describe the project’s objectives and the scientific and technical barriers that need to be overcome. Emphasise the ambitious and/or innovative nature of the proposal. Describe any end products that will be developed and the expected results.

Describe the state of knowledge for the topic. Point out any contributions the partners may have made to this state of the art. Show any preliminary results.

If relevant, describe the context of the project by presenting, depending on the objectives in the project, an analysis of the social, economic, regulatory, environmental, industrial and other issues at stake. Specify how the project stands in relation to competing, complementary or past research projects, patents, standards, etc. In the case of project proposals that are a continuation of a project that was previously funded by the ANR (“continuation” project), provide a detailed assessment of the results obtained thus far and clearly describe the new issues that have come to light and the new objectives that have been set.

Situate the project at national level (indicate if there is a link with any regional/national structure or platform, with a project that is supported by the “Investments for the future” programme and so on) and/or at European or international level.

2. Scientific and technical programme; organisational structure of the project (10-15 pages)

This section will allow for an evaluation in relation to the second criterion (project’s structure and feasibility).

Describe the scientific programme and explain the rationale for its breakdown into tasks consistent with the objectives set.

Describe the following for each task: objectives; possible indicators of success; leader and partners involved; detailed work programme; deliverables; the partners’ contribution (“who does what”); technical choices and methods; risks and backup solutions envisaged. If deemed necessary, the timetable for the various tasks and their dependencies can be presented as a

graphic, using a Gantt chart or the like.

If applicable, demonstrate the relationship between the relevant scientific fields and the synergy of the areas of expertise that will come into play. For research projects involving aspects that could be harmful to humans, animals and/or the environment, discuss the ethical dimensions of the project.

Provide a partner-by-partner scientific and technical rationale for the grant being requested (as per the information entered on the submission website), broken down by the main expense items as follows (excluding overheads): equipment, personnel, operating expenses.

If applicable, describe the conditions under which a very large research infrastructure could be accessed.

A short version of the scientific coordinator's and partners' curriculum vitae may be useful in this section.

3. Strategy for technology transfer, protection and use of the results; overall impact of the proposal (1-2 pages)

This section will allow for an evaluation in relation to the third criterion (overall impact of the project).

Specify scientific communication activities, ways in which scientific and technical culture will be promoted (communication with other scientific communities, the general public and so on), contributions to the content of higher education courses, the technological transfer of the expected results, by describing the broad outlines of the means for protecting and using the results, the scientific, technical, industrial, economic consequences. Also indicate, if applicable, the project's relevance to the industrial strategy of the project's corporate partners, any other impact (e.g. standardisation, providing information to government authorities, etc.), timelines and nature of the expected technical and economic benefits, possible impact on employment and/or the creation of new businesses, etc.

- Bibliographical references

Summary table of the persons involved in the project:

Partner	Surname	First name	Current position	Involvement in the project, expressed in person-months*	Role and sphere of responsibility for the project (maximum 4 lines)
<i>Example University X/ company Y</i>	<i>TOURN ESOL</i>	<i>Trypho n</i>	<i>Professor</i>		<i>Scientific Coordinator Characteristic of recombinant transcription factors in in vitro systems</i>
					Scientific and technical leader (partner No. X)
					Other participant (partner x)

*To be indicated in terms of the project's total duration

10. ELIGIBILITY VERIFICATION FOR FULL PROPOSALS

Full proposals that are deemed ineligible shall not undergo a scientific evaluation¹³ and will not receive ANR funding.

¹³ Important: This verification step focuses on the presentation of the proposals. Proposals are rejected at this stage without their scientific merit being evaluated by ad hoc peer reviewers or panel members.

Full proposals will be deemed eligible when they meet the following conditions:

- they are complete at the deadline for the submission of full proposals. For this, the information necessary for the evaluation and needed for creation of funding agreements to successful candidates must be provided in full in the online form (see section 9.3), the administrative and financial document must be signed by the legal representatives of each partner requesting funding and the scientific document should be available on the submission website in the format specified in section 9.5.
- the particularities concerning specific funding instruments must be adhered to (see below);
- the ANR has asked the applicant to submit a full proposal.

These eligibility verifications are carried out by the ANR based on the information provided on the form that is completed online by the deadline for the submission of full proposals. Any proposal containing information that is incomplete, wrong, or that is inconsistent with the information provided in the scientific document of the full proposal will be ineligible.

Furthermore, full proposals are **ineligible** when multiple pre-proposals and/or full proposals are submitted by the same scientific coordinator in connection with the generic call for proposals¹⁴. This verification will be based on the scientific coordinator's identity as a physical person, without making any distinction in respect of any possible affiliation with multiple companies or research organisations.

In addition, full proposals will be **ineligible** if the ANR establishes, based, if necessary, on the opinion of scientific evaluation panel members:

- that the full proposal is similar¹⁵ to a project previously funded or undergoing evaluation in connection with an ANR call for proposals;
- that the nature of the full proposal is not unique¹⁶.

Particularities concerning funding instruments

The ANR will verify whether the particularities pertaining to certain funding instruments referred to in section B of the Work Programme have been adhered to.

The definitions of the terms in quotation marks can be found in the Regulations concerning the allocation of ANR funding (<http://www.agence-nationale-recherche.fr/RF>).

A full proposal that is submitted as an **International collaborative research project** will be deemed eligible if:

- it involves at least one French “research organisation” partner and at least one foreign partner;
- it meets eligibility criteria specific to each foreign entity (see additional procedures published for each country available on the ANR website generic call for proposals page).

A full proposal that is submitted as a **young-researcher project** will be deemed eligible if:

- it involves only one partner who benefits from the funding and that partner must be a “research organisation”;
- the scientific coordinator obtained their research doctorate (or any degree or qualification that meets the international standards for the Ph.D.) after July 31, 2004¹⁷.

¹⁴ Including proposals for “international collaborative research projects” submitted in connection with the generic call for proposals and for which a pre-proposal has not been submitted.

¹⁵ Similarity is established when two full proposals (in their entirety or in part) describe the same main objectives, or are a mere adaptation, **AND** involve mostly the same teams.

¹⁶ The non-uniqueness is established when the full proposal borrows or copies, in whole or in part, earlier writings whose sources have not been quoted.

11. FULL PROPOSAL EVALUATION PROCEDURES

The process for evaluating proposals is described in the Work Programme.

The evaluation conducted during stage 2 of the selection process may involve calling in ad hoc peer reviewers and panel members who may or may not have been involved in stage 1 of the selection process.

It will fall to the ANR to determine the scope of the scientific evaluation panels and to allocate the full proposals to the various panels, based on the information provided in the pre-proposals.

11.1. Individual evaluations

Full proposals will be evaluated by at least two ad hoc peer reviewers (who did not attend scientific evaluation panel meetings) asked to evaluate one or more proposals. The ad hoc peer reviewers will conduct their evaluations independently of one another and in a confidential manner, without discussing with third parties. They will have at their disposal solely those elements comprising the pre-proposal and full proposal as submitted by the scientific coordinator at the deadline for the second submission stage and will evaluate the full proposals on the basis of the following three criteria:

- **Scientific excellence and/or innovative nature for technological research**
- **Project's structure and feasibility**
- **Overall impact of the project**

Ad hoc peer reviewers also evaluate the relevance of any changes in the full proposal in relation to the pre-proposal.

Full “International collaborative research project” proposals are evaluated based on two additional specific criteria as outlined in the appendices to the guide for applicants available on the ANR website generic call for proposals page:

- **The balance of the respective scientific and financial contributions** of the partners in each country
- **The added value of the international cooperation and benefit for France**

Information relating to these two criteria will be used by the ANR to support discussions with the foreign funding entity.

Ad hoc peer reviewers will complete an individual evaluation report in which each of the three evaluation criteria will be scored on a scale similar to the one used in stage 1 of the selection process (see section 5) and will give a short written explanation for each criterion.

Full proposals are evaluated by at least two scientific evaluation panel members. They will evaluate the proposals individually and will have at their disposal the individual evaluation reports prepared by the ad hoc peer reviewers. Panel members who act as rapporteurs for a proposal will each draw up their own individual evaluation report, based on the same criteria, including the relevance of any changes, and the same scoring system used by the ad hoc peer reviewers.

¹⁷ Exceptions to this deadline may be granted, resulting in a maximum extension of 18 months for events occurring after the doctorate is obtained, such as maternity, parental leave, long-term sick leave (more than 90 days) or national service. Maternity enables an extension of 18 months (regardless of the number of children), while other events enable an extension corresponding to the actual duration of the event, but never exceeding 18 months. The reasons for the extension request must be given in section 2 of the scientific document (Scientific and technical programme, organisational structure of the project). Proof must be provided with the administrative and financial document (one PDF document, see section 9.4).

11.2. Evaluation of changes compared to the pre-proposal

Full proposals **must describe the same project** that is described in the pre-proposal selected during stage 1. **This section does not apply to proposals for International collaborative research projects (PRCI) as they do not require pre-proposals.**

For example, changes will be considered minimal, and full proposals consistent with the pre-proposal, if a change is related to an event that could not be anticipated when drafting the pre-proposal (person being transferred, bankruptcy of a company, etc.) and that has no impact on the scientific and technological objectives (replacement of the person/the company with an equivalent enabling the objectives of the pre-proposal to be maintained).

However, changes will be considered substantial, and the full proposal considered inconsistent with the pre-proposal, if the change results in the incompleteness or adding of tasks, scientific objectives, changes to the expected final outcome, changes to methods and/or technical choices, etc., whether the change is linked to events that could not be anticipated when drafting the pre-proposal or to the failure to anticipate when preparing the project in the pre-proposal stage (non-participation of partners who had not been formally asked to participate before drafting the full proposal, addition of partners not pre-identified, etc.).

It is up to members of the scientific evaluation panel to verify the relevance of the changes in relation to the pre-proposals based on the opinions of the ad hoc peer reviewers. If the panel deems the changes relative to the pre-proposal to be too substantial, the **proposal** will be considered as inconsistent with the pre-proposal and **will be rejected**, even if the ad hoc peer reviewers deem that the remaining criteria are moreover excellent.

11.3. Scientific evaluation panel meetings

During the final scientific evaluation panel meeting, the panel members will briefly describe the goals of each proposal and will summarise the evaluations of the ad hoc peer reviewers, as well as their own opinions, placing particular emphasis on the relevant strengths and weaknesses.

A collegial discussion of each proposal will allow for a competitive evaluation of the proposals and will afford panel members the opportunity to compare the quality of the proposals they have personally evaluated against the backdrop of all the proposals evaluated by the panel. The panel's discussions will yield a consensus that will be expressed by ranking the proposals against each other. The consensus reached by the panel members will be summarised in a final evaluation report.

11.4. Publication of results by the ANR

The ANR will publish the final rankings for each challenge, in relation to the scientific evaluation panels' work.

The ANR notifies the scientific challenge steering committees of the final ranking for the full proposals.

The ANR will notify all scientific coordinators of the results of stage 2, and the latter will receive the final evaluation report, which will have been validated by the scientific evaluation panel chairperson.

Recommendations prior to preparing a project proposal

These recommendations are not guidelines or eligibility criteria but should rather be seen as advices to consider when preparing the project. Any deviations may result in a negative evaluation in relation to the “project’s structure and feasibility” criterion from reviewers involved in the selection process, especially if the deviation is not explained in the submission document.

12. INVOLVEMENT OF THE PERSONNEL

- **Scientific coordinators** should spend at least **30%** of their research time¹⁸ on the project, but are free to distribute this time flexibly across the project realisation phase.
- The project’s **precariousness** should be less than **30%**.
This specific rate (independent of the expenditure eligibility rules laid down in the Regulation concerning the allocation of ANR funding or any other means of calculating the distribution of resources by category of personnel involved in the project) is calculated as follows (using data in person-months):
[non-permanent personnel funded by the ANR] / [total permanent or non-permanent personnel, whether funded or not by the ANR].
Only personnel from ANR-funded organisations are to be factored into the calculation, and foreign partners in particular are to be excluded from it. **Doctoral candidates and interns are also to be excluded from the calculation** but are eligible for ANR funding).
- Each postdoctoral position should be funded for no less than 12 months.

13. “CONTINUATION” PROJECTS

In the case of proposals for projects which are a continuation of previous projects that have been funded by the ANR, the applicants should give priority to submitting projects at European level when there are calls for proposals compatible with their themes. If this is not the case, candidates who submit such proposals to the ANR are to provide a detailed assessment of the results obtained thus far and are to clearly describe new issues and the new objectives that have been set relative to the prior project.

14. PROJECTS INVOLVING FOREIGN PARTNERS

Foreign partners may be involved in one of two ways:

1. When the full proposal falls within the scope of a bilateral agreement between the ANR and a foreign funding agency in the project’s topic area, the proposal is to be submitted in accordance with the procedures specific to the “International collaborative research project” funding instrument (see sections 7 and 8) and those laid down in the French/foreign appendices to the Guide for Applicants (available on the ANR website). The scientific document submitted to the ANR covers the contribution of both French and foreign teams. Sufficient information (e.g. descriptive text, summary tables of the budget and resources, etc.) is expected to allow for an accurate assessment of the respective contributions in terms of the scientific contribution, resources, and the funding needs of each team.

¹⁸ **Calculation of research time:** the time devoted to the project is assessed based on the time spent on research (considered to be 100%). Therefore, a professor / researcher (or staff member of a company in charge of activities other than research) spending all of his research time on a project for one year will be considered as a participant at a rate of 12 person-months. However, to calculate the full cost, his salary will be counted in full real time (e.g. 50% of the salary of a professor / researcher).

2. If the full proposal **does not come under a bilateral agreement** between ANR and a foreign funding agency, the proposal should be submitted in the context of a collaborative research project (PRC funding instrument) or collaborative research project involving enterprises (PRCE funding instrument). The foreign partner must provide its own funding. The scientific document submitted to the ANR covers the contribution of both French and foreign teams. Foreign partners are to provide the following information in the scientific document:
 - If activities are conducted with its own funds,
 - If it already has a grant for its contribution to the project (amount, payment schedule for the grant requested, nature of the funder), or
 - If it has applied for national funding to participate in the project, by submitting the same project proposal to a funding organisation in its own country. In such a case, the complete contact details of this funding organisation are to be provided, as well as the name, position, email address and phone number of the programme director in its country.

In both such cases, foreign partners are to complete their administrative information on the submission website when the full proposal is submitted, but do not need to provide detailed budgetary information. The administrative and financial document is to be signed solely by the scientific leader of the foreign partner (see section 9.4).

If a project has been selected and funded, a consortium agreement signed by the French and foreign partners is to be sent prior to the project start-up date. First payment of the ANR grant is contingent upon submission of this agreement.

All projects are to comply with the provisions of the regulation of July 3, 2012 concerning the protection of the nation's scientific and technical potential¹⁹.

15. SCIENTIFIC PUBLICATIONS

As part of its participation in the European Research Area, the ANR reaffirms its commitment to the development of Open Access to the results of publicly funded research. Dissemination, sharing and long-term archiving of scientific publications related to projects financed by the ANR contribute to increasing the visibility and attractiveness of French research. Multiple information entries are also avoided and documents shall be made easily accessible to all researchers. As a signatory of the "Partnership agreement for open archives and the HAL ²⁰shared platform", the ANR recommends that, in accordance with the rules of intellectual property and any embargo periods, all publications resulting from projects it finances, be deposited in full text in an open archive, either directly into HAL or through a local institutional repository²¹.

16. SCIENTIFIC AND TECHNICAL CULTURAL AND COMMUNICATION MEASURES

Scientific and technical cultural and communication measures are eligible for ANR funding. They are required to clearly demonstrate a connection with the project and show that they aim to achieve an ambitious impact. In this regard, the target groups such as the media, youths, the working population, educators and the like are to be specified. Projects should be designed in such a way that professionals in the field of scientific communication/mediation are associated with the project (e.g. communication departments of corporations and research organisations; members of scientific cultural

¹⁹ See French Official Journal No. 0155 of July 5, 2012, page 11051

²⁰ Partnership agreement for open archives and the shared HAL platform - April 2, 2013

²¹ The minimum submission is the accepted author manuscript (AAM).

entities and so on). The budget earmarked for these activities should not exceed 10% of the total funding requested.

Such activities should fall under a task that is clearly identified in the project proposal.

For further information concerning the integration of scientific culture and communication measures, visit the relevant page on the ANR website²².

17. MEASURES BENEFITTING HIGHER EDUCATION

A project's contribution to the content of higher education courses may enhance its impact, particularly measures that promote the incorporation of current research issues into education. The projects funded by the ANR may incorporate this type of initiative into their work programme. Proposed measures that aim to benefit higher education are to be directly related to project content. Such measures can be widely diverse in nature (e.g. website creation; designing and developing original educational tools based on research materials; lecture series, etc.). The budget earmarked for these activities should not exceed 10% of the total funding requested.

18. PROJECTS BASED ON THE RESOURCES OF LARGE RESEARCH INFRASTRUCTURES (TGRI)

Any project relying on the resources of large research infrastructures are invited to specify this when submitting the pre-proposal. An initiative other than the submission of the project to the ANR must be taken to ensure that such resources are obtained if they determine the success of the project. This initiative may be explained when submitting the full proposal (see section 9.5).

In some cases, joint ANR-TGRI initiatives can be taken and further information will be provided at a later time. Applicants are encouraged to check for any updates on the ANR website generic call for proposals page.

19. REQUESTS FOR SUPPORT FROM COMPETITIVENESS CLUSTERS

19.1. From the applicant's standpoint

Applicants will have had the opportunity to request support from one or more competitiveness clusters during stage 1 of the selection process. The scientific coordinator should first have obtained the consent of the pre-proposal's other partners (including foreign partners if any). The project partners agree that the information in the pre-proposal will be made available to the competitiveness cluster(s) they seek support from.

During the second submission stage, applicants can benefit from assistance in drafting the full proposal from the clusters that supported them during the first submission stage. Applicants are advised to make contact with the managements of such competitiveness clusters at the earliest possible juncture to be able to benefit from such assistance. Applicants cannot request support from additional competitiveness clusters during the second submission stage.

Applicants are to send intermediate and final project reports to the relevant competitiveness cluster in the event their labelled project proposal is funded by the ANR following the selection process. The ANR reserves the right to ask competitiveness cluster representatives to participate in project reviews or project monitoring activities.

²² <http://www.agence-nationale-recherche.fr/Diffusion>

19.2. From the standpoint of competitiveness clusters

After the end of the pre-proposal submission stage, the competitiveness clusters are invited to issue an opinion on pre-proposals for which support has been requested. These opinions, which are not evaluations based on ANR criteria, focus on aspects directly related to the expertise of the competitiveness clusters: removal of barriers, potential opportunities, impacts on the companies and sectors, on local dynamics, consistency with the competitiveness clusters' roadmaps and local specializations. The opinion is summarised into an overall position e.g. "favourable opinion", "unfavourable opinion" or "no opinion" expressing the competitiveness clusters' interest for the pre-proposal or lack thereof.

When the full proposal submission website opens, competitiveness clusters will have access to all pre-proposals for which a full proposal has been requested if their support was requested during stage 1.

When pre-proposals have been approved by the relevant cluster during stage 1 (which expresses interest in the pre-proposal in relation to their roadmap), competitiveness clusters may:

- provide advice for the preparation of the full proposal;
- confirm their label (upload the certificate of approval) by the stage 2 closing date indicated on the submission website.

The certificate of approval is uploaded by the competitiveness cluster onto the submission website.

If the competitiveness cluster refuses to grant its approval to a particular proposal during the submission stage 2, the cluster may give reasons for its refusal in the field for this purpose on the submission website.

Approvals given by competitiveness clusters for full proposals

- for which they have not issued a favourable opinion in stage 1,
- or for which they have not been asked to support in stage 1,

shall be ignored by the ANR.

19.3. From the standpoint of the evaluators involved in the selection process for the generic call for proposals

During the first stage of the selection process, the opinions expressed by the clusters are brought to the attention of the members of the pre-proposal evaluation panels, who may take them into account when scoring the pre-proposal evaluation criterion in terms of the relevance and strategic nature of the project. Information on the support of competitiveness clusters (proportion of pre-proposals for which support from a cluster has been requested, having obtained a favourable opinion from them, etc.) is brought to the attention of the scientific challenge steering committees.

During stage 2 of the selection process, the information regarding label from clusters is brought to the attention of the scientific evaluation panels.

20. CO-FUNDING

In accordance with its mission to fund research projects, the ANR creates partnerships with other funding organisations (see section A3 of the Work Programme 2015).

Projects selected in connection with the generic call for proposals are particularly likely to be co-funded with:

- France's Defence Procurement Agency (DGA) if the project concerns global security,

- the Research Foundation for aeronautics and space (FRAE) if the project concerns aeronautics and space (see appendix specific to the guide for applicants on the ANR website generic call for proposals page),
- the National Solidarity Fund for Autonomy (CNSA),
- the General Directorate for the provision of care (DGOS) for projects pertaining to the DGOS translational healthcare research programme (PRT-S). To benefit from such co-funding, applicants are advised to read the special submission and selection conditions set out in the specific appendix to the guide for applicants on the ANR website generic call for proposals page.

In some cases, the co-funding of selected projects is subject to specific monitoring requirements (e.g. the obligation to submit intermediate and final project reports to the co-funding entity; participation by co-funding entity representatives in project reviews or project monitoring activities) and the inclusion of additional stipulations in funding agreements.

Funding modalities for projects selected

The rules for granting ANR funding are specified in the “Funding regulations” (<http://www.agence-nationale-recherche.fr/RF>). Applicants should read this document carefully before preparing their project, particularly in terms of the budgetary considerations, in accordance with the document’s stipulations.

The educational service modulations referred to in section 4.2.3.1 of the Regulations on the allocation of ANR funding (<http://www.agence-nationale-recherche.fr/RF>) constitute allowable expenses for the “young researcher” funding instrument only.

The ANR will sign a grant agreement with each of the partners funded by ANR. This agreement will be **drafted based on the financial and administrative information that is provided in the full proposal, and will also take into account any budgetary change recommendations made by the scientific evaluation panels. Normally this will be done without any additional communication between the ANR and the grant recipients**, except in the event of participation by private companies, as described below.

21. TERMS OF FUNDING FOR PRIVATE COMPANIES

A consortium agreement needs to be submitted to the ANR when the project includes an “enterprise” partner, in accordance with the conditions set forth in section 4.4 of the Regulations concerning the allocation of ANR funding.

IMPORTANT

The EU framework for State subsidies to private companies requires that certain conditions be met for the allocation of ANR funding to companies. If these conditions are not met for companies participating in a proposal selected, the ANR will deny funding to such companies. In such a case, non-financing of a company may jeopardise the ANR’s funding of the entire project if the ANR feels that the consortium’s ability to reach its project goals has been compromised.

“Companies in distress” are not eligible for state subsidies for research, development and innovation (RDI). Thus before entering a funding agreement for projects that are selected, the ANR will ensure that any potential corporate partners for research projects are not classified as companies “in distress”, within the meaning of the EU directive concerning state subsidies for the purpose of salvaging and restructuring companies in distress.

The levels of subsidies for corporate partners are set forth in section 4.3 of the Regulations concerning the allocation of ANR funding. Before entering a funding agreement for a project that has been selected, the ANR will ensure that potential corporate research project partners have the capacity to fund the portion of the research not covered by the ANR grant.

The incentive effect of an ANR grant on a non-SME needs to be determined. Hence, non-SMEs involved in projects that are selected will be asked to submit the information necessary for evaluation before the funding agreement is entered into.

22. SCIENTIFIC MONITORING

Funded projects will be scientifically monitored by the ANR throughout their realisation and until one year after completion. This follow-up will involve the following:

- The scientific coordinator will attend the project's kick-off meeting.
- One or two intermediate progress reports will be submitted, depending on project duration.
- Submission of summaries of goals, work activities and project outcomes, updated as at the date of issuance, for use in ANR publications in all media.
- Submission of a final project report, which is necessary in order to allocate the final payment of the ANR funding.
- Compiling a list of all the project's impacts for a period of up to three years following completion of the project.
- Participation in at least one intermediate project review.
- Participation in at least one or two ANR symposia.

The full proposals are to take into account the corresponding resources in their respective Work Programmes.