



ENLACE – Enhancing Scientific Cooperation between the European Union and Central America

www.enlace-project.eu

Travel Grant Scheme 3rd Call for Applications 9th of March to 10th of May 2012

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1. About ENLACE

ENLACE – Enhancing Scientific Cooperation between the European Union and Central America is a project funded by the European Commission, under the Seventh Framework Programme (FP7) for Research and Technological Development – International Cooperation.

The project ENLACE aims at supporting the bi-regional dialogue between the EU and Central America and includes a set of activities to enhance the networking among EU and Central American researchers through the organization of S&T dialogues, to identify research priorities of mutual interest and to raise awareness on FP7 in Central America mainly by setting up the network of FP7 National Contact Points in the Central American countries.

The consortium includes 14 multi-skilled partners, 6 from the EU and 8 from Central America and Mexico, regrouping multiple international stakeholders (partners from research, industry, government and civil society) for research actions, that will ensure the fulfillment of ENLACE's objectives.

One important activity of ENLACE for the networking among EU and Central American researchers is the Travel Grant Scheme. The aim of the Travel Grant Scheme is to promote Central American and European researchers' mobility, as well as encourage contacts between research institutions for joint participation in the Seventh Framework Programme.

To this end, three calls are launched during the duration of the project, to support European and Central American researchers to establish scientific relationships that might evolve into a scientific partnership.

2. Objective of the calls

The aim of the travel grant scheme is to promote exchange between Central American and European researchers as well as to encourage contacts between research institutions so that they may **explore possibilities for joint participation** in the European Commission's Seventh Framework Programme for Research and Technological Development (FP7).

The first and the second call of the ENLACE travel grant scheme supported Central American researchers' participation in international conferences in Europe and visits to European research institutions.

3. The third call

The third call is open from the **9th of March until the 10th of May 2012**. It supports researchers from Europe and Central America to **meet their counterparts** from the other region for a **joint preparation of a project proposal / cooperation** in one of the upcoming FP7 calls (July 2012) of the **Cooperation Programme** or of the **People Programme**.

1. COOPERATION Programme: The Cooperation Programme supports research activities carried out by an international consortium in the following specific thematic areas.

- Health
- Food, Agriculture and Fisheries, Biotechnology
- Information & Communication Technologies
- Nanosciences, Nanotechnologies, Materials & New Production technologies
- Energy
- Environment (including Climate Change)
- Transport (including Aeronautics)
- Socio-economic Sciences and the Humanities
- Space
- Security

The topic of the planned joint project proposal has to fit with the activities and of these thematic areas. Please find the links to the thematic area's specific websites in annex A.

2. PEOPLE Programme: The People Programme aims at a quantitative and qualitative strengthening of human resources in research and technology by a set of different actions. Please see detailed information on the People Programme's actions at:

http://cordis.europa.eu/fp7/people/home_en.html

Duration of the stay: Researchers may stay up to 30 days in Central America or Europe for the joint preparation of a project proposal. In order to maximize the benefits of their stay, it is envisaged that the grantees visit additional research institutions of their thematic interest (but within one of the thematic FP7 areas).

Funding: The grant scheme provides two different types of grants.

- Full grant: covering costs for travel and subsistence (for max. 30 days) up to €3.000
- Co-financed grant: covering expenses for travel **or** subsistence (for max. 30 days) up to €1.500

The grants will be paid in two rates (see detailed information in chapter 5). Please note that higher expenses for longer travels are not reimbursed.

Timetable for the 3rd Call

09/03 to 10/05 2012	3 rd call is open
11/05 to 19/06 2012	Evaluation
20/06 2012	Final selection by the Project Steering Committee Meeting
25/06 2012	Information of the applicants

4. Guidelines

In order to participate in the grant scheme certain criteria for eligibility and evaluation are defined.

Eligibility criteria

These criteria **have to be met** in order to be eligible for participation.

- Submit a completely filled in application form along with all the required documentation within the timeframe indicated.
- Be a researcher of one of the **EU Member States** or of one of the **Associated Countries to FP7¹** or of one of the following **Central American countries**: Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama.
- Have a postgraduate and / or at least three years' full time experience in research.
- Be a member or an employee of a research institution and / or of a higher education institution and / or of a Small and Medium Enterprise working on research. The aim is that your participation will have a multiplier effect in your institution. Thus, a letter of endorsement of your institution is required.
- Have a **concrete idea for a research project** and be seeking a specific Central American or European partner.
- The planned project proposal has to fit with the following **thematic areas / actions**:
 - COOPERATION Programme: Please see a detailed list of the thematic areas' specific webpages in annex A.
 - PEOPLE Programme: Please see detailed information on the People Programme's actions at: http://cordis.europa.eu/fp7/people/home_en.html
- Give **evidence of your visit** at the European or Central American research institution which you plan to work with on a joint FP7 project proposal. An expression of interest of the research institution which you plan to work with is required.
- Have sufficient **knowledge of English** to be able to participate in an international research project.

Evaluation criteria

These criteria are used by the evaluators to **assess the applications**.

- Have **carried out research projects** in your country and / or region during the last three years.
- Research / cooperation on an **international level**
- Impact of the participation in a joint proposal: **benefits for the researcher**, his / her research activity and his / her research institution.
- **Capacity** of the partner institutions **to conduct research** in the proposed thematic field.
- **Capacity** of the partner institutions **to participate in an international research project**.

Additional evaluation criteria

- Participation in research **networks**
- **Multiplier effect**: benefits for the grantee's own research institution
- Visit to an **additional research institution** for joint cooperations
- Balanced **country distribution**
- Balanced **thematic distribution**
- Gender: priority will be given to **female researchers**.

¹ Associated Countries have science and technology cooperation agreements that involved contributing to the FP7 budget. Please find a list of the Associated Countries at: http://cordis.europa.eu/fp7/who_en.html#countries

5. Selection process

The selection process contains three steps:

I. **Formality and eligibility check**

The Austrian Latin America Institute (LAI) will be responsible for the formality and eligibility check. The following criteria must be complied in order to be considered within the following evaluation process:

- complete and correct forms and documents (application form, letter of endorsement, expression of interest by the European / Central American partner to collaborate within an upcoming FP7 call)
- meeting of deadlines
- eligibility of participants (within the eligibility criteria, see chapter 3)
- addressing the thematic priorities (see chapter 3)

II. **Evaluation by 3 partners of the ENLACE consortium**

The evaluation will be realized by three partners of the ENLACE consortium: Consejo Superior Universitario Centroamericano (CSUCA), Universitat Politècnica de Catalunya (UPC), Agenzia per la Promozione della Ricerca Europa (APRE). The Central American reviewer (CSUCA) is from a regional organization to avoid a conflict of interest.

Reviewers will be provided with guidance and will use an evaluation model based on given criteria and a specified scoring matrix (see below). Each reviewer will give a score for each evaluation criterion and a total score for each application.

The LAI will compile the evaluation results and provide a ranking list of the applications, based on the total score achieved in the evaluation. The ranking list will be provided to the Project Steering Committee (PSC).

Scoring Matrix

Evaluation Criterion	Judgement based upon / Explanation of the criteria	Scoring
Submit a completely filled in application form along with all the required documentation within the timeframe indicated	Application form and required documents	Minimum criterion; complied: yes, no
Be a researcher of one of the EU Member States or of one of the Associated Countries to FP7 or of one of the following Central American countries: Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama.	Application form	Minimum criterion; complied: yes, no
Have a postgraduate and / or at least three years' full time experience in research	Application form	Minimum criterion; complied: yes, no
Be a member or an employee of a research institution and / or of a higher education institution and / or of a SME working on research	Letter of endorsement of the employing institution	Minimum criterion; complied: yes, no
Have a concrete idea for a research project and be seeking a specific Central American or European partner	Application form	Minimum criterion; complied: yes, no
Thematic area / action of the planned project proposal	Is the project within the defined thematic FP7 areas of the Cooperation or People Programme?	Minimum criterion; complied: yes, no
Give evidence of the visit at the European or Central American research institution which you plan to work with	Expression of interest of the research institution which is	Minimum criterion; complied: yes, no

on a joint FP7 project proposal.	planned to work with.	
Have sufficient knowledge of English to be able to participate in an international research project.	Application form	Minimum criterion; complied: yes, no
Have carried out research projects in your country and / or region during the last three years.	Application form	0-2
Research / cooperation on an international level	Application form	0-2
Impact of the participation in a joint proposal: benefits for the researcher and his / her research activity	Application form	0-2
Capacity of the partner institutions to conduct research in the proposed thematic field.	Application form	0-2
Capacity of the partner institutions to participate in an international research project.	Application form	0-2
Participation in research networks	Application form	0-2
Multiplier effect: benefits for the grantee's own research institution	Application form and letter of endorsement	0-2
Visit to an additional research institution	Application form	0-2

III. **Selection of the applicants to be funded by the Project Steering Committee (PSC)**

The selection process of the second call will be realized by e-mail voting of the PSC-members. The PSC will aim to create a balanced portfolio of grantees, taking into account the objectives of the call, the quality of the applicants, the advice from the evaluators and a balanced regional and thematic distribution. Priority will be given to female researchers. The PSC will formally approve the decisions and advice the LAI to start the contracting process.

After the selection process the applicants will be informed about the outcome.

6. Funding principles and reporting

The grant covers expenses for travel (economy class) and/or subsistence².

The grant scheme provides two different types of grants:

- Full grant: covering costs for travel and subsistence (for max. 30 days) up to €3.000
- Co-financed grant: covering expenses for travel **or** subsistence (for max. 30 days) up to €1.500

Loss on currency exchange is not within the eligible costs.

Payment

The grant will be paid in two rates. The first rate (€1.500) is paid after signing a "Grant Commitment". The second rate is paid after the revision of the report and the original invoices. In case that the grantee spends less than the total amount of the grant, the second rate covers the remaining amount of the spent costs. The grant will be transferred to the account of the selected applicants indicated in the application form. Please note that higher expenses for longer travels are not reimbursed.

² Subsistence costs cover costs for accommodation (max. €120,- per night, breakfast included) and a daily rate including costs for food and local transport. The daily rate refers to category 2a of the Austrian regulation for travel Reimbursement (Österreichische Reisegebührenverordnung, RGV) and depends on the country where you are going.

Grant Commitment

In order to receive the grant, the selected grantees have to sign a “Grant Commitment” which obligates them to send a final report on their activities and expenses, including:

- a narrative report (2 A4-pages)
- a compiled list of expenses (a template will be provided)
- all original invoices (for expenses for travel and subsistence, conference fees and for the receipt of the grant as well as for currency conversion)
- the original boarding passes of the flight and
- the confirmation of the visited research institution to have worked jointly in the preparation of a project proposal for an upcoming FP7 call

Reporting

The final report includes the above mentioned items. It has to be sent by e-mail including scanned copies of all invoices and boarding passes. After the revision of the report and the invoices, all original invoices and original boarding passes have to be sent for revision to:

Austrian Latin America Institute / Österreichisches Lateinamerika-Institut
Schlickgasse 1
1090 Vienna / Wien
Austria / Europe

As soon as the controlling procedure is finalized, the second rate will be transferred.

7. Further considerations and links

To get in contact with European research institutions, it is recommended to contact the particular National Contact Points (NCPs) for the respective research areas of the country where you plan to meet your counterpart. Each country of the European Union provides a network of NCPs which give guidance, practical information and assistance on all aspects of participation in the Seventh Framework Programme for researchers of their respective countries. Thus, each NCP has a broad knowledge on the national research / research institutions of the particular country regarding the specific FP7 themes. Therefore they may be helpful in identifying research institutions of your thematic interest. The specific NCPs for each European country may be found on the following website:

http://cordis.europa.eu/fp7/ncp_en.html.

Besides the NCPs of the EU Member States, there also exists a network of National Contact Points in countries outside Europe, which give assistance regarding the FP7 to researchers and interested people in the respective countries. On the following website it is possible to search for an NCP in the Central American countries: http://cordis.europa.eu/fp7/third-countries_en.html.

Additionally, you can use the Latin American RTD Profile database to search for Central American research institutions, see: <http://www.lac-database.eu>.

General information on the Seventh Framework Programme (FP7) for Research and Technological Development of the European Commission can be found at:

http://cordis.europa.eu/home_es.html

Information on the COOPERATION Programme can be found at:
http://cordis.europa.eu/fp7/cooperation/home_en.html

Information on the PEOPLE Programme can be found at:
http://cordis.europa.eu/fp7/people/home_en.html

8. Submission of applications

Deadlines for the third call

Call for applications: **9th of March 2012**

Submission: **10th of May 2012**

The application form can be downloaded at:
http://www.enlace-project.eu/grant_scheme.aspx

Please consider that the application form has to be completed in English.

Submission

The signed application form and all additional required documents have to be submitted (one pdf-file) to the Austrian Latin America Institute via e-mail to enlace@lai.at until the 10th of May 2012 at the latest. Applications submitted after the 10th of May 2012 cannot be considered.

Contact

Austrian Latin America Institute (LAI)

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Phone: 0043 – (0)1 – 310 74 65

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ANNEX A

FP7 COOPERATION Programme: themes' webpages

1. **Health:** http://cordis.europa.eu/fp7/health/home_en.html
2. **Food, Agriculture and Fisheries, and Biotechnology (FAFB):**
http://cordis.europa.eu/fp7/kbbe/home_en.html
3. **Information and Communication Technologies (ICT):** <http://cordis.europa.eu/fp7/ict/>
4. **Nanosciences, nanotechnologies, materials & new production technologies (NMP):**
http://cordis.europa.eu/fp7/cooperation/nanotechnology_en.html
5. **Energy:** http://cordis.europa.eu/fp7/energy/home_en.html
6. **Environment (including Climate change):**
http://cordis.europa.eu/fp7/environment/home_en.html
7. **Transport (including Aeronautics)**
8. **Socio-economic Sciences and Humanities:**
http://cordis.europa.eu/fp7/ssh/home_en.html
9. **Space:** http://cordis.europa.eu/fp7/cooperation/space_en.html
10. **Security:** http://cordis.europa.eu/fp7/security/home_en.html

For more assistance please contact enlace@apre.it.