

Frequently Asked Questions

(ver. 1.1 as of 26.12.2021)

Please note that the following Frequently Asked Questions refer to information on requirements for the projects consortia, application submission procedures as well as provide information on general procedures and rules for the 5th coordinated call for BRICS multilateral projects 2021 launched under BRICS STI FP.

To find out more on particular details related to submission of certain national applications and eligibility criteria set by each particular funding agency, please refer to national annex of that particular funder provided on the Call announcement page at <http://brics-sti.org/?p=new/30>.

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Eligibility criteria**Q1: What are the requirements for the minimum size of the project consortium?**

A1: To be eligible for the call the consortium must consist of a minimum of 3 partners (all of them requesting funding) from at least 3 different BRICS countries.

Q2: We have 3 partners from 3 different BRICS countries, but only 2 of them request funding, is such project consortia is eligible?

A2: No, at least 3 partners should request funding and be eligible for funding from respecting national funding agencies. In addition to required number of eligible partners an extra partner can participate in the project on own costs.

Q3: How many partners can participate in one project as maximum?

A3: The project consortia can have partners from all 5 BRICS member states as well as some additional partner from third countries acting on own costs.

Q4: Who is eligible for the call?

A4: Eligibility criteria are set by national funding agencies and may vary from country to country and even from one national funder to another. In general the call is targeting research groups, research institutions, universities, NPOs, SMEs and other research performing bodies. However, please refer to the national annexes of respecting national funders, national call announcements or contact national funders directly to find out more on eligibility criteria.

Q5: Can applicants be involved in more than one project?

A5: The BRICS STI FP does not regulate this clause and it is completely regulated by national funding organizations and their policies. Please refer to national annexes or contact relevant national funding agency.

Q6: Who is project coordinator and how to choose it?

A6: For the Call Secretariat project coordinator is a project partner who submits project application to the Call Secretariat and serves as a communication point for the whole project. So, project consortia should choose between themselves who of the PIs will act as a Project Coordinator. Project coordinator will be obliged to report to the Call Secretariat upon request (including project reports), so it is preferable that project coordinator is a partner who actually coordinates the project activities (if such role exists in the project). However, it is completely up to project partners to decide whom to formally nominate as a formal Project Coordinator and how to structure internal coordination of a project.

Q7: Is it necessary to provide a collaboration agreement with the proposal?

A7: Call Secretariat does not request to provide any drafts or signed collaboration agreements. However, some funding agencies may require some additional documents to be provided in attachment to national application forms. In this case please contact your national funding agency to consult on the type and nature of documents to be provided in addition to certain national applications.

Q8: Does the topic of my project correspond to one of the call themes?

A8: Call Secretariat is not authorized to evaluate if the proposed research topic complies with one of the call themes and therefore does not provide that kind of assessment on request. Compliance of research proposal with selected call theme will be a subject of application evaluation process.

Procedures

Q9: So many applications and deadlines for proposal submission, I'm confused. Who and how should submit applications, can you make it simple and explain once again?

A9: Project Coordinator must submit 1 pre-proposal (Joint Application Form) to the Call Secretariat (via BRICS STI FP AMS at <http://ams.rfbr.ru/BRICS/>). Other project partners do not have to submit any additional proposals to the Call Secretariat, so only one JAF per single project is required. This application will undergo a joint review process and based on the review outcomes project consortia will be invited or not invited to submit a Full Proposal. Each national team (PI) of a project invited to Full Proposal stage must submit a national application to respecting national funding agency (in accordance to the rules of those national funding agencies). In other words, Full Proposal consists of a batch of national applications (on Full Proposal stage there is no submission of any additional proposal to the Call Secretariat). If any of the PI (national team) of the particular project consortia fails to submit a national component to respective national funding organization in due date and time, the Full Proposal will be considered as not submitted.

Q10: There are different deadlines and timelines for submitting applications to Call Secretariat and national funding agencies, which one to follow for our project?

A10: Project coordinator must submit Joint Application Form to Call Secretariat before the deadline set by the Call Secretariat. Each national application must be submitted by project partners to respecting national funding agencies according to the deadlines set for this call by each particular funding agency. The two-stage submission procedure was introduced with the aim to decrease efforts required for proposal preparation and submission from applicants (so only projects invited to Full Proposal stage will have to submit a batch of national applications, unlike it was in earlier BRICS STI FP calls). However, the newly introduced mechanism may lead to greater differences in national application submission deadlines (some participating funding agencies may even start the process of national component submission prior to the Pre-proposals review completion). So it is crucially important that each national PI involved in the project monitors national call announcements and timelines set by particular national funding agencies. The later deadline set by any national funding agency is relevant only for that particular organization and does not provide an opportunity to project partners from other countries to submit applications to other funding organizations or Call Secretariat after respecting deadlines set by them. So basically we are now at the situation when there is a single date and time for submission of Pre-proposals and there are different dates and times for submission of each national component (national application) of Full Proposal.

While participating funding agencies will do their best to co-align the timelines for national application submission during Full Proposal stage, most likely some of the funding agencies will be a bit away from the majority. It can also happen that certain national teams applying for funding to their respective national funding organizations may will be in need to enter the Full Proposals submission stage (submit national component) prior to receiving information on results for respective Pre-proposal review. So in this case, unfortunately, there will be a need to put an effort to prepare a national application prior to knowing the results of pre-proposal review.

The Call Secretariat will make an additional announcement with more details related to Full Proposal stage once the Pre-proposals selection is completed.

Q11: What will happen if all project partners submit national applications but the Joint Application Form will not be submitted to Call Secretariat in due date?

A11: The project will be considered as not submitted to the call.

Q12: Is it possible to submit Joint Application Form to Call Secretariat after the deadline?

A12: No. You can submit application on any day of submission process so there is no need to wait for the last minute in order to submit a proposal.

Q13: Is it possible to modify JAF or information stated in online forms after proposal has been submitted and assigned with number?

A13: Yes, you can retract submitted application via BRICS AMS, modify needed information and submit application once again. Please note that you can re-submit application only before the deadline set for online application submission. If application is not re-submitted before the deadline the project is considered as not submitted to the Call Secretariat. Also please note that after re-submission of application it would be assigned with new application registration number, so the earlier received number will no longer be valid (please make sure that projects partners transmit final registration number to national funding agencies where required). Please also see **Q26** below.

Q14: Is it possible to make personnel changes in the project consortia after Pre-proposal was invited to the Full Proposal stage?

A14: Being a subject of approval by respecting national funding agency each national team within project consortia can substitute personnel during national application submission phase in order to fulfill national eligibility requirements. If such substitution takes place, make sure that the information on substitution of PI is communicated to the Call Secretariat by e-mail, and all national applications submitted by project partners during the Full Proposals stage provide updated information on project consortia. Drastic substitutions (such as change of lead researcher and institution combined or change of project coordinator PI) should be avoided.

Q15: What is going to happen if some project partner will not submit national application or will be considered as non-eligible by some national funding agency, while the JAF will be properly submitted to Call Secretariat as well as other national applications to respecting national funding agencies?

A15: During Pre-proposals stage some of the funding agencies will not be in a position to perform full eligibility check for respecting national PIs, what may result in a situation when some PIs may be identified as not eligible only after national application submission is completed (Full Proposals stage). If

this is a case and a project will still have 3 eligible partners left (all of them requesting funding, see **Q2** above) the project could be evaluated and supported on condition that the non-eligible partner provides a statement that he is willing to participate in the project on own costs. It is the only option to proceed and it will not be possible to rewrite/modify project proposal to exclude non-eligible partner and re-allocate the tasks between eligible partners.

Q16: Who and how will fund the project in case it is selected?

A16: Each partner in the project will be funded by respecting national funding agency chosen by each particular partner under project submission procedure (stated in JAF).

Q17: How much funds will I get?

A17: Please refer to national annexes provided or contact respecting national funding agency.

Q18: Could Call Secretariat assist me in finding partners for my project?

A18: No, Call Secretariat does not provide partner-search services. Please use other means to find project partners, including specialized partner-search tools.

Technical questions

Q19: I have problems with registration in BRICS AMS...

A19: The system shows to be working fine so if you have technical problems with registration, they are most probably of a permanent nature and related to specific network configurations. One of the problems that may occur from certain BRICS regional networks is that on new user registration page after user has entered "e-mail" and "password" no further action happens when attempting to continue registration. In this case we suggest to try registration from other PC/network or ask your partner from another country to complete registration process for you (as previous calls practice showed, after account is registered the further work in BRICS AMS is not affected by certain national network configuration restrictions and the problem is common only for registration process, but not other actions, including application submission procedure).

Q20: How do I create an application?

A20: On "My Projects" page click "Create new application" button on the right side of the page and on the next page with list of open calls click on "BRICS". After the creation of the application process is completed, the draft of application will appear on the "My projects" page.



Q21: I have been previously registered in BRICS AMS but do not remember my password...

A21: Please use “The procedure for password recovery in the BRICS AMS”. However, there were reported cases when recovery e-mails were not delivered to @hotmail.com, @yahoo.com, @msn.com and @outlook.com servers. If that is the case, please contact Call Secretariat in advance to the deadline.

Q22: What file should I attach as part of Pre-proposal (JAF) submission process?

A22: We ask to attach completed JAF form (should be downloaded from Call announcement page) in *pdf or *doc format. No other files are required to be attached. Please note that Call Secretariat does not provide collected file attachments to BRICS STI FP participating funders, if not specially requested. Therefore, if your national procedures for application require that an additional document shall be provided (such as CVs, Agreements, papers etc.) together with national application, make sure that you provide these documents while submitting national application, but not the JAF.

Q23: Can I upload additional files such as CVs, images etc?

A23: As part of Pre-proposal submission process we request to attach only completed JAF form (PDF format is preferable). All other supporting documents (CVs, Agreements, Letters of Support etc.) will not be considered. If you need to provide any images as part of your project description, they should be inserted in the respecting fields of attached Joint Application Form.

If any additional documents are required to be provided by a particular funding agency, those documents should be provided on the Full Proposals stage as part of national application.

Q24: While submitting an application I have "Minimum number of participating countries is 3!" error message, while I have three countries in my application.

A24: This message appears when at least one of the required fields for some of the project partner is not completed. Please check if you have filled in all the fields for all three selected partners, including “requested funding” field (if a partner participated on own costs – state “0”). Please also see **Q2** above.

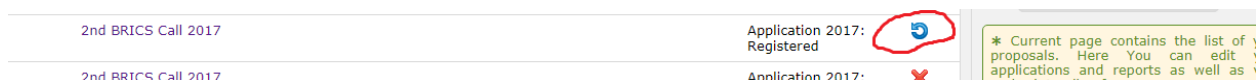
Q25: I have submitted an application, how will I get confirmation of submission?

A25: After application submission is completed the status of application on “My projects” page will change to “Registered” and Project number will be changed to “BRICS2021-XXX” (where XXX – your unique number). No notification e-mails or any other type of confirmation will be provided from Call

secretariat. Please note that if an application is retracted and re-submitted, it would be assigned with new unique registration number and previously assigned registration number would no longer be valid and appear in the BRICS AMS system (see **Q26** below).

Q26: How can I modify JAF or information stated in online forms after proposal has been submitted and assigned with number?

A26: You can retract application using “retract application” function on “My projects” page. In order to retract an application, please click on “blue round arrow” (as shown below) and confirm your action.



Please note that application may be resubmitted only before the deadline, if no re-submission of retracted application is made before the deadline, application is considered as not submitted (old registration number is also canceled as result of retract action).

For more information please visit <http://brics-sti.org>

Call page <http://brics-sti.org/index.php?p=opportunities/5th+BRICS+Call+2021>

Call Secretariat contacts <http://brics-sti.org/index.php?p=about/Call+Secretariat> (please note that as global COVID-19 pandemic is still in place, e-mail communication is more reliable way to reach Call Secretariat rather than a phone call, as a Call Secretariat member may be hard to reach via the office phone).

National contact points information are provide in the Call announcement text, for general enquiries see <http://brics-sti.org/index.php?p=about/National+Contact+Points>