



ERA-Net HDHL-INTIMIC

Call for Joint Transnational Research Proposals

**“Standardized measurement, monitoring and/or biomarkers to study food intake, physical activity and health (STAMIFY)”**

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**Guidelines for applicants – Pre-proposal**

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**Submission deadline pre-proposal:**

**31<sup>st</sup> of March 2021 at 16:00 CEST**

**Link to: [“Call text”](#)**

**Link to: [“Electronic submission system”](#)**

For questions/problems related to the electronic submission system,  
please contact Andrea Romano:

[techsupport@healthydietforhealthylife.eu](mailto:techsupport@healthydietforhealthylife.eu)

For further information, please visit the JPI HDHL website:

<http://www.healthydietforhealthylife.eu/>

or contact the Joint Call Secretariat (JCS):

Flanders Research Institute for Agriculture, Fisheries and Food (ILVO)

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## 1. BACKGROUND

Under the umbrella of HDHL-INTIMIC, the Joint Programming Initiative “A Healthy Diet for a Healthy Life” launched a transnational call on “Standardized measurement, monitoring and/or biomarkers to study food intake, physical activity and health (STAMIFY)”.

The aim of this call is to encourage the development of improved methods and tools designed to assess diet and physical activity in order to help promoting a healthier lifestyle.

## 2. REGISTRATION

Researchers who intend to submit a transnational project proposal (coordinators and partners) must register at the [JPL HDHL Meta Data Base](#) in order to be able to submit a proposal. In addition, it is mandatory that they complete their profile information.

## 3. PROPOSAL SUBMISSION

This call uses a **two-stage submission procedure**: pre-proposals and full proposals. Both pre- and full proposals should be written in English and must be submitted to the JCS by the coordinator through the JPI HDHL electronic submission system. Before submission of the pre-proposal, coordinators and all principal investigators of the consortium should complete their profile in the JPL HDHL Meta Data Base, which is present on the JPI HDHL website.

**Pre-proposals** must be submitted by the project coordinator before the **31<sup>st</sup> of March 2021 at 16:00 CEST**. Each partner that requests funding has to fill in a CV and a budgetary table.

**Full proposals** must be submitted by the project coordinator before the **22<sup>nd</sup> of July 2021 at 16:00 CEST**. Please note that full proposals will only be accepted from applicants explicitly invited by the JCS to submit a full proposal. A guideline and template for full proposals will be provided to those applicants at a later stage. In case one or more ‘collaborators’ (see “Call text” paragraph 6.1) will be involved in the project, a statement by the collaborator(s) securing the funding will be required in the full proposal stage.

Call deadlines are final and will be strictly enforced. The electronic system will not allow submissions after the deadlines! Please take into account that the online data entry may be overloaded by the day of the deadline. It is therefore recommended to upload all the required material well beforehand.

**IMPORTANT: Each project partner will be subject to the rules and regulations of its respective national/regional funding agency. Details of the national/regional eligibility criteria and guidelines from individual funding agencies (e.g. additional mandatory national submission) are provided in the Annex of the “Call text”.**

## 4. PRE-PROPOSAL STRUCTURE

One joint pre-proposal document (in English) shall be prepared by the partners of a joint transnational project and must be submitted by the coordinator via the JPI HDHL electronic submission system. Only transnational projects will be funded (the criteria for the composition of a consortium are described in the “Call text”).

**Part A: Synopsis** (to be completed in the Electronic Submission System, for practical instructions see Annex of this document)

1. Project title (max. 20 words)
2. Project acronym
3. Duration of the project (in months)
4. Abstract (max. 350 words)
5. Keywords (max. 10 keywords representing the scientific content)
6. Topic(s) of the proposal
7. Name and full affiliation of the project coordinator, designated by the consortium to act as its representative (details, see Annex)
8. Names and full affiliations of the partners (principal investigators) / collaborators participating in the joint transnational project (details, see Annex)
9. Summary of budget of coordinator and each partner/collaborator including scientific justification of the requested budget (details, see Annex).

**Part B: Overall budget plan** (will be automatically generated in the Electronic Submission System)

### Part C: Project description

The template “[Pre-proposal template Part C STAMIFY](#)” is available on the JPI HDHL website. The completed document has to meet the requirements listed below and must be uploaded as a PDF by the coordinator in the Electronic Submission System.

Once converted into PDF document, **JPI HDHL title page, instructions and CV’s excluded: max. 7 pages** DIN-A4, Arial 11, single-spaced, margins of 1.27 cm).

#### Including:

- CV of the coordinator (details, see template Part C)
- CV of each partner (details, see template Part C)
- CV of each collaborator (if applicable - details, see template Part C)
- Background, present state of the art and preliminary results obtained by the consortium members;
- Objectives, rationale, work plan (including description of person months to be invested in each WP – including this in the additional page with diagrams is also an option), and methodology (novelty and/or effort to transfer or scale-up already existing knowledge/research, originality and feasibility should be highlighted);
- Topic(s) on which will be focused and the benefits/importance;
- End user involvement, functionality and added value;

- Potential of the expected results for public health, other socio-economic health applications and/or for industry;
- Added value of the transnational collaboration and multidisciplinary expertise in the consortium;
- Statement on how the FAIR data principles<sup>1</sup> will be applied in the management of the data gathered in the proposed project;
- Ethical aspects of research on humans and/or human biomaterials;

**In addition:**

Two more pages can be added to the pre-proposal (*optional*):

- A list of references (max. 1 page, for references a font size of 6pt is acceptable)
- A page of diagrams, figures, etc. to support the work plan description, timeline and interconnections of work packages (Gantt chart, PERT or similar) (max. 1 page)

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<sup>1</sup> [FAIR PRINCIPLE Document](#)

## 5. ELIGIBILITY CHECKLIST FOR THE COORDINATOR

*In order to make sure that your proposal will be eligible for this call, please collect the information required to tick all the sections below before starting to complete this application form. Please consult the “Call text” for further details. Proposals that do not meet the national eligibility criteria and requirements will be declined without further review.*

- **General condition:**

- ☐ The proposal addresses the AIM(s) and the scope of the call.

- **The composition of the consortium:**

- ☐ The project proposal involves at least 3 eligible project partners from at least 3 different countries participating in the call. Please note: Each project partner (i.e. research group participating in the consortium) must be represented by a single principle investigator.

- ☐ The project proposal involves a maximum of 6 eligible research partners asking for funding. Consortia including partners from underrepresented countries in this call (see Call text, paragraph 4 ‘Participating countries’) may exceptionally increase the total number of partners to 7.

- ☐ The project proposal does not include more than two partners from the same country participating in the call.

- ☐ The project proposal involves a maximum of 2 collaborators, not applying for funding, and a maximum of 8 consortium members in total. Consortia including partners from underrepresented countries in this call (see Call text, paragraph 4 ‘Participating countries’) may exceptionally increase the total number of partners to 9.

Please note: Collaborators are researcher(s), national stakeholder or international organisations that are not applying for funding from the participating funding organisations or that are from countries not participating in this call. Collaborators may participate in projects if they clearly demonstrate an added value to the consortium and are able to secure their own funding.

- ☐ The coordinator and the majority of partners in the consortium are eligible for funding.

- **Eligibility of project partners:**

- ☐ I have made sure that each project partner involved in the project proposal has checked its eligibility to receive funding by its funding agency (see Annex Call text).

## ANNEX: GUIDELINE JPI HDHL ELECTRONIC SUBMISSION SYSTEM

**Submission via the electronic submission system is mandatory. No other means of submission will be accepted.**

For any question/problems related to the electronic submission system, please contact Andrea Romano ([techsupport@healthydietforhealthylife.eu](mailto:techsupport@healthydietforhealthylife.eu)) with the call secretariat ([jpihdl.calls@ilvo.vlaanderen.be](mailto:jpihdl.calls@ilvo.vlaanderen.be)) in CC.

**Registration: before the start of the submission process (preferable a couple of weeks before the submission, so all the partners have sufficient time to perform the following actions):**

- ➞ **Step 1:** The project coordinator<sup>2</sup> should register in the Meta Data Base on the JPI HDHL website and fill out his/her profile information.
- ➞ **Step 2:** All partners<sup>3</sup> and collaborators<sup>4</sup> within the consortium should register in the Meta Data Base on the JPI HDHL website and fill out their profile information.
- ➞ **Step 3:** The project coordinator should login on the website of the JPI HDHL and can start the submission process. The project coordinator should complete the “General Information” section and his/her own personal details.

***Please always make sure that you first **save inserted information** in the Electronic Submission System (ESS) before you continue to a next section***

## PART A: SYNOPSIS

### General Information

**Project Title (max. 20 words)**

**Project Acronym**

**Project Duration (in months, max. 36 months)**

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<sup>2</sup> Coordinator: researcher/organisation that is in charge of the consortium and the online submission of the proposal

<sup>3</sup> Partners: researchers/organisations involved within the consortium from the countries that are partners in the call and that are eligible to their national funding organisations and thus, can request funding

<sup>4</sup> Collaborators: researchers/organisations involved within the consortium that are not eligible to their national funding organisations or that are not from countries that are partners in the call and thus, cannot request funding

“STAMIFY” Call – Pre-proposal template

**Abstract, i.e., aims, work plan, impact of expected results (max. 350 words):**

**Keywords (max. 10 words):**

**Topic(s) of the proposal**

[Select topic(s)]

**Project coordinator**

Researcher/organisation that is in charge of the consortium and the online submission of the proposal.

**First Name**

**Family Name**

**Title**

**Gender**

**Institution/Department**

**Type of entity**

[Select entity]

**Address (street, n°, city, postal code)**

**Country**

[Select country]



## Funding organisation

[Select organisation]

## Email

☐ I've contacted my national contact point to ensure my eligibility for funding.

## Budgetary table

Please justify each of the budget items with a short description in the right column. You can use the examples and instructions that are given in purple.

In addition, **specification of co-funding from other sources** should be explained here, if applicable.

Some cost categories may not be eligible for your funding organisation. Please check your national regulations for more information (see call text Annexes)

	Coordinator		
Position	Requested Amount (€)	Own contribution – in cash / in kind (€) (if applicable)	Mandatory: Details and justification
Personnel			<i>Person-months and position of employment</i>
Consumables			<i>e.g. questionnaires, materials</i>
Equipment			<i>e.g. laboratory devices, IT infrastructure</i>
Travel			<i>Please provide information on expected travel expenses</i>
Other direct costs			<i>e.g. subcontracting, licensing fees, dissemination costs, open access publication costs</i>
<b>Total direct costs</b>			
Indirect costs (Overhead) <sup>1</sup>			<i>Brief information on the calculation of overheads</i>
<b><u>Total requested budget (€)</u></b>			
<b><u>Total costs (€)</u></b>			

<sup>1</sup>: Overhead costs: funding according to national regulations

**If applicable, provide information in-kind contribution (name organisation, explanation of the contribution)**

**If applicable, provide information in-cash contribution (name organisation, explanation of the contribution)**

➡ **Step 4:** The project coordinator should select all partners within the consortium. The partners will appear in the list if they are registered in the Meta Data Base.

## Partners

‘Partners’ are defined as researchers/organisations involved within the consortium from the countries that are partners in the call and that are eligible to their national funding organisations and thus, can request funding.

No.	Name	E-Mail	Country
1.	[When selected, name of partner should be filled out automatically]	[should be automatically filled if the name is already present in the database]	
2.			
3.			
4.			
5.			
6.			

➡ **Step 5:** Each partner should logon to the website of the JPI HDHL and validate their partnership. Each project partner fills out the partner information (personal details and budgetary table). This is only possible after the partner has validated his/her partnership.

## For each partner

**First Name**

**Family Name**

**Title**

**Gender**

**Institution/Department**

**Type of entity**

**Address (street, n°, city, postal code)**

**Country**

[Select country]

**Funding organisation**

[Select organisation]

**Email**

☐ I've contacted my national contact point to ensure my eligibility for funding.

### Budgetary table

Please justify each of the budget items with a short description in the right column. You can use the examples and instructions that are given in purple.

In addition, **specification of co-funding from other sources** should be explained here, if applicable.

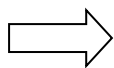
Some cost categories may not be eligible for your funding organisation. Please check your national regulations for more information (see call text Annexes).

	Partner		
Position	Requested Amount (€)	Own contribution – in cash / in kind (€) (if applicable)	Mandatory: Details and justification
Personnel			<i>Person-months and position of employment</i>
Consumables			<i>e.g. questionnaires, materials</i>
Equipment			<i>e.g. laboratory devices, IT infrastructure</i>
Travel			<i>Please provide information on expected travel expenses</i>
Other direct costs			<i>e.g. subcontracting, licensing fees, dissemination costs, open access publication costs</i>
<b>Total direct costs</b>			
Indirect costs (Overhead) <sup>1</sup>			<i>Brief information on the calculation of overheads</i>
<b><u>Total requested budget (€)</u></b>			
<b><u>Total costs (€)</u></b>			

<sup>1</sup>: Overhead costs: funding according to national regulations

**If applicable, provide information in-kind contribution (name organisation, explanation of the contribution)**

**If applicable, provide information in-cash contribution (name organisation, explanation of the contribution)**



**Step 6:** The project **coordinator** should select all collaborators within the consortium. The collaborators will appear in the list if they are registered in the Meta Data Base.

## Collaborators

‘Collaborators’ are defined as researchers/organisations involved within the consortium that are not eligible to their national funding organisations or that are not from countries that are partners in the call and thus, **cannot** request funding.

Please note that Collaborators’ contribution should not be limited to generous material gift. Collaborators should be scientifically involved in the project.

No.	Name	E-Mail	Country
1.	[When selected, name of collaborator should be filled out automatically]	[should be automatically filled if the name is already present in the database]	
2.			



**Step 7:** Each collaborator should logon to the website of the JPI HDHL and validate their partnership. Each collaborator fills out the collaborator information (personal details and budgetary table). This is only possible after the collaborator has validated his/her partnership.

## For each collaborator

**First Name**

**Family Name**

**Title**

**Gender**

**Institution/Department**

**Type of entity**

**Address (street, n°, city, postal code)**

**Country**

[Select country]

**Email**

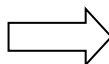
Each collaborator has to specify how the **in-kind and/or in-cash** contribution that he will dedicate to the project will be secured. **An official statement that funds are secured will be required at full proposal stage.**

**If applicable, provide information about your in-cash contribution.**

*Please specify here how **in-cash** contribution will be secured. An official statement that funds are secured will be required at full proposal stage.*

**If applicable, provide information about your in-kind contribution.**

*Please specify here how **in-kind** contribution will be secured. An official statement that funds are secured will be required at full proposal stage.*



Step 8: The project coordinator should fill out the rest of the pre-proposal template

## PART B: BUDGETARY TABLE

**Total budgetary table [sum of budgetary table project coordinator + budgetary tables partners + budgetary tables collaborators (if they have one)]**  
[Automatically filled]

**Country summary tables**  
[Automatically filled]

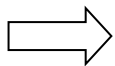
**Funding organisation summary tables**  
[Automatically filled]

## LETTER OF INTENT

Upload your letter of intent of participation in kind signed by the **legal responsible** of the collaborators' institution/organisation/company. If there are several letters, please fuse them in one single document.

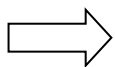
For any problems concerning pdf uploads, please contact:  
[techsupport@healthydietforhealthylife.eu](mailto:techsupport@healthydietforhealthylife.eu)

## PART C: DETAILED INFORMATION



**Step 9:** The project coordinator should upload the completed “Pre-proposal template Part C\_STAMIFY” in the ESS. (see section 4: Pre-proposal structure)

For any problems concerning pdf uploads, please contact:  
[techsupport@healthydietforhealthylife.eu](mailto:techsupport@healthydietforhealthylife.eu).



**Step 10:**

The **project coordinator** should:

- check the pre-proposal template
- generate a PDF of the submission and check it
- Press “Submit”. (!) **If you click on “Submit”, it will no longer be possible to change your application.**

**NOTE:** The system will send an automatic e-mail after successful submission of your proposal. If you did not receive an e-mail, please notify [techsupport@healthydietforhealthylife.eu](mailto:techsupport@healthydietforhealthylife.eu) with [jpindh.calls@ilvo.vlaanderen.be](mailto:jpindh.calls@ilvo.vlaanderen.be) in CC.