Application procedure for EU-PolarNet 2 Service Contracts

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Research prioritisation

**Aim:** to advance European Polar research strategies and support the development of large-scale international Polar initiatives

- Develop future strategies to advance European Polar research in an international dimension, by prioritising research themes during transdisciplinary workshops and with the help of Polar Experts.
- Support the development of large-scale Polar research initiatives of global significance with European researchers in leading roles.
- Seek bottom-up input to the research prioritisation process and support the preparation for research projects of European interest and high societal relevance by providing service contracts in a competitive process.
Do you want to develop your research ideas further?

EU-PolarNet 2 offers financial support to formulate applicable research activities!

Open Now!

Call topics:
- Prospering communities in the Arctic
- Inclusive creation, access and usage of knowledge

More information: www.eu-polarnet.eu
The Service Calls

1\textsuperscript{st} Call for Services
- \textbf{Opens 1\textsuperscript{st} of June 2021}
- \textbf{Closes 30\textsuperscript{th} of September 2021}

2\textsuperscript{nd} Call for Services
- \textbf{Tentative: 01\textsuperscript{st} of March 2022 – 31\textsuperscript{st} of May 2022}

3\textsuperscript{rd} Call for Services
- \textbf{Tentative: 01\textsuperscript{st} of March 2023 – 31\textsuperscript{st} of May 2023}
Why Service Contract?

EU-PolarNet 2 is seeking **support** in the form of a **Service**

- Service contract $\approx$ seed money
- Offer $\approx$ proposal
- Service provider $\approx$ applicant

Services are distributed following the criteria of **best value for money**.
The EU-PolarNet 2 consortium
What is being offered

**Financial support:**

up to 15,000€

- Internal workshops or meetings
- White papers, joint research projects
- Invitations of stake-& right-holders
- Invitation of early career researchers
- Operational and travel costs
- Pre-studies
- Desk studies

**EU-PolarNet**
What is being offered

**Financial support:**
up to 15,000€

- Internal workshops or meetings
- White papers, joint research projects
- Invitations of stake- & right-holders
- Invitation of early career researchers
- Personnel

Outcomes of a service contract will be included in EU-PolarNet 2 recommendations for future polar research topics.

-> Opportunity for service providers to introduce their research ideas to decision makers
What does EU-PolarNet 2 expect from you?

- Your offer contributes to the **research prioritisation** process
- **Added value** to EU-PolarNet 2
- **Dissemination** activities
- **Report**: work performed, recommended research activities, publishable summary. **One month after completion** of the service contract.
Eligibility criteria – am I eligibly to apply?

(1) **Type:** European (early career) researchers and/or stake- and rightholders

(2) **Affiliation:** based in a European Member State or affiliated country

(3) **Partnership:** at least two different countries

(4) **Dissemination:** willing to disseminate, dissemination plan

We encourage the inclusion of Early Career researchers and stake- and rightholders
Criteria for an eligible application

- The submission file is **complete**
- The submission file was submitted in **electronic format** (in pdf)
- The submission file was submitted **in time**
- Must be related to one of the **key questions** of the call
- Partners from at least **two different countries**
- The duration of the funding does not exceed **12 months**
- Compliance with the **budget requirements**
Evaluation

Evaluated by
- Polar Expert Group
- EU-PolarNet 2 internal working group

- Quality of the offer
  - Focus of the offer well defined and related to EU-PolarNet 2?
  - Stake- and rightholder community targeted and involved?
  - Service impact well assessed and feasibly?
  - Dissemination activities planned?

- Offer contributes to the research prioritisation process of EU-PolarNet 2
Call documents

www.eu-polarnet.eu/call/

- Guidelines for applicants
- Offer submission file (template)
  - Section I (administrative info)
  - Section II (objectives, budget, timing): 5 pages max.

### Section I: Administrative Information

1.1 Title and Acronym of the Offer

1.2 Information on the Service Provider(s)

Rows to be added if necessary.

<table>
<thead>
<tr>
<th>First and last name</th>
<th>Affiliation: Institution, Department/unit, Country</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator (partner 1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partner 2</td>
<td></td>
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</tbody>
</table>

Please provide a brief CV of the service provider(s) (5 pages maximum each), also indicating their respective roles in the project and their experience related to the topic. The CVs should be added as an appendix at the end of the offer.

### Section II: Description of the Service

II.1 Objectives, Impact and Implementation Plan

Please consult the information file for detailed instructions. DO NOT EXCEED 5 PAGES FOR THIS SECTION

a. Objectives, impact and implementation plan

b. Relation to EU-PolarNet 2

c. Impact
The submission file

**Service providers / involved team**

*Curriculum vitae*: 5 pages maximum per applicant, indicating their role in the project, experience related to the topic.

<table>
<thead>
<tr>
<th>First and last name</th>
<th>Affiliation: Institution, Department/unit, Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator (partner 1)</td>
<td>Petra Jansen</td>
</tr>
<tr>
<td>Partner 2</td>
<td>Fred Flintstone</td>
</tr>
<tr>
<td>...</td>
<td>Etc.</td>
</tr>
</tbody>
</table>

*Eligibility criteria!* International collaboration, stake- and rightholders, Early Career Researchers

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The text contains instructions for submitting a file, specifying the number of pages for the curriculum vitae and the role of each applicant. The table provides the first and last names, affiliations, and locations of various individuals, including a coordinator and partners. The text also mentions the eligibility criteria for the project.
The submission file

1. Objectives of the proposed project
2. Relation to EU-PolarNet 2
3. Impact
4. Transdisciplinary networking
5. Implementation
6. Communication and dissemination
How to implement your service contract?

Tools and/or approaches to achieve the objective:

- Site visits and conferences
- Workshops
- Desk studies
- Setting up networks, web interfaces of fora and platforms
- Promoting stakeholders’ involvement
The submission file

Budget and starting date

15,000 € maximum

- Personnel costs/Staff
- Operational costs (e.g. costs for a workshop, catering, printing etc.)
- Travel costs and invitations to workshops

Starting date: 1 December 2021 – 30 June 2022
Submission

Deadline: 30th of September 2021, 14:00 CET

Electronically, PDF only, unprotected, 5 MB maximum

Subject: EUPolarNet2Service_[Acronym Project]
Recommendations

1. Keep in mind the **eligibility criteria**
2. Follow the **submission instructions**:
   - submission file, formatting guidelines, page limit, email and file subject
3. Keep in mind the **evaluation criteria** when drafting your offer
4. If you have questions: **ask!**
5. Respect **deadlines**
Thank you very much and good luck for preparing an offer!

Contact: info@eu-polarnet.eu