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JPI Cultural Heritage (JPICH) Conservation, Protection and Use Call Frequently Asked Questions (FAQ) and Glossary

Please ensure you have read the **JPICH Conservation, Protection and Use Call for Proposals** including the **National Eligibility Requirements (Annex A)** before preparing your application.

FREQUENTLY ASKED QUESTIONS

What type of projects can be supported under the Conservation and Protection Call'

The purpose of the JPICH 'Conservation, Protection and Use' call is to enable the emergence of new research-based frameworks that incorporate knowledge, concepts and values to help manage the ongoing and interlaced changes that affect cultural heritage in relation to its physical and social environment. These changes also affect the way society experiences, appropriates and values cultural heritage. This call invites research projects that contribute to the creation of a sustainable framework for access to cultural heritage and its management, interpretation and protection. The call aims to fund excellent research that is collaborative, transnational, interdisciplinary, inter-institutional, reflexive and innovative.

Which countries are participating in the Conservation and Protection Call'

Belarus, Cyprus, Czech Republic, France, Italy, Latvia, Norway, Poland, Portugal, Spain, The Netherlands, The United Kingdom. A list of national contact points – who should be contacted for questions about national eligibility requirements – can be found in the main **JPICH Conservation and Protection Call for Proposals**.

What character/size/duration must a Conservation and Protection project have'

- be collaborative (involve research teams from at least three different Conservation and Protection countries);
- may include any type of researcher that is in accordance with the national eligibility requirements for the relevant country, but the type of researcher must be justified;
- have a maximum duration of 3 years (36 months);
- must be carried out by a balanced and appropriate consortium, but the distribution of funding across countries may be uneven;
- may involve research, researcher training (subject to each national funding agencies' terms and conditions), travel, knowledge transfer/exchange activities as well as knowledge dissemination.

Can a 'team' for a particular country consist of one person'

It depends. You should check the National Eligibility Requirements for your country and if it is not included there, please contact the national contact person before applying.

Can I submit more than one application'

Project Leaders submit the application on the part of all partners (Principal Investigators) of the Conservation and Protection Project. The Project Leader may act as Project Leader only for one proposal to the Conservation and Protection Call.

A Principal Investigator is allowed to be involved in a **maximum of two** JPICH Conservation and Protection proposals, provided the following conditions are met:

- the PI needs to inform his/her PLs if s/he is involved in more than one proposal;
- the total number of hours the PI participates in the submitted proposals must be lower than the number of hours s/he can commit;
- it meets the eligibility requirements of their country.

Please carefully read the National Eligibility Requirements and contact your national contact point well before the submission deadline in case of doubt.

Can there only be one PI per institution for the Conservation and Protection Call'

Yes. There can be only one PI per institution per project which means that you cannot have two PIs from the same institution listed on the same project. Other researchers (senior researchers, post-doctoral researchers) can be part of the PI Project team – please read the National Eligibility Requirements for each country which is included in the JPICH Conservation and Protection Call for Proposals.

Can there only be one PI per country for the Conservation and Protection Call'

There can be more than one PI per country (but only one PI per institution per project). If there is more than one PI from a country, one of them needs to be identified as the national contact point in the proposal template. If this is not clear, the Handling Partner will consider the first person named as national contact point. Communication from the Handling Partner or the Conservation and Protection partners may be sent to this contact point, who will be responsible for distributing the information to the other partners in the country.

Do I have to have an agreement with my national funding organisation before I can submit a Conservation and Protection proposal'

Please read the National Eligibility Requirements available in the **Annex A** of the **JPICH Conservation and Protection Call for Proposals**. You may not have to have agreement but your application must follow your national eligibility rules in addition to the general principles and requirements described in the call. Note that some funding organisations require that applicants must also submit the proposal to the relevant national funding organisation(s). You are encouraged to contact your respective national funding organisations in order to clarify some points if needed (see contact persons listed in the **JPICH Conservation and Protection Call for Proposals**).

Where should institutional letters of commitment be included'

In general, national funding agencies require letters of commitment by the PI's institutions before a project can be funded. Please check the relevant national eligibility requirements and contact the national contact point(s) if further information is needed with regard to these letters.

Letters of commitment should be included in the proposal in part E, both the obligatory commitment letters by APs (if participating in the application), and the commitment letters by PI host institutions. However, as there is no general requirement in the JPICH Conservation and Protection Call for Proposals with respect to institutional letters of commitment, applicants may be asked to submit these letters after the submission deadline by either the JPICH CP Handling Partner or the relevant national funding body.

How do I submit a proposal?

All proposals must be submitted electronically via the online submission system in www.jpich-conservation.eu

Applicants should follow the proposal structure as indicated in the **JPICH Conservation and Protection Call for Proposals**.

What if I have problems using the online submission system?

For technical support, please email the JPICH call helpdesk- jpich@aei.gob.es

Is there a specific format that a Conservation and Protection proposal should have?

Yes. A proposal must be written in **English**, should follow the structure as outlined in the **JPICH Conservation and Protection Call for Proposals**, and can only be submitted through the online submission system - www.jpich-conservation.eu

Do the word limits include diagrams, pictures, references and footnotes?

Yes, these should all be included within the word limits.

What language should I use in the application forms?

The entire proposal (application form and budget tables) must be written in English.

What information should I include in the template under PI no. and PI short name?

The PI no. should correspond to the number given to the team of that PI in the proposal (e.g. PI no. 1, 2, 3 corresponds to team/partner no. 1, 2, 3; the Project Leader must be numbered PI1). The PI short name is the name of the person who is the Project Leader/Principle Investigator.

What happens if I go over the word limits or forget to attach the Description of Work (and associated information)?

There will not be sufficient time for the Conservation and Protection partners to return applications for amendment or ask for clarification of particular points. If any part of the application is declared ineligible during the eligibility checks, the whole project proposal could be deemed ineligible. Ineligible proposals will be rejected and will not proceed into the evaluation and selection process.

What does a budget of a Conservation and Protection proposal have to include?

Eligible costs would generally include direct costs such as employment costs (salary costs for PL, PIs, and other Project Members, e.g. Ph.D. students, researchers, etc., administrative personnel),

equipment, travel and meeting costs, consumables, dissemination and knowledge transfer costs, and sometimes also indirect costs (or eligible overheads). Please read carefully and follow the JPICH Conservation and Protection Call for Proposals which includes the **National Eligibility Requirements (Annex A)**, to verify the eligibility of specific budget items according to the rules of your national funding organization. In case of doubt, please get in touch with the relevant agency for your country. **NB: please use the relevant budget template(s) for proposals as provided on the submission portal.**

Is there a standard calculation for overhead costs?

No. You should check the National Eligibility Requirements for your country to see what, if any, overhead costs can be charged for your team.

The guidelines say I have to paste the budget tables (Excel file) also into the application form (pdf). Why?

The budgets provided in the Excel table are for the Conservation and Protection partners to use when checking eligibility of items and for calculating the available budget. The reviewers will only be sent the main application form but will also need to see the budgets, which is why the information in the Excel file needs to be pasted into the main application form.

Are the maximum amounts given in Annex A per research team and/or per country?

As a general rule, the budget limits in the table are the maximum national amounts which can be requested by research teams from that country. So if, for example, three out of the five research teams in a project proposal are based in Norway, they can only jointly apply for a total of 250,000 EUR. If only one research team in a project is based in Norway, the same applies and they can apply for up to 250,000 EUR. Exceptions and further instructions are detailed in the National Eligibility Requirements.

Can funding be distributed disproportionately among the project partners?

The funding among the Conservation and Protection project partners can be different. The differences may be due to the different national eligibility rules (e.g. regarding the overheads) but also due to the division of work. It is advisable to think about the research questions first and what can be delivered across the entire consortium and then prepare the budget accordingly. Variation in budgets is expected and it may be worth emphasising to all your potential partners that you all need to consider more actively the amount of time being committed.

What currency should I use when describing the budgets?

The estimated total budget and requested funding (budget tables B) must be given in Euros only. Budget table A (total and requested budget per PI/national research team) must be provided in the currency as required by the relevant funding organisation.

How will Conservation and Protection proposals be assessed?

The assessment of proposals will be undertaken remotely by members of the Independent Assessment Panel with expertise in the field(s) of research relevant to proposals. After the remote evaluation of proposals, the independent International Assessment Panel will meet to

discuss and agree a final score for each proposal, which will determine a ranking list. The Conservation and Protection Management Group will ensure the fair and equitable nature of the evaluation and selection process and its compliance with the Conservation and Protection guidelines.

Who are the Conservation and Protection Management Group?

The Conservation and Protection Management Group is the ultimate decision-making body for the JPICH Conservation and Protection call. It consists of one representative from each participating organization in the Conservation and Protection Call.

How long is the selection process?

Applications must be submitted by September 11th 2019, 16:00 CEST. The evaluation and ranking of proposals will occur in November 2019 and the funding decisions are expected to be announced in December 2019. Projects should aim to start from January 2020, but must start within 6 months after the funding decision. The latest starting date is 1st July 2020.

What are the evaluation criteria for proposals?

All eligible proposals will be evaluated according to three selection criteria:

- Research excellence – the quality of the transnational project;
- Potential impact;
- Quality and efficiency of the implementation and the management.

A description of these is provided in the JPICH Conservation and Protection Call for Proposals. The threshold is 3 out of 5 for each of these criteria. Only proposals passing the threshold for each of the evaluation criteria and scoring a minimum of 11 out of 15 points in total can be considered eligible for funding.

When are the Conservation and Protection projects expected to start and end?

Projects should aim to start from January 2020, but must start within 6 months after the funding decision. The latest starting date is 1st July 2020. All research teams within a project consortium must agree on a common starting date of the project. The maximum duration of a Conservation and Protection project is 36 months.

Finding Researchers to Collaborate With JISC Email List

In order to help researchers or interested partners to find partners in other countries and organisations, an email group (called JPICH-CONSERVATIONCALL) has been set up so that researchers can subscribe to receive such requests, and to post requests themselves.

To use this service, you need to subscribe at the following link: www.jiscmail.ac.uk/JPICH-CONSERVATIONCALL

Once you have subscribed to the service, you can then click on 'post new message' to send a message to all subscribers.

When sending a message please include the following information:

- your contact details
- what type of researchers/partners you are seeking
- a short summary of your idea (maximum 200 words).

We ask you use this format because it will make it easier for subscribers to quickly see if a request/post is relevant to them.

When responding to a post please use the contact details provided in the post and do not reply to the whole group.

This email group is only being used to support researchers or interested partners to find partners in other countries for the Conservation and Protection Call. It will, therefore, be closed shortly after the call deadline on 11th September 2019.

Common Questions

1. *Who can subscribe to the JPICH-CONSERVATIONCALL email group?*

Anyone interested in the Conservation and Protection can join the email group.

2. *Who can send messages to the list?*

Anyone who has subscribed to the email group.

3. *How can I find the list?*

You can use the link at www.jiscmail.ac.uk/JPICH-CONSERVATIONCALL or you can search on the JISC website at www.jisc.ac.uk.

4. *How do I reply to a post?*

Please use the individual's contact details on their post to reply, rather than replying to the whole email group.

5. *If someone replies to a message on the email group, who will see it?*

Replies are sent to everyone on the email group so we would ask you use the individual's contact details to reply.

6. *Who can view the subscriber names/emails?*

Only the email group owner(s) – in this case AHRC, UK

7. *Can I send messages with attachments/documents via the email group?*

No.

JPICH Conservation, Protection and Use Call – GLOSSARY

Conservation and Protection Management Group (CPMG) - The Conservation and Protection Management Group is the ultimate decision-making body for the JPICH Conservation and Protection call. It consists of one representative from each participating organization in the Conservation and Protection Call.

Eligibility requirements (criteria) – specify under what conditions applicants may submit a project proposal. To be eligible for funding, proposals must meet both the general requirements and the relevant national eligibility requirements.

Handling Partner - Agencia Estatal de Investigación (AEI) - the Spanish State Research Agency has been commissioned by the JPICH Conservation and Protection Partners to act as Handling Partner, managing the call and selection process.

Independent, International Assessment Panel - Proposal assessment will be the responsibility of an international, independent Assessment Panel. The panel will be established once the Call for Proposals is published. The Assessment panel is composed of international experts who are chosen on the basis of their expertise and scholarly excellence. The panel members are appointed personally. Their names will be published online as a measure of transparency. To ensure the high standards of integrity in all processes, rigorous “conflict of interest” guidelines will be followed.

The Assessment Panel will evaluate and rank all eligible proposals based on the application files, including the anonymous referee reports. As outcome of the review process, the Assessment Panel produces a ranking list of the projects recommended for funding. The final funding decision lies with the JPICH Conservation and Protection Management Group.

JPICH – A Joint Programming Initiative (JPI) provides a framework within which Member States and Associated Countries jointly address areas where public research programs can respond to major societal challenges. The main objective of the JPI “Cultural Heritage and Global Change: a new challenge for Europe” (JPICH) is to address the strong relationships that link cultural heritage, technological innovation and economic development within the dynamic framework of the challenges and competitiveness of an enlarged European Union.

JHEP2 – the JHEP2 is the coordination action providing the necessary support to develop and implement the JPI. The actions include developing a Strategic Research Agenda, the coordination of joint research activities, extension of the partnership, evaluation and monitoring, and stakeholder engagement.

Project roles:

A **Project Leader** (PL) is responsible for carrying out and managing the project, in addition to his/her project related research. The PL is a senior researcher with a solid experience of managing collaborative research projects. S/he will be the contact point for the Conservation and Protection Call Handling Agency throughout the application process and is responsible for communication with the other partners in the project. Finally, the PL is responsible for the intellectual agenda and coherence of the project as well any reporting duties.

A **Principal Investigator** (PI) is responsible for leading research activities at his/her institution. Other researchers (senior researchers, post-doctoral researchers, PhD students) can be part of the PI Project team; please check the relevant national eligibility requirements (Annex A to the Call for Proposals).

Associate Partner (AP) - Associate Partners are stakeholders, for example in the cultural, heritage or educational sector, media, or creative industries, who may provide significant added value and valuable insights to the project from the user's perspective. They can be included in the proposal in an advisory and collaborative capacity to help explore the knowledge transfer/exchange potential of the proposed research, but should not have a leading role in the research activities. Their participation is not eligible for funding unless stated otherwise in National Eligibility Requirements (see Annex A). No CVs should be submitted for Associate Partners.

Referee (external): A referee is an internationally recognized expert in the research field relevant to a proposal. Referees are selected by the Handling Partner from a pool of scholars suggested by the participating funding organizations. The International Assessment Panel will evaluate and rank all proposals based on the application files, which include the anonymous referee report.