

# Heritage Plus Call

## Frequently Asked Questions (FAQ) and Glossary

Please ensure you have read the '**Guidelines for Applicants: pre-proposals**' document before preparing your application

**Please note that this document will be up-dated regularly**

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### **GENERAL**

#### ***What is the main objective of the Heritage Plus Call?***

The Heritage Plus call is designed to generate new, research-based knowledge to promote the sustainable use and management of cultural heritage and so to meet societal challenges and contribute to the development on the society.

This HERITAGE PLUS Joint Call will be designed to fund excellent collaborative, transnational, interdisciplinary, innovative R&D projects focused mainly on tangible cultural heritage research, while not excluding the interlinked aspects of intangible and digital heritage. The Strategic Research Agenda for the JPICH recognises that different types of heritage cannot be seen as separate entities and so any investigation of tangible heritage through projects funded through this call should also explore its intangible and digital aspects. An important outcome of the HERITAGE PLUS Call will be maximising the impact and added value of the research undertaken to non-academic stakeholders such as policy makers but in particular to NGOs and business, including SMEs. The intention is to narrow the gap between cultural heritage research and the implementation of the resulting knowledge to solve problems relating to the assessment, protection and management of cultural heritage.

Please ensure you read the **Guidelines for Applicants: pre-proposals** document for the full aims and objectives of the Heritage Plus call.

#### ***What type of projects can be supported under the Heritage Plus Call?***

Transnational, collaborative R&D Projects will be supported. Projects can include an element of

networking to support the research aims, questions etc.

### ***Which countries are participating in the Heritage Plus Call?***

Belgium, Cyprus, Denmark, France, Israel, Italy, Lithuania, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, United Kingdom. A list of national contact points – who may be contacted for questions about national eligibility issues – can be found in the main Heritage Plus Call **guidelines for applicants** document.

### ***What is the research theme that my project idea must fit within?***

The Heritage Plus call focuses on specific topics related to the 'Development of new methodologies, technologies and products for the assessment, protection and management of historical and modern artefacts, buildings and sites'. To be eligible, applications **must** address **at least one** of the topics/themes outlined in the call document.

It is acceptable for a project to address issues from more than one of the Heritage Plus topics to help address the broader challenges affecting cultural heritage.

### ***What character/size/duration must a Heritage Plus project have?***

- be collaborative (involve research teams from at least three different Heritage Plus countries);
- may include any type of researcher that is in accordance with the national eligibility criteria 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, travel, knowledge transfer/exchange activities as well as knowledge dissemination.

### ***What should a Heritage Plus Research Project consortium look like?***

A Heritage Plus consortium **must** consist of at least **three** research teams, each from a different country participating in the Heritage Plus call and based in an eligible institution. All applicants must meet the eligibility criteria for each country and you are strongly advised to carefully check this before applying (see **Annex A** of the call document). A list of national contact points is provided in the call document. Other stakeholders may be included. (further information on the inclusion of other stakeholders can be found below). The maximum number of research teams in a project is **five**.

### ***Can proposals include partners from outside the cultural heritage sector?***

Yes, proposals can include people or partners from outside the heritage sector but their involvement in the project must be justified, for example, because of their expertise or the potential for knowledge transfer/exchange and broader impact.

### ***How can I find partners in other countries to collaborate with?***

In order to help researchers or interested partners to find partners in other countries and organisations, an email group (called Heritage Plus) 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 - <http://www.jiscmail.ac.uk/HERITAGEPLUS>.

We recommend subscribing immediately but waiting until after Monday 10th March before posting your request in order to give all countries time to distribute information on the email group and for interested parties to subscribe.

Further detail is given below in the section called **Heritage Plus email group** on how to use

this mailing list.

***What if one of my partners is not eligible according to their country's eligibility rules?***

If any of the teams are ineligible at the Pre-Proposal stage of this call, the whole project will be deemed ineligible and withdrawn.

***What if I want to include someone who is based in non-participating country?***

Partners from non-Heritage Plus participating countries can be included in, for example, advisory groups, workshops etc and their role can be described in the Description of Work, but they cannot have an integral role in the project and no other information can be submitted about them (for example, CVs).

***What is the definition of a Heritage Plus Project Leader (PL)?***

The Project Leader (PL) is one of the PIs responsible for carrying out and managing the Heritage Plus Project, in addition to his/her own Individual Project. The PL is a senior researcher with a solid experience of managing collaborative research projects. S/he will be the contact point for the Heritage Plus call secretariat throughout the application phase and is responsible for communication with the other partners of his/her project. Finally, the PL is responsible for the project's intellectual agenda and coherence, the work programme as a whole, as well as all the reporting duties.

***What is the definition of a Heritage Plus Principal Investigator (PI)?***

A Principal Investigator (PI) is responsible for leading research activities at his/her institution. The PI is also responsible for the administrative and financial management of funds (if successful) that will be transferred to his/her host institution. Other researchers (senior researchers, post-doctoral researchers) can be part of the PI Project **team** – please read the National Eligibility Criteria for each country which is included in the main **Guidelines for applicants** document for the Heritage Plus call. There can be more than one PI per country but only one PI per institution.

***Can I submit several applications?***

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

A Principal Investigator is allowed to be involved in more than one Heritage Plus proposal provided the following conditions are met:

- the PI needs to inform his/her PLs about which proposals (s)he is involved in;
- the total number of hours per week the PI participates in the submitted proposal(s) must be lower than the number of hours per week permitted by the National Eligibility Criteria for their country;
- it meets the eligibility criteria of their country

***Can there only be one PI per institution for the Heritage Plus 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. However, there is no limit with regard to the number of other applications a PI can be involved in an application to the Heritage Plus Call providing the conditions in the previous paragraph are met. In addition, other researchers (senior researchers, post-doctoral researchers) can be part of the PI

Project team – please read the National Eligibility Criteria for each country which is included in the main **Guidelines for applicants** document for the Heritage Plus call.

***Can I act as a PL in one Heritage Plus project and as a PI in another/others?***

Yes, you may be involved as a PL in one project and as a PI in another/others, provided

- the PI needs to inform his/her PLs about which proposals (s)he is involved in;
- the total number of hours per week the PI participates in the submitted proposal(s) must be lower than the number of hours per week permitted by the National Eligibility Criteria for their country;
- it meets the eligibility criteria of their country

***Do I have to have an agreement with my national funding organisation before I can submit a Heritage Plus proposal?***

Please read the National Eligibility Requirements available in the **Annex A** of the Heritage Plus call document. You do 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 for Proposals. You may contact your respective national funding organisations in order to verify eligibility if needed (see contact persons listed in the main **Guidelines for applicants** document for the Heritage Plus Call).

***How do I submit a pre-proposal?***

Both pre-proposals and Full Proposals must be submitted via the JPI Cultural Heritage website. The link to the online application form for pre-proposals is available on the **JPI Cultural Heritage website** ([www.jpi-culturalheritage.eu/joint-call/](http://www.jpi-culturalheritage.eu/joint-call/)). Applicants should follow the proposal structure as indicated in the main **Guidelines for applicants** document for the Heritage Plus Call.

***What if I have problems using the JPI Cultural Heritage portal?***

For technical support, you should email [jpi.support@beniculturali.it](mailto:jpi.support@beniculturali.it).

If you have more general questions about the portal, please email [jpich.call@beniculturali.it](mailto:jpich.call@beniculturali.it).

***In addition to the pre-proposal we submit online, do we have to submit a separate proposal to our national funding organisations?***

No, but prior to submitting pre-proposals, all applicants must make sure that the application adheres to the National Eligibility Criteria available in **Annex A** of the main **Guidelines for applicants** document for the Heritage Plus Call.

## **HERITAGE PLUS EMAIL GROUP**

***Who can subscribe to the Heritage Plus email group?***

Anyone interested in the Heritage Plus Call can join the email group.

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

Anyone who has subscribed to the email group.

***How can I find the list?***

You can use the link at <http://www.jiscmail.ac.uk/HERITAGEPLUS> or you can search on the JISC website at [www.jisc.ac.uk](http://www.jisc.ac.uk).

***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.

***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.

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

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

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

No.

***HERITAGE PLUS PRE- PROPOSALS******What are Heritage Plus pre-proposals?***

The project selection of the Heritage Plus is a two-step process: i) The pre-proposal stage, and ii) the Full Proposal stage. Successful applicants to the pre-proposal stage will be invited to submit Full Proposals. Pre-proposals provide the general ideas for the project by specifying the scope of the project, the description of the methodology and partners involved, as well as an indication of the requested budget of the project. Detailed requirements as to the format of pre-proposals are provided in the main **Guidelines for applicants** document for the Heritage Plus Call.

***Is there a specific format that a Heritage Plus Pre-Proposal should have?***

Yes. A pre-proposal must be written in **English** and can only be submitted via the online submission system – the **JPI Cultural Heritage website** ([www.jpi-culturalheritage.eu/joint-call/](http://www.jpi-culturalheritage.eu/joint-call/)). Further guidance is available in the main **Guidelines for applicants** document for the Heritage Plus Call.

***Do the page/word limits include references and footnotes?***

Yes, references and footnotes are included within the page/word limits.

***What language should I use in the application form and Description of Work?***

The pre-proposal and full proposal must be submitted in English only.

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

If any of the application forms are ineligible at the Pre-Proposal stage of this call, the whole project will be deemed ineligible and withdrawn.

***What does an estimated budget of a Heritage Plus pre-proposal have to include?***

Eligible costs would generally include direct costs such as employment costs (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 the **Guidelines for applicants: pre-proposals** document as well as the National Eligibility Requirements to verify the eligibility of specific budget items according to the rules of your national funding

organisation. In case of doubt, please get in touch with the relevant agency for your country.

You should ensure you use the pre-proposal budget template provided in the application form which is available from the JPI Cultural Heritage website.

***Are the maximum amounts given in Annex A (column 4) per research team and/or per country?***

The budget limits in the table are the maximum amount that can be requested by any research teams from that country. So if, for example, three out of the five research teams in a project are based in Poland, they can only jointly apply for a total of 250,000 EUR. If only one research team in a project is based in Poland, the same applies and they can apply for up to 250,000 EUR.

***Can funding be distributed disproportionately among the project partners?***

The funding among the Heritage Plus 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. An evenly balanced budget between partners that actually results in 80% of the research being done in France, and 10% in the UK and Lithuania for example is not likely to be considered a balanced research collaboration.

***What currency should I use when describing the budgets?***

The estimated budget must be given in Euros only.

***What happens if any of the research teams are not eligible in the pre-proposal?***

If any of the teams are ineligible at the Pre-Proposal stage of this call, the whole project will be deemed ineligible and withdrawn.

***How will Heritage Plus pre-proposals be assessed?***

This will be undertaken by the Scientific Committee of the JPI Cultural Heritage and Global Change (<http://www.jpi-culturalheritage.eu/about-us/scientific-committee/>) supplemented, if necessary, by additional independent and international experts.

***Can I contact the JPI Scientific Committee to discuss my pre-proposal?***

No, you should not contact any of members of the Scientific Committee to discuss your project proposal at any stage of the selection and ranking processes.

***What are the assessment criteria for pre-proposals?***

The Scientific Committee will assess the pre-proposals on four areas based on the information in your pre-proposal. The criteria are:

- Quality of the proposed research
- Compatibility with the scope of the Heritage Plus call
- Clarity of project aims, work programme, outcomes
- Added value through transnational cooperation

***Who is the Heritage Plus Management Group?***

The Heritage Plus Management Group is ultimate decision-making body for Heritage Plus. It consists of one representative from each participating organisation in Heritage Plus.

### ***How long is the selection process?***

The Call for pre-proposals was launched on 3rd March 2014 with a submission deadline of **18:00 CET pm on 28 April 2014**. Full Proposals will then be invited from the selected pre-proposals in August 2014, with a submission deadline in October 2014. The selection and ranking of Full Proposals will occur in February 2015 and the funding decisions are expected to be announced in February 2015. Projects are expected to start from April 2015.

## ***FULL PROPOSALS***

### ***What are Heritage Plus Full Proposals?***

The project selection of the Heritage Plus Call is divided in two phases: i) The pre-proposal phase and ii) the Full Proposal phase. Successful applicants of the pre-proposal phase will be invited to submit Full Proposals. Detailed requirements for Full Proposals and instructions on how to access to the online submission will be sent to successful applicants of the pre-proposal phase.

### ***How will Heritage Plus Full Proposals be assessed?***

The assessment of Full Proposals will be undertaken by independent international peer reviewers covering all fields of research and technology relevant to the call topics. After the independent experts have carried out a remote evaluation of the full proposal, an international peer review panel will meet to discuss and agree upon a final score for each proposal, which will determine a ranking list. The Heritage Plus Management Group will ensure and verify the fair and equitable nature of the evaluation process and its compliance with the Heritage Plus guidelines. The European Commission and an independent observer assigned by them will verify the fairness of the selection process and its compliance with ERANET Plus rules and principles.

### ***What are the assessment criteria for Full Proposals?***

Eligible Full Proposals will be evaluated according to the following selection **criteria**:

Criterion		Score
Research and/or technological excellence – the quality of the trans-national project	<ul style="list-style-type: none"><li>• Sound concept, and quality of research questions and objectives</li><li>• Progress beyond the state-of-the-art</li><li>• Quality and effectiveness of the research, the technological methodology and interdisciplinary approach, and associated work plan</li></ul>	3/5
Quality and efficiency of the implementation and the management	<ul style="list-style-type: none"><li>• Appropriateness of the management structure and procedures</li><li>• Quality, and relevant expertise and experience of the individual participants (including experience of coordinating research across national boundaries)</li><li>• Quality of the consortium as a whole (including complementarity, balance between disciplines, level of staffing, plans for effective collaboration), including other stakeholders</li><li>• Appropriate allocation and justification of the</li></ul>	3/5

	resources to be committed (budget, staff, equipment)	
Potential impact	<ul style="list-style-type: none"> <li>• Fit to the a) aims and b) topics of Heritage Plus</li> <li>• Contribution of ideas and knowledge that can be transferred to public and private stakeholders, and exploited in high-value tools applied over the short to mid-term</li> <li>• Likelihood that the outputs and outcomes will be highly valued and exploited by researchers, non-academic stakeholders and society, including SMEs, heritage owners, public administrations, research partners and local communities.</li> <li>• Appropriateness of measures for the dissemination and/or exploitation of Heritage-plus project results, and management of intellectual property.</li> </ul>	3/5

***Do the research teams/partners in a Full Proposal need to be the same as in the pre-proposal?***

Yes, the research teams/partners need to be the same as in the pre-proposal. The only exception is if the Scientific Committee provided feedback recommending some changes to the partners because of, for example, expertise, experience etc.

***What are the eligibility criteria for Full Proposals?***

The eligibility criteria for Full Proposals are the same as those for pre-proposals.

***Can I submit a Full Proposal if I have not submitted an pre-proposal?***

No, if you did not submit a pre-proposal you cannot submit a Full Proposal.

***Can I submit a Full Proposal if my pre-proposal was not successful and I was not invited to submit a Full Proposal?***

No, only those applicants that were selected in the pre-proposal stage can submit a Full Proposal.

***When are the Heritage Plus projects expected to start and end?***

The maximum duration of a Heritage Plus project is 36 months. Projects should aim to start from April 2015 and should finish in early 2018.

## Heritage Plus Call – Glossary

**JPICH** – A Joint Programming Initiative (JPI) provides a framework within which Member States and Associated Countries jointly address areas where public research programmes 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.

**JHEP** – the JHEP 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.

**Heritage Plus Call** – Under the ERA-NET Plus action “Development of new methodologies, technologies and products for the assessment, protection and management of historical and modern artefacts, buildings and sites” co-funded by the Seventh Framework Programme (FP7) of the European Commission the Heritage Plus Call has been launched to advance research primarily on tangible cultural heritage including the interlinked aspects of digital and intangible heritage.

**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 Heritage Plus 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.

**Principal Investigator (PI)** – 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.