



# JPI Cultural Heritage (JPICH) Heritage in Changing Environments Call

## Frequently Asked Questions (FAQ) and Glossary

Please ensure you have read the **JPICH Heritage in Changing Environments Call for Proposals** including the **National Eligibility Requirements (Annex A)** before preparing your application.

### ***What type of projects can be supported under the Heritage in Changing Environments Call?***

This JPICH HERITAGE IN CHANGING ENVIRONMENTS Call is designed to support the development of new, research-based ideas and knowledge in response to the rapidly and widely changing context with which heritage and heritage practice is faced. It invites research projects that help cultural heritage to meet societal challenges and contribute to the development of society. The call aims to fund excellent research that is collaborative, transnational, interdisciplinary and innovative.

### ***Which countries are participating in the Heritage in Changing Environments Call?***

Belarus, Cyprus, Czech Republic, Ireland, Italy, Latvia, Lithuania, Norway, Poland, Slovakia, 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 Heritage in Changing Environments Call for Proposals**.

### ***What character/size/duration must a Heritage in Changing Environments project have?***

- be collaborative (involve research teams from at least three different Heritage in Changing Environments 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, 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 Heritage in Changing Environments Project. The Project Leader may act as Project Leader only for one proposal to the Heritage in Changing Environments Call.

A Principal Investigator is allowed to be involved in a **maximum of two** JPICH Heritage in Changing Environments 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 Heritage in Changing Environments 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 Heritage in Changing Environments Call for Proposals.

***Can there only be one PI per country for the Heritage in Changing Environments 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 Heritage in Changing Environments 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 Heritage in Changing Environments proposal?***

Please read the National Eligibility Requirements available in the **Annex A** of the **JPICH Heritage in Changing Environments 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 Heritage in Changing Environments 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 Heritage in Changing Environments 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 DH Handling Partner or the relevant national funding body.

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

Proposals must be submitted via the JPI Cultural Heritage website, which will re-direct to the online system 'MIBACT Platform' for the actual submission. The link to the online application form is available on the **JPI Cultural Heritage website** ([www.jpi-culturalheritage.eu](http://www.jpi-culturalheritage.eu)).

Applicants should follow the proposal structure as indicated in the **JPICH Heritage in Changing Environments Call for Proposals**.

***What if I have problems using the online submission system?***

For technical support, please email the MIBACT JPICH call helpdesk [jpi.support@beniculturali.it](mailto:jpi.support@beniculturali.it). If you have general questions about a project proposal, please email the MIBACT (Handling Partner for this call) at [jpi\\_ch@beniculturali.it](mailto:jpi_ch@beniculturali.it)

***Is there a specific format that a Heritage in Changing Environments proposal should have?***

Yes. A proposal must be written in **English**, should follow the structure as outlined in the **JPICH Heritage in Changing Environments Call for Proposals**, and can only be submitted through the online submission system via the **JPI Cultural Heritage website** ([www.jpi-culturalheritage.eu](http://www.jpi-culturalheritage.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 Heritage in Changing Environments 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 Heritage in Changing Environments 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 Heritage in Changing Environments 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 JPI Cultural Heritage website.**

**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 Heritage in Changing Environments 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 Heritage in Changing Environments 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 Heritage in Changing Environments proposals be assessed?**

The assessment of proposals will be undertaken by independent international peer reviewers with expertise in the field(s) of research relevant to the proposal. After the independent experts have carried out a remote evaluation of the proposal, an international assessment panel will meet to discuss and agree the final scores for each proposal, which will determine a ranking list. The Heritage in Changing Environments Management Group will ensure the fair and equitable nature of the evaluation and selection process and its compliance with the Heritage in Changing Environments guidelines.

**Who are the Heritage in Changing Environments Management Group?**

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

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

Applications must be submitted by **30 November 2017, 14:00 CEST**. The evaluation and ranking of proposals will occur in April 2018 and the funding decisions are expected to be announced in May 2018. Projects should aim to start from June 2018, but must start within 6 months after the funding decision. The latest starting date is 1 December 2018.

### **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 Heritage in Changing Environments 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 Heritage in Changing Environments projects expected to start and end?**

Projects should aim to start from June 2018, but must start within 6 months after the funding decision. The latest starting date is 1 December 2018. All research teams within a project consortium must agree on a common starting date of the project. The maximum duration of a Heritage in Changing Environments project is 36 months.

## **JPICH Heritage in Changing Environments – Glossary**

**Heritage in Changing Environments Management Group (DHMG)** - The Heritage in Changing Environments Management Group is the ultimate decision-making body for the JPICH Heritage in Changing Environments call. It consists of one representative from each participating organization in the Heritage in Changing Environments 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** - The Ministry of Cultural Heritage, Tourism and Activities (MIBACT) has been commissioned by the JPICH Heritage in Changing Environments 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 Heritage in Changing Environments 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 Heritage in Changing Environments 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.

