

# Welcome to the FutureFoodS Webinar for Applicants! – Full Proposal Phase!

Some practical hints before we start...

- *Participants will be in listening mode (muted)*
- *Please post your questions in the chat*
- *All slides will be shared and will be available after the webinar*
- *Webinar will be recorded!*

First of all: Congratulations !!!

# FutureFoodS First Call – Start of the full-proposal submission

MAY 6

We would like to thank all research consortia for submitting their pre-proposals in response to the first FutureFoodS call. From a number of 275 proposals and after peer-review evaluation, 50 consortia are now invited to submit full-proposals (topic 1: 14 proposals, topic 2: 23 proposals, topic 3: 13 proposals).

<https://www.futurefoodpartnership.eu/news/>

# Partnership FutureFoodS

## 1. Co-funded Call

# *WEBINAR for Applicants*

***14th May 2025  
10:00-11:30 (CEST)***



**Co-funded by  
the European Union**

# Welcome on behalf of FutureFoodS



Your service point:

Call Office

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# Outline



ITEM	AGENDA	SPEAKER
1	Introduction to FutureFoodS Partnership and the co-funded calls	Frank/Emilie (FZJ, Call Office)
2	The Food Systems Approach, Scope and Topics	Frank/Emilie (FZJ, Call Office)
3	Overview of the call process	Frank/Emilie (FZJ, Call Office)
4	Submission platform: Whats new in the Full proposal phase	Frank/Emilie (FZJ, Call Office)
5	Wrap up	Frank/Emilie (FZJ, Call Office)

*We will leave time for Q&A after each session! Please use the chat!*

# 1. Introduction to FutureFoodS Partnership and the co-funded calls

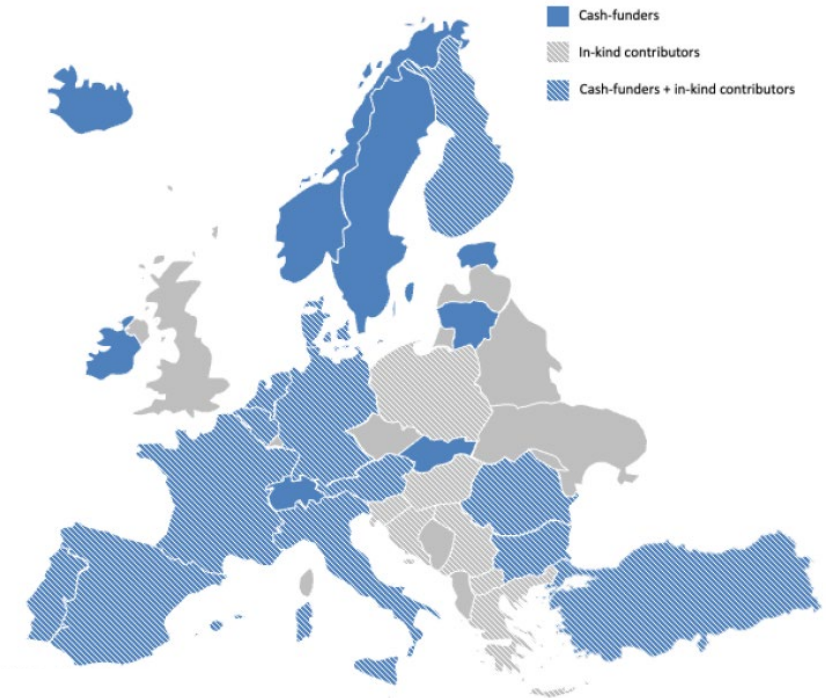


- FutureFoodS - European partnership for a sustainable Future of Food Systems

<https://www.futurefoodspartnership.eu/>

- 86 partners from 29 countries  
(funding organisations, research performers)
- Envisioned runtime mid 2024-2034
- Variety of activities

→ 6 Co-funded calls planned



Coordination: ANR, the French National Research Agency

Co-coordination: BLE, the German Federal Office for Agriculture



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the European Union



anr<sup>®</sup>  
agence nationale  
de la recherche



Bundesanstalt für  
Landwirtschaft und Ernährung



# 1. Introduction to FutureFoodS Partnership and the co-funded calls

- Joint transnational funding scheme, co-funded by the European Commission

European Commission

FutureFoodS Partnership

Project consortia



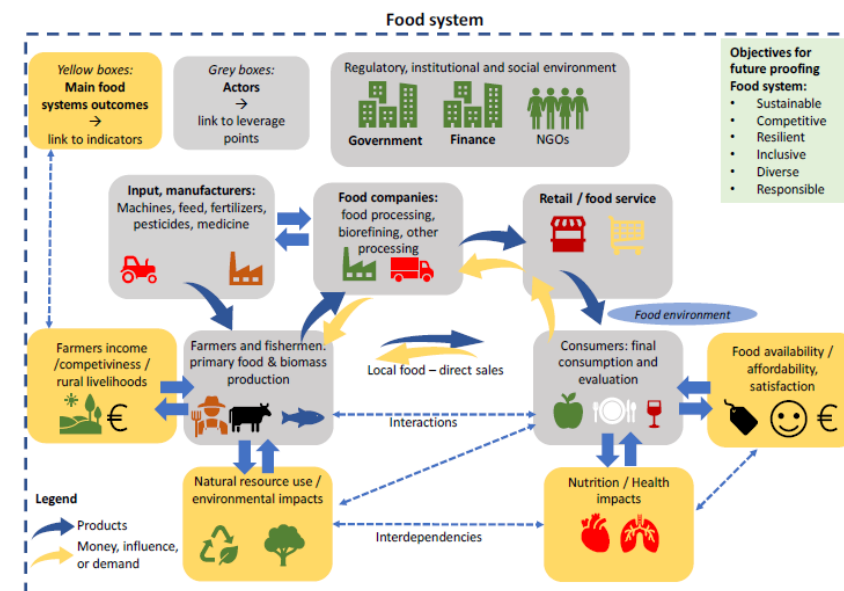
## 2. The Food Systems Approach



- What is the Food System and why?

“a system that *embraces all elements and activities* that relate to production, processing, distribution and marketing, preparation and consumption of food, and acknowledges the *interactions* between natural resources/ecosystems services, primary food, food processing, packaging, logistics, marketing, retail, food services, consumption and waste management/recycling and the *many feedback loops* between them, which together defines the degree of complexity”

- A systems approach offers a holistic view on complex problems and acknowledges interdependencies within the systems



Halberg, Westhoek, 2019



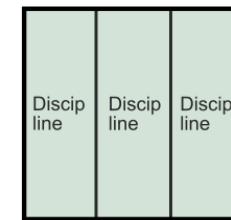


## 2. The Food Systems Approach

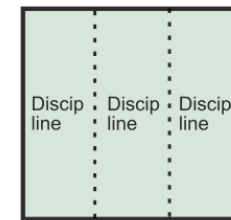
→ What does this mean in practice for your proposal?

### Guiding elements for FutureFoodS projects

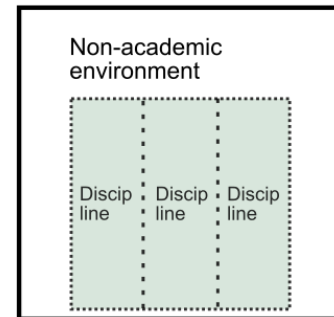
- ✓ **transformative perspective**  
*(solution- and impact-driven R&I; context setting, theory of change)*
- ✓ **Inter- and transdisciplinarity**  
*(various disciplines and fields, project specific)*
- ✓ **Multi-stakeholder engagement**  
*(diversity, relevance/ applicability, quadruple helix)*
- ✓ **Sustainability**  
*(3 dimensions, project specific, towards sustainable Food Systems)*



multi



inter



trans



## 2. The Food Systems Approach

The guiding elements:

- affect the composition of consortia and the R&I content
- will be evaluated
- will be followed-up in the runtime of the projects
- direct implications on the proposal structure

Please consider in your proposal:

**Statement Food System Approach**

**Project description > Impact Plan (based on Theory of Change)**



## 2. The Food System Approach

Project description > Impact Plan (based on Theory of Change)

- **Annex A** provides background information (impact plan approach)
- Impact plan has 2 parts:
  1. Problem and context analysis (*pre-proposal*)
  2. **Impact Plan: including impact pathway, strategic planning with regard to consortium and interactions** (*full-proposal*)
- Structure of the Impact Plan is proposed in the Proposal templates with pre-given subheadings (**Annex D**)

ANNEX A

ANNEX D



## 2. Project description (following an impact plan)

### 1. Problem and context analysis:

This part shall reflect on the impact-driven achievements that are relevant and necessary to address the underlying causes and **close existing knowledge gaps**. The following subheadings are not mandatory but recommended:

- **Problem analysis** (main aim, underlying causes and challenges, stakeholders, actors and factors determining the context, knowledge gaps)
- **Assumptions** (underlying hypothesis in relation to the state-of-the art and novelty)
- **Relevance** (relation to the theme and aims of the call, transnational added value)
- **Intended Impact** (ambitions, societal, environmental, industrial, policy impact etc.)

## 2. Project description (following an impact plan)



### 2. Impact Plan

Full-proposal!

- **Impact pathway:** is the **visualisation of the change process** and should specify the expected project outcomes, outputs and subsequent assumptions. The following subheadings are not mandatory but recommended:
  - **Outcomes** (changes in behaviour, relationships, actions and activities of stakeholders resulting from the exchange of knowledge; who, what, where, when)
  - **Output** (knowledge and insights resulting directly from the research/ expected results and which are necessary to deliver the outcomes described earlier)
  - **Assumptions** in Impact pathway
- **Consortium and interactions:** Use strategic activity planning to provide information about who produces knowledge and how. Take care not to repeat the work package description as this is provided separately under Research Plan (see below). The following subheadings are not mandatory but recommended:
  - **Consortium** (description of the collaboration in the consortium, co-design and co-creation, previous activities, complementarity and roles)
  - **Interactions** (which productive interactions, such as stakeholder engagement, communication, monitoring, capacity strengthening etc. will lead to knowledge development and validation in line with the impact pathway)
  - **Project governance and management** (including also communication and monitoring)
  - **Risk management** and contingency planning



## 2. Scope of the call

### FutureFoodS 1. Call – 3 Topics

1. The way towards sustainable and resilient food systems

*New approaches for reshaping food system interactions, e.g. through novel market-based arrangements, business models, policy actions and experimental practices. The call topic seeks to promote food system sustainability in all its dimensions*

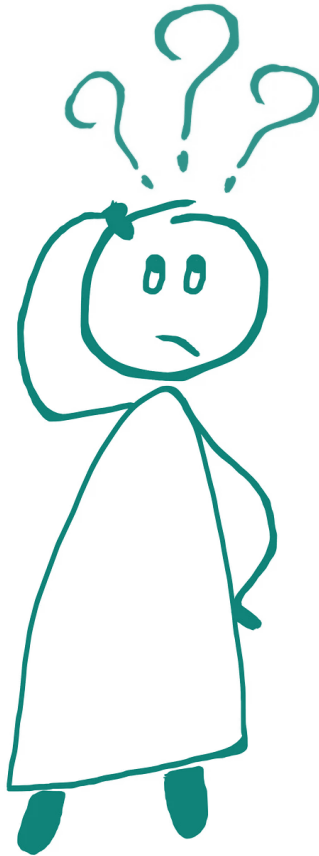
2. New foods – Fostering innovations in food design, processing and supply via demand and supply reorientation

*New systemic approaches to food design, processing and supply to propose a greater variety of healthy, sustainable and minimally processed food alternatives. The call topic also includes questions about consumer acceptance, food safety and roles of different food actors*

3. Empowering sustainable food choices – Enabling environments and dietary shifts

*Overarching system approaches to address challenges in the adoption of sustainable food practices across Europe. Central to the call topic is the role of food environments to support consumption shifts towards safe, healthy, nutritious, affordable, accessible, equitable and culturally acceptable and tasteful foods*

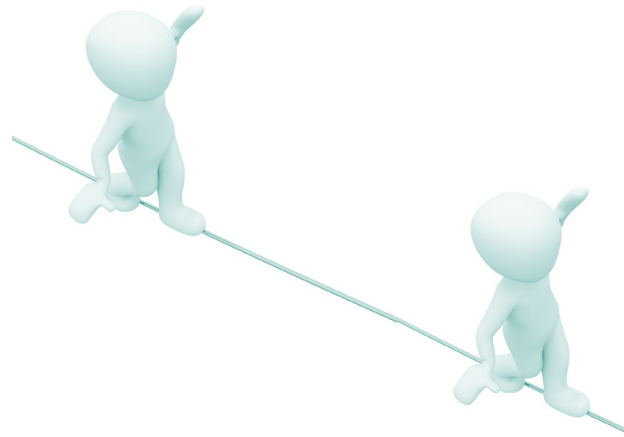
# Q&A





### 3. Overview of the call process

- Participating countries/ FO
- Process and timeline → Step2; Full Proposal
- Reminder: General eligibility criteria
- Reminder: National requirements
- Reminder: Evaluation criteria
- Brief overview of Call Docs (Announcement + Annexes)





# Participating countries/Funding Organisations



- This call brings together 36 funding organisations (FO) from 19 countries and the European Commission, jointly committing up to 40 million Euros to support innovative research and development projects focused on creating a sustainable food future.
- The Funding Organisations participating in the co-funded call are listed in **Table 3 and Annex B** of Call Announcement.

ANNEX B



# Process and timeline



## STEP 1



**Call Opening**  
6 Nov 2024



**Pre-proposal Sub-  
mission (deadline)**  
15 Jan 2025



**Evaluation by IEP**  
Remotely and Evaluation  
meeting



**Call board meeting**  
Pre-proposal  
selection for ful-  
proposal stage



**Feedback  
to applicants**  
Mid April 2025

## STEP 2



**Full-proposal  
Submission (deadline)**  
9 July 2025



**Evaluation by IEP**  
Remotely and Evalua-  
tion meeting



**Call board meeting**  
Full-proposal  
selection for funding



**Feedback on  
Funding decision**  
End of Oct 2025



**Project start**  
Nov 2025 – Mar 2026

# 2<sup>nd</sup> Step Eligibility Check - general eligibility criteria



Criteria are the same as for the Pre-proposal:

- Proposals must be **complete and respect limits** (e.g. page limits, character limits)
- Proposals must be written in **English**;
- Proposals must be submitted by **the deadline** via the FutureFoodS submission website
- The project duration must **not exceed 36 months**.
- Consortia must include **at least three eligible partners requesting funding from three different FutureFoodS member** countries who contribute funds to the Call.
- **Project Coordinator** must be from an **eligible** organisation applying for funding



# Eligibility Check - general eligibility criteria II



- **Consortia need to be balanced:** A single country shall not exceed **60%** (or more) of the total number of person months allocated to the project. → WIDENING, be careful!
- An individual affiliated to several organisations cannot request funding from more than one FO in one proposal;
- The prior **submission of a pre-proposal** is a requirement for the submission of a full-proposal;
- Applicants must complete an **ethics self-assessment** as part of the application;
- Self-funding: partners can join project consortia with their own resources and/ or can bring their own funding (e.g. in the case eligibility to receive funding is not met or due to other reasons). **Self-funded partners will not be subject to national/regional eligibility assessments** → ANNEX E: letter of commitment (**full proposal**)





# Conditions and requirements

## National/Regional Rules

### Which funding organisation can fund what? **Annex I**

- What topics?
- What budget per project?
- Who can apply for funding (research institutions, SMEs...)?
- Are there additional national/regional regulations?
- Any exceptions for the funding of the research topics?

- **Consult your National/Regional Contact Point:**  
**Details are settled by each funding organisation**
- **Note: In Case one partner is not eligible → The entire proposal will be rejected**

# Evaluation of proposals



Full-proposal!

Evaluation by three independent experts per proposal

CRITERIA

- Excellence
- Impact
- **Quality and efficiency of the implementation (full-proposal only)**

For both pre- and **full-proposal** evaluation, each criterion will be scored out of five (no half marks allowed). The threshold for each criterion is three out of five.

**Any project with a lower score for one of the main criteria or an overall score lower than 10 (at Step 2; full-proposal) will not be considered for funding.**

# Call Documents - Call Announcement



European partnership for a sustainable Future of Food Systems

First Joint Transnational Co-funded Call



FutureFoodS Call 2024

*Transforming Food Systems - reshaping food system interactions, fostering food innovations and empowering sustainable food choices*

Version 03, 14 November 2024

Call launch: 6 November 2024

Submission platform: <https://futurefoods.ptj.de>

Webinar for applicants: 21 November 2024, 11:00-13:00 CET

Deadline for pre-proposals: 15 January 2025, 13:00 CET

Deadline for full-proposals: 09 July 2025, 13:00 CEST



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Via Submission platform

<https://futurefoods.ptj.de/call1>

Via FutureFoodS Homepage → Funding opportunities

<https://www.futurefoodspartnership.eu/>



# Brief overview of Call Docs (Annexes)



Full-proposal!

1. Annex A → Impact Plan
2. Annex B → Overview of National Contact Points/ Regional Contact Points (NCP/RCP)
3. Annex C → Pre-proposal template
4. Annex D → Full-proposal template (full-proposal only)
5. Annex E → Letter of commitment template (full-proposal only)
6. Annex F → Data Management Plan (full-proposal only)
7. Annex G → Dissemination, Exploitation and Communication Plan (full-proposal only)
8. Annex H → List of FutureFoodS partners allowed to participate in co-funded projects
9. Annex I → National/ Regional regulations

⬇ Evaluation Guidelines

⬇ Call1\_Fullproposal\_Example



# Widening option



1. **Please carefully read Section 6.2.2 of the Call Announcement !**
2. Please carefully read the letter you have received!

A widening option is offered to **all proposals** entering the full-proposal phase due to undersubscription of several funding organisations. Consortia are allowed to include **one additional partner** requesting funding by the following funding organisations:

Belgium - FIO/ VLAIO  
Belgium - SPW  
Lithuania – ZUM  
Romania - UEFISCDI

Spain - ELIKA  
The Netherlands - SIA  
Türkiye - TAGEM

PtJ Submission Platform

CALL1 FULLPROPOSAL | PARTNERING

Please pay special attention to the rules and conditions of the widening option (see section 6.2.2 of the Call Announcement). Information about a potential additional partner must be given **to the Call Office and respective Funding Organisations by 18<sup>th</sup> of June 2025.**

→ Please pay special attention: The new partner must fulfill all eligibility rules. You will make your proposal ineligible if you add an **ineligible partner** or do not pay attention to all rules mentioned in the Call Announcement section and the letter!

# Widening option and changes between pre- and full proposal



The information given in the pre-proposals is binding and thus, no changes are allowed, unless in case of force majeure or explicitly requested by the IEP, a FO or the CB. However, all changes must comply with the requirements of the call and the respective FOs. The following changes between the pre- and full-proposal stage might be possible, but always require **prior endorsement by the respective FOs of the proposal and the CO**, as described below for each case:



# Widening option and changes between pre- and full proposal



**Change of budget** can be allowed by the relevant FO. The NCP/RCP of a FO can decide according to its own rules whether a justification is needed. **Prior to such a change, the CO must be informed.** Applicants must explicitly indicate any changes made compared to the pre-proposal in the online submission platform (**History of Changes**).

## **Changes in the consortium composition**

- A change of project Coordinator (person and organisation in charge) can exceptionally be allowed in case of force majeure. In this case, a request to change the Coordinator must be submitted to the CO and to all of the FOs from whom the partners in the consortium have requested funding. The deadline for any such request is 18<sup>th</sup> of June 2025

# Widening option and changes between pre- and full proposal



## Changes in the consortium composition:

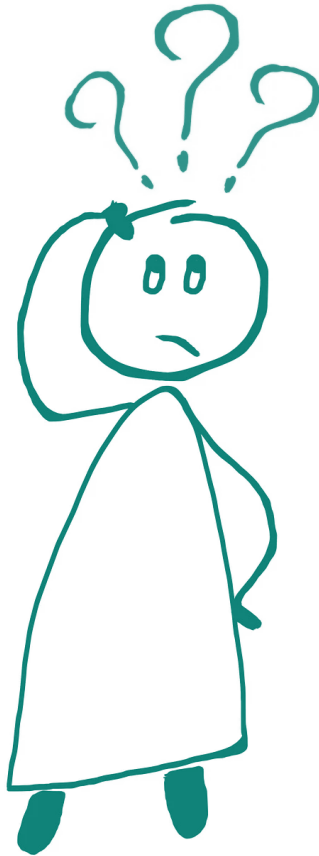
Changes in the consortium composition (i.e. addition, removal and replacement of a partner) can exceptionally be allowed in case of force majeure or if explicitly requested by the CB for the particular cases of i) ineligibility of a partner and/or ii) invitation to add a partner that will request funds to an undersubscribed FO (**widening option**, see 6.2.2). Requests must be submitted to the CO and to all of the FOs from whom the partners in the consortium have requested funding. **The deadline for any such request is 18<sup>th</sup> of June 2025.** Regardless of the type of changes, the eligibility criteria, both general and national/regional criteria (section 5) must be respected.

# Widening option and changes between pre- and full proposal



All new partners requesting funding must comply with the applicable national/ regional funding regulations. **If a new partner is declared ineligible at Step 2/ full-proposal phase, the whole consortium will be declared ineligible and the proposal will not be evaluated. It is the responsibility of the Coordinator to ensure that a new partner is eligible to receive funding from the respective FO before submitting the full-proposal.** This includes checking whether the proposal is compatible with the national/regional programme of the relevant FO and thus, whether eligibility of a new partner is verified. All changes have to be explicitly indicated in the online submission platform.

# Q&A





## 5. Submission platform

- Introduction to the submission platform
- Partnering tool
- How to get started: How to submit a proposal
- Tasks for coordinators and partners



## 5. Submission platform: Introduction

First, the address of our submission platform:

<https://futurefoods.ptj.de/call1>

You can use the platform for:

- Finding partner(s)
- Submit proposal(s)



# 5. Submission platform: Introduction



FutureFoodS

<https://futurefoods.ptj.de/call1>

Ptj Submission Platform

CALL1

PARTNERING

Partnering Tool !!!



FUTUREFOODS  
CALL1 - PRE-PROPOSAL

Need help?  
Contact us →



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ptj-futurefoods@fz-juelich.de

Dr. Frank Hensgen

+49 2461 6185443

ptj-futurefoods@fz-juelich.de

Emilie Gätje

+49 2461 6196367

ptj-futurefoods@fz-juelich.de

Registration  
and Login →



SUBMISSION PLATFORM

COORDINATOR REGISTRATION >

COORDINATOR LOGIN >

PARTNER LOGIN >

Looking for Call  
documents? →



CALL DOCUMENTS

Call Announcement

## WELCOME

Welcome...to the submission platform of the 1<sup>st</sup> FutureFoodS call for transnational research projects.

Applications for funding within this call can only be submitted through this platform.

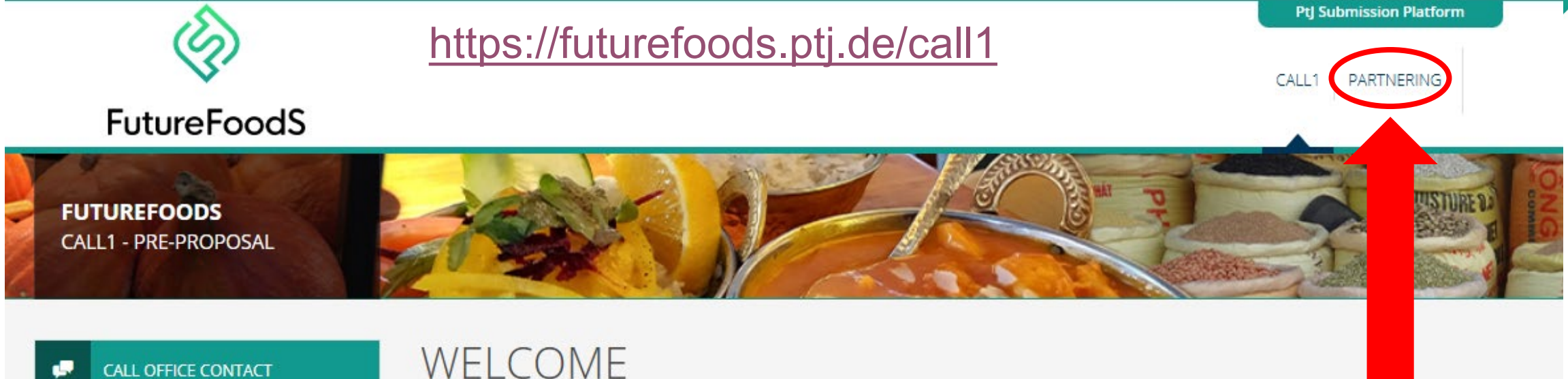
If you want to register as a coordinator for a transnational research project, please read the **Call Announcement** thoroughly (available for download in the "Call Documents" area). It will ascertain that your planned project fits to the aim of this call. Please note that some topics may not be fundable by some funding organisations. Therefore, please take a close look at the document and its annexes.

Non-coordinating partners of a project will be invited by the respective coordinator to enter their profile data and get access to the automatically generated project fact sheet, which contains the full information about the proposal.

If you have questions or any technical problems with your login or the platform, please don't hesitate to contact the Call Office.

Welcome Text  
and info

# 5. Submission platform: Partnering Tool



Partnering Tool:

You are looking for a partner for Widening? Maybe you can find one here!



## 5. Submission platform

How to get started: How to submit the full proposal?

Go to <https://futurefoods.ptj.de/call1>

- 1.) Fill out the basic project data, including new parts in full proposal
- 2.) Add your new Partner (if you have a new one through widening)) or remind the old partner to check their data

# 5. Submission platform: How to submit a full proposal?



Go to „Coordinator Login“, enter your loginname and chosen password and press „login“ (same as in pre-proposal)  
**Forgotten your password?** Click on „forgotten your password? Please click here“

**FutureFoodS**  
Ptj Submission Platform  
CALL1 FULLPROPOSAL | PARTNERING

**FUTUREFOODS**  
CALL1 - FULL-PROPOSAL

**COORDINATOR LOGIN**

**CALL OFFICE CONTACT**

- Dr. Nikola Hassan  
+49 2461 6196787  
ptj-futurefoods@fz-juelich.de
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+49 2461 6185443  
ptj-futurefoods@fz-juelich.de
- Emilie Gätje  
+49 2461 6196367  
ptj-futurefoods@fz-juelich.de

Login name:

Password:

Forgotten your password? Please click here.

Login

# 5. Submission platform: How to submit a proposal?



Welcome Coordinator:  
After Login, read the  
welcome text.



## WELCOME

### Welcome Coordinator

You are logged in as a coordinator! Please enter the information about your proposal. If you are logged in without actively working on the tool you will be logged out automatically after 24 minutes. In this case your last entered information will not get lost if you login once more by using the popup window which appears. Otherwise your last entered and not saved information will get lost!

After submitting your proposal you can always re-enter and change it until the deadline. The older version of your proposal will be replaced by submitting a new one. Only the latest version will be saved within the database!

Please note for character number limitation of text fields: The character count of MS-WORD (or similar) cannot be translated directly into the character count of this HTML-based tool!

**Full-proposals must be submitted electronically via the online submission tool by 9th of July 2025 (13:00 CET).** You, as the project coordinator, should make sure to submit the proposal on time, as a strict call deadline is applied. After this deadline, the submission tool is closed.

You will be able to submit your data once all required information is provided. In your own interest: Please don't wait until "the last minute" for your submission! And please make sure you really submit the proposal and do not forget to press the submit button!

We wish you success for your application!

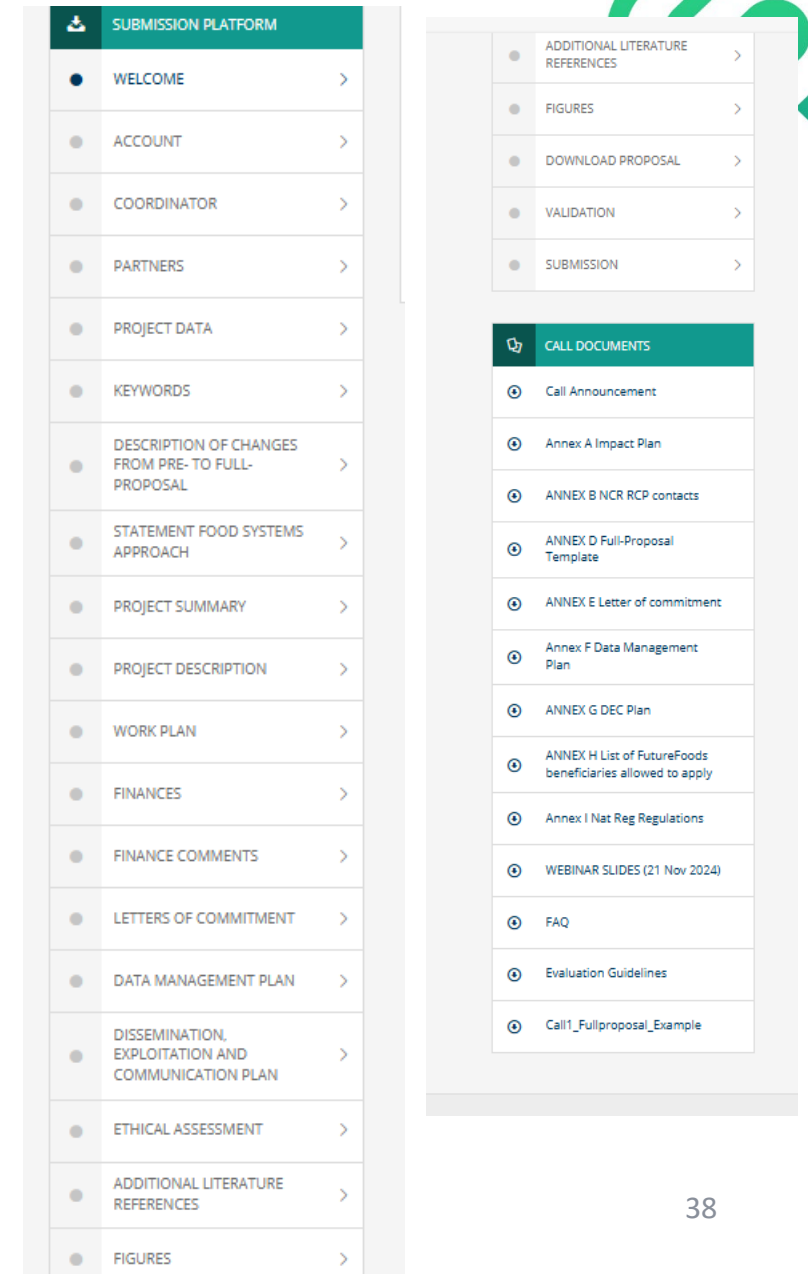


## 5. Submission platform: How to submit a proposal?

At the left side you find the different pages of the submission tool, listed one after the other. In order to submit a proposal you need to go through all of them.

This is the complete navigationbar, I would advise to start at the top and move downwards. Several points are already pre-filled from your pre-proposal.

Finally, at the end, please do not forget to validate and **to submit via „submission“**.



# 5. Submission platform: How to submit a proposal?



## Account:

Here you can change your password, login name or email adress

Only 1 account per Partner is possible.

The screenshot shows the 'ACCOUNT' page of the FutureFoods submission platform. The top navigation bar includes links to 'E-Akte Bund', 'Cisco Webex Meetings', 'Green Era Hub', 'FOODPathS', 'eu', 'Startseite - Förderb...', and 'FutureFoodS'. The main header features a banner with 'FUTUREFOODS CALL1 - PRE-PROPOSAL' and a background image of food. The left sidebar contains two sections: 'CALL OFFICE CONTACT' with contact details for Dr. Nikola Hassan, Dr. Frank Hensgen, and Emilie Gätje; and 'SUBMISSION PLATFORM' with a list of menu items: WELCOME, ACCOUNT (selected), COORDINATOR, PARTNERS, PROJECT DATA, KEYWORDS, and STATEMENT FOOD SYSTEMS APPROACH. The main content area is titled 'ACCOUNT' and contains a form for updating account information. The form includes fields for 'Login name \*', 'Email address \*', 'Password', and 'Confirm password'. A 'Save' button is located at the top left of the form. A note indicates that asterisks (\*) denote required fields for submission. A password requirement note states: 'Passwords must contain an uppercase character, a lowercase character, a base digit (0 through 9) and a nonalphanumeric character ([!-.,:;%?#@="<>()!+\*/]).' A second 'Save' button is located at the bottom of the form.

**ACCOUNT**

**CALL OFFICE CONTACT**

Dr. Nikola Hassan  
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Dr. Frank Hensgen  
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ptj-futurefoods@fz-juelich.de

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**SUBMISSION PLATFORM**

- WELCOME
- ACCOUNT**
- COORDINATOR
- PARTNERS
- PROJECT DATA
- KEYWORDS
- STATEMENT FOOD SYSTEMS APPROACH

**ACCOUNT FORM:**

Save

is required for submission

Login name \*

Email address \*

Password

Confirm password

Passwords must contain an uppercase character, a lowercase character, a base digit (0 through 9) and a nonalphanumeric character ([!-.,:;%?#@="<>()!+\*/]).

Save

# 5. Submission platform



**Coordinator Profile:**  
Partly pre-filled, partly locked. In case you think you need to enter something in a locked area, contact us!

✓ Save

\* is required for submission

Contact data

Title	Email address
Dr.	ptj-futurefoods@fz-juelich.de
First name	Family name
First Name (Coordinator)	Family Name (Coordinator)
Status of organisation	Website <small>Max. 150 characters</small>
University	https://www.website.de
Organisation/Institution/Company	Department
Organisation (Coordinator)	Department (optional)
Country	
Austria	
5. Submission platform	P.O. box (if applicable)
Street 111	P.O. box (if applicable)
Zip/postal code	Town/city
111111	City



# 5. Submission platform: How to submit a proposal?



**Partners:**  
**For widening: Need to**  
**Contact Call Office!**

CALL OFFICE CONTACT

Dr. Nikola Hassan  
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SUBMISSION PLATFORM

WELCOME

ACCOUNT

COORDINATOR

**PARTNERS**

PROJECT DATA

KEYWORDS

STATEMENT FOOD SYSTEMS APPROACH

PROJECT SUMMARY

PROJECT DESCRIPTION

## PARTNER LIST

Please add the partners of your project consortium. Please be aware that in order to be eligible consortium composition has to follow the rules outlined in the Section 5.2.1 of the Call Announcement "Project consortia must be comprised of a minimum of three partners from at least three Member States or Associated Countries participating in the call and must be eligible to request funding from the FOs participating in this call and providing funding for the selected topic. There is no rule for setting out the maximum number of partners that may participate in a consortium. The number should be appropriate to meet the project goals and should remain manageable (experience from past calls indicates a range of 4-8 partners per project)". Optionally, you can also add associated partners. Those associated partners are not requesting funding.

### LIST OF PARTNERS, INCLUDING THE PROJECT COORDINATOR:

Organisation	Contact name	Organisation type	Nat. reg.	Country
	Frankforwebinar forwebinar		✗	

+ Add a new partner

- After you have added a new partner, activate him/her by pressing the "activate" button (little envelope) in the table. Your partner will receive a notification email.

### LIST OF ASSOCIATED PARTNERS:

No further associated partners found. You can add associated partners by clicking "Add a new associated partner" below:

+ Add a new associated partner

- After you have added a new associated partner, activate him/her by pressing the "activate" button in the table. Your associated partner will receive a notification email.

# 5. Submission platform: How to submit a proposal?

## Project Data:

- Pre-filled, partly locked

## Keywords:

- Pre-filled and locked

\* is required for submission

✓ Save

Project title \*

Title of your Project

Project acronym \*

Acronym

Start date \*

01 / 2026

End date \*

12 / 2028

Project duration \*

Please enter the project Start date and End date. Project duration will be calculated automatically. The maximum Project duration is 36.

36

Topic \*

Please specify which topic your project most suitably relates to.

Topic 1: The way towards sustainable and resilient food systems

Please list the scientific disciplines present in your consortium, relevant to the project proposal. \* Max. 200 characters

Discipline 1, Discipline 2, Discipline 3....

Please state the envisaged TRL of your project (for the whole project) according to the following classification: \*

☐ Level 1

☐ Level 2

☐ Level 3



# 5. Submission platform:



Description of changes from pre- to full-proposal: **NEW**

In case you make any changes because you are requested to: Please describe and explain here!

DESCRIPTION OF CHANGES FROM PRE- TO FULL-PROPOSAL

In case changes were requested by the CO or FO, please give a brief description of the changes made for the project.

- This information is required for submission.

✓ Save

Max. 2000 characters

↩ ↪ **B** *I* U  $x^2$   $x_2$

In case changes were requested by the Call Office or Funding Organisations, please give a brief description of the changes made for the proposal.

# 5. Submission platform: How to submit a proposal?



## Statement Food Systems Approach:

Please describe how your project will contribute to the transformation towards Sustainable Food Systems (in line with FutureFoodS Ambition and guiding elements of a Food Systems Approach (FSA), see Call Announcement section 2).

**New:** 3500 characters

The screenshot shows a web form titled "STATEMENT FOOD SYSTEMS APPROACH". At the top, there is a banner image of various food items. Below the title, a text box contains the instruction: "Please describe how your project will contribute to the transformation towards Sustainable Food Systems (in line with FutureFoodS Ambition and guiding elements of a Food Systems Approach (FSA), see Call Announcement section 2). Max. 3500 characters incl. spaces, figure(s) can be included here, see menu FIGURES for details." Below this instruction is a light blue box with a bullet point: "• This information is required for submission." Underneath is a green "Save" button with a checkmark icon. Below the button, it says "Max. 3500 characters". Then there is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, superscript, subscript, bulleted list, numbered list, decrease indent, and increase indent. The text area below the toolbar contains the same instruction as the top text box: "Please describe how your project will contribute to the transformation towards Sustainable Food Systems (in line with FutureFoodS Ambition and guiding elements of a Food Systems Approach (FSA), see Call Announcement section 2). Max. 3500 characters incl. spaces, figure(s) can be included here, see menu FIGURES for details."

# 5. Submission platform: How to submit a proposal?



## Project Summary:

Pre-filled and locked

CALL OFFICE CONTACT

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SUBMISSION PLATFORM

WELCOME

ACCOUNT

COORDINATOR

PARTNERS

PROJECT DATA

KEYWORDS

STATEMENT FOOD SYSTEMS APPROACH

PROJECT SUMMARY

PROJECT DESCRIPTION

FINANCES

FINANCE COMMENTS

PROJECT SUMMARY

Please provide your project summary. This summary might be used for communication and dissemination activities in case your project is selected for funding. Please make sure that it is publishable.  
Max. 3,500 characters incl. spaces, figure(s) can be included here, see menu FIGURES for details

This information is required for submission.

Save

Max. 3500 characters

↶ ↷

**B** *I* U

Character count: 0

Save

# 5. Submission platform: How to submit a proposal?



**Project Description: Partly  
NEW**

**Three subpages !!!  
Important, dont forget to  
fill all three!**

**Please provide your project  
description,**

**How to?**

**ANNEX A**

The screenshot displays the 'PROJECT DESCRIPTION' section of a submission platform. At the top, there is a header image showing various food items. Below the header, the title 'PROJECT DESCRIPTION' is centered. A text box contains instructions: 'Please provide your project description following an Impact Plan Approach based on Theory of Change as described in Annex A. The project description is separated into the following 3 sections:'. Below this, a bulleted list specifies the sections: 'Problem and context analysis', 'Impact Pathway', and 'Consortium and Interactions'. A note states: 'The project should be in line with the requirements stated in the call text.' At the bottom, a sidebar menu lists the navigation options: 'PROJECT SUMMARY', 'PROJECT DESCRIPTION' (which is selected and expanded), 'Problem and Context Analysis', 'Impact Pathway', 'Consortium and Interactions', and 'WORK PLAN'. Three green arrows point from the text on the left to the 'PROJECT DESCRIPTION' menu item and its three sub-items.

# 5. Submission platform: How to submit a proposal?



## NEW: Work Plan!

It is interactive! It opens new pages once you add new Workpackages, Tasks, Deliverables, Milestones...

There is no given number of WPs, Tasks, Milestones, Deliverables. You are free to adapt as it fits to your project!

At the end or in between you can click on „Show GANTT Chart“ to see your Project proposal in a GANTT Chart

1. Add new WP +

WORK PACKAGES

LIST OF WORK PACKAGES

+ Add a new work package

Show gantt chart

Work package: 1 - WP 1 - Title			
Tasks		+	
1.1	Example Task 1.1		
1.2	Example Task 2.1		
Milestones		+	
1.1	Title Milestone 1.1		
1.2	Title Milestone 1.2		
Deliverables		+	
1.1	Title of Deliverable		

Work package: 2 - WP 2 - Title			
Tasks		+	
2.1	Example Task 2.1		
Milestones		+	

2. Describe new WP (pencil)

3. Add new Task (+)

4. Describe new Task (pencil)

5-.... X. And so on for all WPs, Task, Milestones, Deliverables



# 5. Submission platform: How to submit a proposal?



## GANTT CHART





# 5. Submission platform: How to submit a proposal?

## Finances:

Pre-filled from Pre-Proposal BUT  
**ATTENTION!!!**

We asked you to fill this in kilo €; So if you want to receive 100 000€ funding you have to type 100, because 1k€ = 1000 €

- The finances are required for submission.

✓ Save

## REQUESTED FUNDING

Please insert the finance information for all of the partners in the consortium into the appropriate columns on the online submission platform. There are two tables, the first for the requested funding, the second for possible own (in-kind) contribution. The table automatically sums up the entries. Take into account that the category "Overhead" is depending on national/regional regulations, please fill accordingly. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium. The units used are 0.00 k€ (kilo Euro); k€ (1k€ = 1000 €).

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Other	Requested Funding	Total Own Contribution	Total Costs
Organisation (Coordinator)	100	20	20	10	0.00	167.00	20.00	187.00
Overhead	10	2	2	3	0.00			
Organisation (Partner 1)	100	10	10	10	10.00	145.00	0.00	145.00
Overhead	1	1	1	1	1.00			
Organisation (Partner 2)	20	2	2	2	2.00	28.00	10.00	38.00
Overhead								

1k€ = 1000€;  
Please use k€, as requested! So do not enter 100000, unless you really want to ask for 100 Million € of funding

# 5. Submission platform: How to submit a proposal?



## Finance Comments:

Pre-filled from Pre-proposal

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SUBMISSION PLATFORM

WELCOME

ACCOUNT

COORDINATOR

PARTNERS

PROJECT DATA

KEYWORDS

STATEMENT FOOD SYSTEMS APPROACH

PROJECT SUMMARY

PROJECT DESCRIPTION

FINANCES

FINANCE COMMENTS

FINANCE COMMENTS

The finance comments are required for submission.

Save

BRIEF DESCRIPTION

Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.

Personnel

Travel

Consumables / Equipment

Subcontracts

Other

Brief Description (max. 1000 characters)

Save

# 5. Submission platform: How to submit a proposal?



## NEW Letter(s) of Commitment: Annex E

Download Annex E, fill it out and upload it. In case of more than one LOC, put them all in one pdf for upload ! If succesful it should look like the page at the right. You can always Download your pdf or delete it. Upload of a new one replaces the old one.

### LETTER OF COMMITMENT

Partners who choose to be self-funded or who are not eligible for national/regional funding from the Funding Organisations listed in Table 3 of the Call Announcement, but who are able to fully work using alternative financial resources, may join the project at their own expense (self-funded) or funded by another agency not contributing to the Call. These partners are called "associated partners".

For each of associated partner, a letter of commitment must be uploaded via the upload field of the submission platform, using the template provided (Annex E). All letters of commitment must be compiled into one pdf file.

Please do not upload any other letter types unless required by your national/regional Funding Organisation regulations. Additional uploaded documents will not be considered.

- This document is required for submission.

Max allowed file size: 5 MB

Choose

A document has been uploaded.

UPLOADED PDF DOCUMENT:

Name:	letterofcom.pdf	
Size:	179.35 KB	<a href="#">Download file</a>
Last change:	06.05.2025	<a href="#">Delete file</a>

✓ Save

# 5. Submission platform: How to submit a proposal?



## **NEW** Data Management Plan: Annex F

**Download Annex F, read the description, prepare the plan and upload it. If succesful it should look like the page at the right. You can always download your pdf or delete it. Upload of a new one replaces the old one.**

DATA MANAGEMENT PLAN

Please upload your Data Management Plan (DMP) as a pdf document. Consider the recommendations and checklist of questions provided in Annex F when preparing your plan.

- This document is required for submission.

Max allowed file size: 1 MB

Choose

A document has been uploaded.

UPLOADED PDF DOCUMENT:

Name:	data_management_plan.pdf	
Size:	178.39 KB	Download file
Last change:	06.05.2025	Delete file

Save

# 5. Submission platform: How to submit a proposal?



## **NEW** Dissemination, Exploitation and Communication Plan: Annex G

Download Annex G, read the description, prepare the plan and upload it. If successful it should look like the page at the right. You can always download your pdf or delete it. Upload of a new one replaces the old one.

**2 Pages max!**

### DISSEMINATION, EXPLOITATION AND COMMUNICATION PLAN

Please upload the Dissemination, Exploitation and Communication (DEC) Plan as a pdf document. Consider the recommendations and guiding information provided in Annex G when preparing your plan.

- This document is required for submission.

Max allowed file size: 1 MB

Choose

A document has been uploaded.

UPLOADED PDF DOCUMENT:

Name:	dissemination_exploitation_plan.pdf	
Size:	216.98 KB	<a href="#">Download file</a>
Last change:	06.05.2025	<a href="#">Delete file</a>

✓ Save

# 5. Submission platform: How to submit a proposal?

## Ethics

Pre-filled, same as in the pre-proposal

●	ETHICAL ASSESSMENT	▼
>	Ethics Issues Table	
>	Security Issues Table	
>	Ethics Self-Assessment	
>	Security Self-Assessment	
●	ADDITIONAL LITERATURE REFERENCES	>
●	FIGURES	>
●	DOWNLOAD PROPOSAL	>
●	VALIDATION	>
●	SUBMISSION	>

# 5. Submission platform: How to submit a proposal?



## Additional Literature References

Pre-filled from pre-proposal

In case you want to cite Literature, you are free to upload literature references here, max. 2 Pages.

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SUBMISSION PLATFORM

WELCOME

ACCOUNT

COORDINATOR

PARTNERS

ADDITIONAL LITERATURE REFERENCES

If needed, you can upload a pdf document containing additional general references. Max. 2 pages, max. 1MB.

Max allowed file size: 1 MB

Choose

No document has been uploaded.

Save

# 5. Submission platform: How to submit a proposal?



**Figures** (from pre-proposal)

You have the opportunity to upload up to 6 figures. Please do it early enough!

Please double check if the figures are readable in your pdf! (see download proposal)

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SUBMISSION PLATFORM

WELCOME

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KEYWORDS

STATEMENT FOOD SYSTEMS APPROACH

PROJECT SUMMARY

PROJECT DESCRIPTION

FINANCES

FINANCE COMMENTS

FIGURES

You have the opportunity to upload up to 6 images. To insert them, you enter the place marker "[[figureX]]" into your text (where the image should appear). By replacing the X with the number of the image you create the link to the image.

For example [[figure2]] for the 2nd image.

Max file size: 600px x 600px, 2MByte  
Allowed formats are jpg, png or gif

**Example:**  
*Description of work:*  
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. [[figure1]] Stet clita kasd gubergren, (figure 1) no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

The term [[figure1]] tells the system to place the file uploaded in slot 1 of the figure menu exactly there. The term (figure 1) is no command and does nothing but just refer the reader to the first figure.

Save

Figure 1:

Choose

No image uploaded, allowed formats are jpg, png or gif.

Figure 2:

Choose

No image uploaded, allowed formats are jpg, png or gif.

Figure 3:

Choose

No image uploaded, allowed formats are jpg, png or gif.

Figure 4:



# 5. Submission platform: How to submit a proposal?



## Download Proposal

It is always possible to download the proposal in its current work version, to see how it looks like or check for example the quality of

The screenshot displays the 'SUBMISSION PLATFORM' interface. On the left is a sidebar menu with the following items: WELCOME, ACCOUNT, COORDINATOR, PARTNERS, PROJECT DATA, KEYWORDS, STATEMENT FOOD SYSTEMS APPROACH, PROJECT SUMMARY, PROJECT DESCRIPTION, FINANCES, FINANCE COMMENTS, ETHICAL ASSESSMENT, ADDITIONAL LITERATURE REFERENCES, FIGURES, DOWNLOAD PROPOSAL, VALIDATION, and SUBMISSION. The 'DOWNLOAD PROPOSAL' item is highlighted with a blue dot. The main content area is titled 'DOWNLOAD PROPOSAL' and contains a box labeled 'WORK VERSION' with the subtitle 'THE CURRENT STATE OF YOUR ENTERED DATA.' Below this, there is a button with a PDF icon and the text 'Download the proposal PDF format'.

# 5. Submission platform: How to submit a proposal?



## Validation

Before submission, use the validation button

If something is missing or incorrectly filled, red error messages will appear.

If everything is green,  
**Please do not forget to go on with “submission”**

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SUBMISSION PLATFORM

WELCOME >  
ACCOUNT >  
COORDINATOR >  
PARTNERS >  
PROJECT DATA >  
KEYWORDS >  
STATEMENT FOOD SYSTEMS APPROACH >  
PROJECT SUMMARY >  
PROJECT DESCRIPTION >  
FINANCES >  
FINANCE COMMENTS >  
ETHICAL ASSESSMENT >  
ADDITIONAL LITERATURE REFERENCES >  
FIGURES >

VALIDATION

VALIDATION FAILED, REQUIRED DATA MISSING

PARTNERS

Partners

- At least 3 partners are required.
- The partners must come from at least 3 different countries.

PARTNER 1 (COORDINATOR)

Title

- Please select a value from the list.

Status of organisation

- Please select a value from the list.

Country

- Please select a value from the list.

Privacy Policy

- The acceptance of the privacy policy must be confirmed.

Organisation/Institution/Company

- Please enter a value in this field.

Street, no.

- Please enter a value in this field.

Zip/postal code

- Please enter a value in this field.

Town/city

- Please enter a value in this field.

58

# 5. Submission platform: How to submit a proposal?



**Submission:**

**As long as validation is not green and error messages occur:**

SUBMISSION

🚩 UNABLE TO SUBMIT

- SUBMISSION NOT POSSIBLE

Please click 'Validation' in the left side navigation, to get further information about what is missing for submission.

**If validation is green:  
Ready for submission,  
Read and confirm declaration**

**SUBMIT !!!**

SUBMISSION

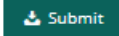
✓ SUBMISSION READY

- DECLARATION

The project applicants hereby declare, that to the best of their knowledge the research outlined in this proposal is unique in character and does not duplicate research already funded at national, regional or EU level, within national, regional, international or EU calls.

The applicants confirm that they are aware that failure to fulfill this condition will result in the withdrawal of this proposal from the application process or the withdrawal of funding from approved projects.

☐ Confirm this declaration

 Submit

# 5. Submission platform: How to submit a proposal?



**After successful submission:**

- You can always re-submit until the closing date
- Your proposal partner receive an email every time you submit!
- Please check, if you have really submitted!
- If you have submitted, you find the finalized version under “download proposal”

The screenshot displays the submission platform interface. At the top, a green arrow points down to a green box containing the message: "The proposal has been successfully submitted." Below this, a large green arrow points right towards the main submission area. The main area is titled "SUBMISSION READY" with a green checkmark. It contains a "DECLARATION" section with two paragraphs of text and a checkbox labeled "Confirm this declaration". A "Submit" button is located at the bottom of this section. Below the submission area, a horizontal bar separates it from the "DOWNLOAD PROPOSAL" section. This section lists two versions: "WORK VERSION" (THE CURRENT STATE OF YOUR ENTERED DATA.) and "FINALIZED VERSION (20.11.2024 11:01:56)" (THE STATE OF YOUR ENTERED DATA FROM YOUR LAST SUBMISSION.). Each version has a "Download the proposal PDF format" link with a document icon. A large green arrow points left from the right edge of the screen towards the "FINALIZED VERSION" download link.

# Q&A





## 6. Wrap up

- All slides and recording will be shared and available after the webinar
- Please contact in case of questions:
  - [ptj-futurefoods@fz-juelich.de](mailto:ptj-futurefoods@fz-juelich.de)



**Thank you for your attention and good luck  
with your proposal!**



**Co-funded by  
the European Union**