Guidelines

1. Proposal submission

There will be a two-stage submission procedure: pre-proposals and full proposals. Both pre- and full proposals must be written in English and submitted to the Joint Call Secretariat (JCS) by the coordinator through the electronic submission system exclusively (LINK). Pre-proposals must be submitted by the project coordinator before **10.03.2026, 14:00:00 CET**. Please use the template below, you can delete the guiding instructions in *italic font*. Call deadlines are final and will be strictly enforced. The electronic system will not allow submissions after call deadlines! For further information, please contact the Joint Call Secretariat (JCS): ANR, France. Contact person: Gaëlle Dutour Provenzano, phone: +33 (0)175774941, email: BrainHealthCalls@agencerecherche.fr

2. Checklist for the Coordinator

In order to make sure that your proposal will be eligible for this call, please collect the information required to tick all the sections below before starting to complete this application form.

General condition:

☐ As coordinator and on behalf of the PIs of <acronym> proposal, I give my consent to the EP BrainHealth to disclose information included in this proposal related to the objective of the project to interested patient organisations in order to promote further collaborations and obtain feedback.

☐ The content of the proposal has not been selected for funding elsewhere (**double funding is not allowed**!).

The composition of the consortium:

☐ The project proposal involves at least three eligible partners from three different participating countries, including at least two from EU Member or Associated States.

☐ The project proposal involves a maximum of 6 research partners (requesting funding as well as participating with own contribution), or up to 7 if at least one of the underrepresented countries listed in the Call Text is included.

☐ The project proposal does not include more than 2 partners from the same country participating in the call.

☐ The consortium includes an early career researcher (ECR) according to the criteria described in the call text.

Please note that inclusion of an ECR is not mandatory, although considered in the evaluation. If you need to justify an extension (parental leave, sick leave etc…), please add a brief description in the CV of the respective partner, no formal justification is required at this step. If in doubt, please contact the JCS and the respective funding agency.

Eligibility of consortium partners:

☐ I have made sure that the coordinator and all partners involved in the project proposal have checked their eligibility to receive funding by its funding agency (see funder-specific information here: xxx).

☐ I have verified that the general information and budget in this pre-proposal are identical to the information entered in the submission platform. In case of inconsistency between the information registered in the electronic submission tool and the information included in the PDF of this application form, the information entered in the submission tool shall prevail.

Please note:

- Some funding agencies require extra procedures, such as parallel submission. Please check the funder-specific regulations.
- Proposals that do not meet the national eligibility criteria and requirements may be declined without further review.
- Please use the template and do not remove the margins, titles, headers, logo, etc. Blank pages are not allowed.
- All fields must be completed using DIN-A4; font: Arial, 10pt; single-spaced, page limits also include references. Incomplete proposals, proposals using a different format or exceeding length limitations of any section may be rejected without further review.
- The summary of the project must not exceed the total of 6 pages, including figures and references.
- Once completed, the pre-proposal must be converted to a single PDF document before being uploaded to the submission website.
- The coordinator MUST sign the proposal

Pre-Proposal Application Form

1. Acronym (7-10 characters):

2. Project title:

3. Project coordinator:

Name	
Institution/Department	
Position	
Address	
Country	
Phone	
Email	
ORCID Number	
I am an early career researcher ECR (yes/no)	

4. Partners:

No.	Country	Name of the group leader (no co-leads possible)	Institution, position and full affiliations (address, phone number, email ORCID No)	ECR (yes/no)
1				
2				
3				
4				
5				
6				
7[1]				

5. Total funding applied for [in €]: _____

6. Have you applied to other funding schemes with a similar proposal?

☐ no

☐ Yes, please specify:

[1] The total number of research groups in a consortium is limited to 6. Only consortia including partners from xxx may increase the total number of partners to 7. For further regulations concerning the composition of the consortia please refer to the call text.

7. Summary of the project (max. 6 pages):

Description of the work-plan including the objectives, the rationale, the methodology highlighting the novelty, originality and feasibility as well as the added value of the collaboration, diagrams, figures, list of references (First author et al., Title, Journal, Year and DOI link).

8. Brief CV for each group leader

Only one CV per consortium partner, max. 1 page each: including

- *the motivation of the partner for joining the consortium and contributing to the proposed research plan, including how it fits into their professional and research goals.*
- *a list of up to five relevant research outputs (e.g. publications, patents, methods, software, etc.) within the last five years, which demonstrates the competence to carry out the project. For each output, please provide:*
  - *A short description of the output, focusing on why it is important and relevant to the proposed project*
  - *A short explanation of the partner's contributions to the output, focusing on their involvement in the process around the creation of the output*
- *any ongoing projects related to the present topic, indicating funding sources and possible overlaps with the pre-proposal.*

To align with the principles of DORA and CoARA that research (and researchers) should be assessed on its own merits, and that the value and impact of all research outputs be considered for research assessment, the indication of impact factors, h-indices, or similar quantitative metrics are not allowed.

The year of the doctoral dissertation (or equivalent, medical degree, medical specialisation) has to be clearly stated in the CV.

Early career researchers are asked to provide a brief written justification if an extension above 7 years after the PhD dissertation is relevant (see call text).

***NOTE:* Further annexes are not allowed.** *Any annex will be removed before the peer review.*
It is absolutely mandatory to submit the proposal electronically (as a PDF) in the submission system (https://ptoutline.eu/app/neuron_NP), to meet the deadline for submission, and carefully follow the format of the pre-proposal structure (DIN-A4; font: Arial, 10pt; page limits). Proposals not meeting the formal criteria can be rejected without further review.

9. Budget table

Project Acronym:

No.	Coordinator	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7[1]
Name							
Institution							
Country							
Funding organisation							
Project costs in EURO € (countries whose currency is different than €, shall include their national currency in brackets).							
Personnel							
Consumables							
Equipment							
Travel [2]							
Subcontracting							
Other direct costs[3]							
Overhead[4]							
Total budget							
Requested budget[5]							

We strongly recommend checking the national call texts and consulting with the national/regional contact points (see funder's specific information LINK and next page).

[2] When planning the travel costs, please consider that coordinators must present the projects at a midterm symposium (cf. call text).
[3] E.g. provisions, licensing fees; may not be eligible costs in all countries (will be handled according to national regulations), publication costs (only open access).
[4] Overhead costs: funding according to national regulations.
[5] PIs from countries using full cost model shall give here the proportion of their total budget requested from the funding organisation; in case a research group participates by own contribution they should indicate “0”.

10. Confirmation

To be completed by the coordinator

As Coordinator, **I have contacted all the consortium partners listed above** and **referred them to their national/regional contact points** (as listed in the Call Text) **to consult on the national eligibility rules and funding regulations of the respective funding organisation**.
I furthermore certify that **all consortium partners listed above agree to their participation** in this consortium and **are aware of the content** of this proposal.

☐ Project Coordinator signature (digital signature suffices): _____