

# Online Submission Tool

## Guide for Applicants

### Water4All – Call 2024

### Water for Circular Economy

Version 1.1

12 September 2024

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## 1. General

All proposals have to be submitted online via the Online submission tool - Online Submission System Tool PT Online (<https://ptoutline.eu/app/CircEco-Water4All>).

Please make sure to respect the eligibility rules of the call. Please also consult Funding Organisations' rules advertised in Water4All JTC2024 Call Announcement which are compulsory. Applicants are strongly advised to contact their respective National Funding Organisations (list available on Water4All website) and to confirm their eligibility with their Funding Organisations before submitting the proposal.

**Please note that the information given in the pre-proposals is binding. No major changes regarding the proposals' content will be allowed by the Call Steering Committee (CSC) between the pre-proposals and full proposals.** Applicants should note that information on the core data (e.g., funding requested or institutions) cannot be changed in full proposals, unless explicitly requested by evaluators, by a funding organisation or by the CSC. Regarding the administrative details, a limited number of changes may be allowed, provided they are in line with the general rules of the call and the rules of the Funding Partner Organisations (FPO). Participant shall contact the Call Secretariat via e-mail and their FPO via the contacts reported in Annex A in order to inform them about their willingness to modify the project proposal. Requests for changes shall be assessed and allowed by the FPOs.

See the Call Announcement for detailed information about the changes between the pre- and full proposal.

### **General guidance for all applicants:**

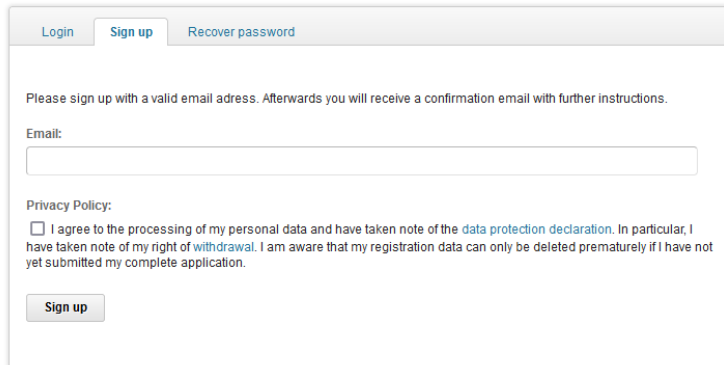
- The proposal must be written in English;
- The different sections of the application should not exceed the prescribed maximum space;
- Any documents other than those requested as part of the proposal will not be forwarded to Evaluation Committee members.
- **Only the coordinator can create the account in the EPSS PT Outline, enter, edit and save the electronic forms, add partners to the consortium, upload the project description and submit the proposal. The coordinator should be especially diligent when entering the partner data to avoid any potential errors.**

When applying, keep in mind that the submission system will close at **15:00 CEST** of the deadline date established for Step 1. However, the CS can only ensure responses to email support requests up to 12:00 CEST.

## 2. Access to the system

**Just the coordinator of a project proposal has access to the system and has to enter the data for all partners.** The web address of the Platform is: <https://ptoutline.eu/app/circeco-water4all>

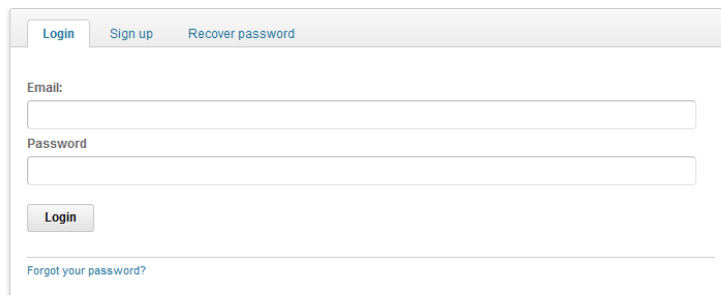
If you don't have an account, you need to create a new account by clicking on "Sign up":



The screenshot shows the 'Sign up' form with three tabs: 'Login', 'Sign up' (selected), and 'Recover password'. The form contains the following elements:

- A message: "Please sign up with a valid email adress. Afterwards you will receive a confirmation email with further instructions."
- An "Email:" label followed by a text input field.
- A "Privacy Policy:" label followed by a checkbox and the text: "I agree to the processing of my personal data and have taken note of the [data protection declaration](#). In particular, I have taken note of my right of [withdrawal](#). I am aware that my registration data can only be deleted prematurely if I have not yet submitted my complete application."
- A "Sign up" button.

If you already have an account at PT-Outline, you need to login by clicking on "Login" and enter you Email and Password:

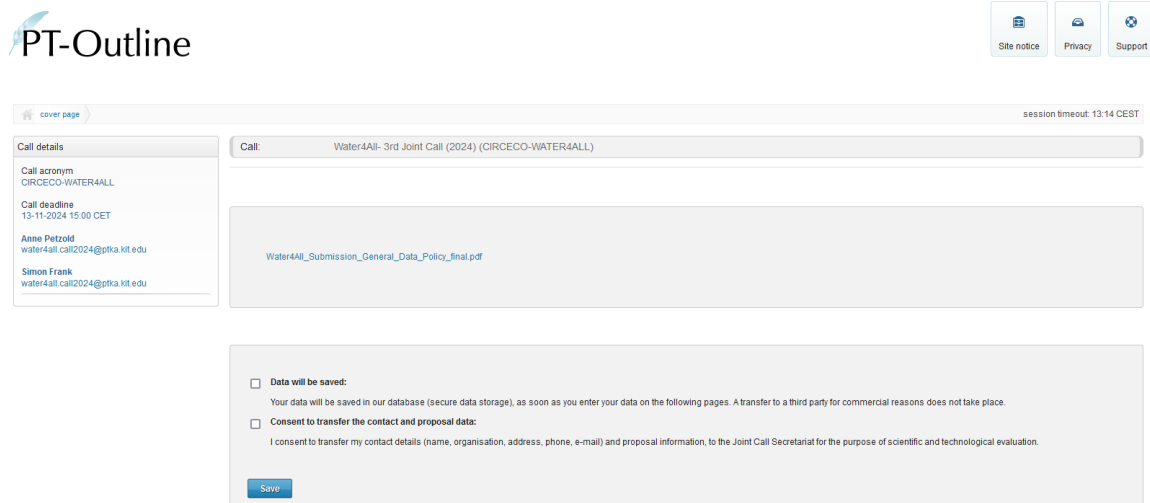


The screenshot shows the 'Login' form with three tabs: 'Login' (selected), 'Sign up', and 'Recover password'. The form contains the following elements:

- An "Email:" label followed by a text input field.
- A "Password" label followed by a text input field.
- A "Login" button.
- A link: "Forgot your password?"

## 3. How to apply

After the verification of the Email, you have to **accept the data policy**.



The screenshot shows the PT-Outline application page. At the top left is the PT-Outline logo. At the top right are three icons: Site notice, Privacy, and Support. Below the header is a navigation bar with a "cover page" link and a "session timeout: 13:14 CEST" indicator. The main content area is divided into two sections:

- Call details:** A sidebar on the left containing:
  - Call acronym: CIRCECO-WATER4ALL
  - Call deadline: 13-11-2024 15:00 CET
  - Anne Petzold: [water4all\\_call2024@ptka.kit.edu](mailto:water4all_call2024@ptka.kit.edu)
  - Simon Frank: [water4all\\_call2024@ptka.kit.edu](mailto:water4all_call2024@ptka.kit.edu)
- Call:** A main area with the title "Water4All- 3rd Joint Call (2024) (CIRCECO-WATER4ALL)" and a document link: "Water4All\_Submission\_General\_Data\_Policy\_final.pdf".

Below these sections is a consent form with the following text:

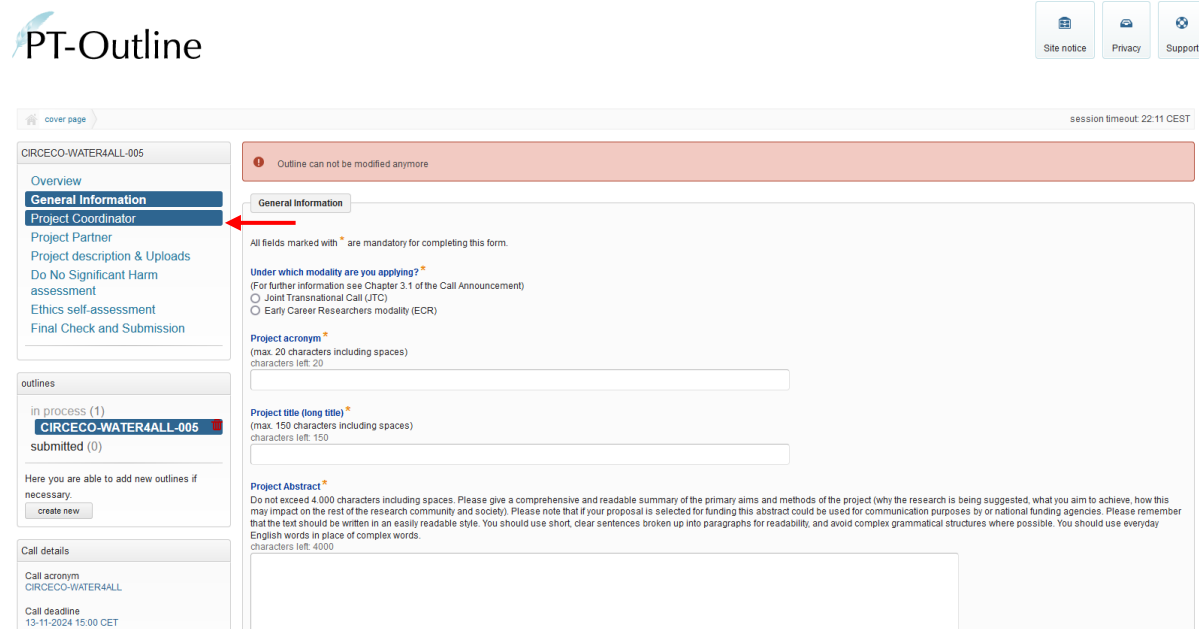
- Data will be saved:**  
Your data will be saved in our database (secure data storage), as soon as you enter your data on the following pages. A transfer to a third party for commercial reasons does not take place.
- Consent to transfer the contact and proposal data:**  
I consent to transfer my contact details (name, organisation, address, phone, e-mail) and proposal information, to the Joint Call Secretariat for the purpose of scientific and technological evaluation.

A "Save" button is located at the bottom of the consent form.

After accepting the data policy, you can enter the Pt-Outline system, in which you can create a new application by clicking on the blue button “Create outline”.



On the left you will find a menu with all the relevant sections that need to be filled in. Mandatory fields are marked with \*



## **The following part will have to be filled in directly in the Online Submission Tool (EPSS PT-Outline):**

### 3.1 General Information:

- Modality (JTC or ECR)
- Project acronym (max. 20 characters incl. spaces)
- Project title (max. 150 characters incl. spaces)
- Project abstract (max. 4.000 characters incl. spaces)
- Start date (estimation in the 1st quarter 2026) and project duration
- Keywords (max. 5)
- Specify which topics and subtopics you are addressing with your proposal (in %, make sure that the total sum is 100 %)

## 3.2 Project Coordinator

- **Organisation**
  - Organisation legal name
  - Organisation short name
  - Participant Identification Code (PIC)
  - Statistical Classification of Economic Activities (NACE)
  - Postal Code
  - City
  - Street name and number
  - Country
  - Type of entity
  - Organisation webpage
  - Funding organisation
  - Department name
  - Department Postal Code
  - Department City
  - Department Street name and number
- **Project coordinator**
  - Title
  - Family name
  - First name
  - Gender
  - Nationality
  - Phone
  - eMail
  - Career stage
  - Employment status information
- **Financial plan**
  - Personnel
  - Consumables
  - Equipment
  - Subcontracting
  - Travel
  - Overhead
  - Finance Comments

**An overview of the financial plan (total budget, requested budget and funding rate) will be displayed on the “Final Check and Submission” page for all partners and is automatically calculated by the system (see 3.7).**

## 3.3 Project Partner

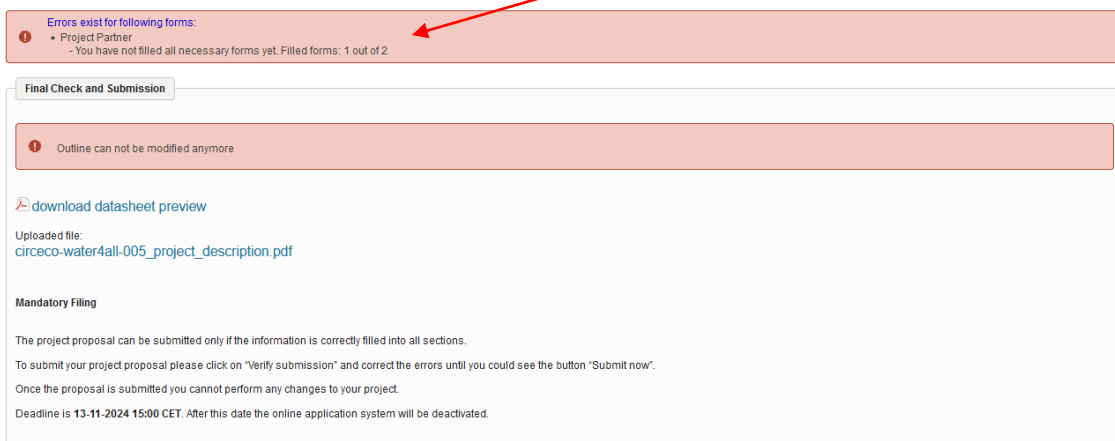
Once the first project partner has been created in the system and you click on “Save” (at the bottom of the page), you have the option to create further project partners by clicking on “add project partner”. **Besides the coordinator, a minimum of 2 and a maximum of 6 project partners have to be created in the system.**

Research Partner asking for funding or Collaborator not asking for funding

- **Organisation**
  - Organisation legal name
  - Organisation short name
  - Participant Identification Code (PIC)
  - Statistical Classification of Economic Activities (NACE)
  - Postal Code
  - City
  - Street name and number
  - Country
  - Type of entity
  - Organisation webpage
  - Funding organisation
- **Principal Investigator**
  - Title
  - Family name
  - First name
  - Gender
  - Nationality
  - Phone
  - eMail
  - Career stage
  - Employment status information
- **Financial plan**
  - Personnel
  - Consumables
  - Equipment
  - Subcontracting
  - Travel
  - Overhead
  - Finance Comments

**An overview of the financial plan (total budget, requested budget and funding rate) will be displayed on the “Final Check and Submission” page for all partners and is automatically calculated by the system (see 3.7).**

If just one partner is added you will receive the following error message:



Errors exist for following forms:

- Project Partner
  - You have not filled all necessary forms yet. Filled forms: 1 out of 2

**Final Check and Submission**

Outline can not be modified anymore

[download datasheet preview](#)

Uploaded file:  
[circeco-water4all-005\\_project\\_description.pdf](#)

**Mandatory Filing**

The project proposal can be submitted only if the information is correctly filled into all sections.

To submit your project proposal please click on "Verify submission" and correct the errors until you could see the button "Submit now".

Once the proposal is submitted you cannot perform any changes to your project.

Deadline is 13-11-2024 15:00 CET. After this date the online application system will be deactivated.

### 3.4 Project description & Uploads

The project description will have to be uploaded **as a single pdf** on the Online Submission Tool. **Max. 7 pages** – including title and citations – **Arial font, 11pts, single spaced, margins of 1.27 cm**. Footnotes are allowed, if you respect the above-mentioned layout criteria. Links and hyperlinks are not allowed. The project description must include:

1. state of the art, own work, previous activities of the consortium in the field;
2. objectives, aims;
3. relevance to the call (including theme(s));
4. concept, methods;
5. explanation of the novelty of the research planned, in relation to the present state-of-the-art;
6. expected results and how they lead to impact;
7. Transnational added value of the research proposed;
8. workplan;
9. exploitation and dissemination of results including stakeholders' engagement, open science practices, sharing and management of research outputs and engagement of citizens, civil society and end users where appropriate.

In addition to upload the project description, you also have to upload the CV of the coordinator and the principal investigators of the project partners as pdf files. To create the CVs, please use the template provided in the pre-proposal template document.

### 3.5 Do No Significant Harm (DNSH) assessment

The Do no significant harm principle was introduced in the European Green Deal to ensure that the research and innovation activities do not make directly or indirectly a significant harm to any of the six environmental objectives, according to the EU Taxonomy Regulation (EU) 2020/852. You can find more information on what is considered as doing significant harm to the above objectives in the following note: [https://ec.europa.eu/info/sites/default/files/c2021\\_1054\\_en.pdf](https://ec.europa.eu/info/sites/default/files/c2021_1054_en.pdf)

- **Section 1:**

Please indicate which of the following environmental objectives require further evaluation according to the DNSH principle:

- Climate change mitigation
- Climate change adaptation
- The sustainable use and protection of water and marine resources
- The circular economy, including waste prevention and recycling
- Pollution prevention and control to air, water or land
- The protection and restoration of biodiversity and ecosystems

- **Section 2:**

Only if the answer is YES for an environmental objective in Section 1, a substantive DNSH assessment is needed. In that case, please fill the corresponding questions below:

- Climate change mitigation: Is the measure expected to lead to significant GHG emissions?
- Climate change adaptation: Is the measure expected to lead to an increased adverse impact of the current climate and the expected future climate, on the measure itself or on people, nature or assets?

- The sustainable use and protection of water and marine resources: Is the measure expected to be detrimental: (i) to the good status or the good ecological potential of bodies of water, including surface water and groundwater; or (ii) to the good environmental status of marine waters?
- The transition to a circular economy, including waste prevention and recycling: Is the measure expected to: (i) lead to a significant increase in the generation, incineration or disposal of waste, with the exception of the incineration of non-recyclable hazardous waste; or (ii) lead to significant inefficiencies in the direct or indirect use of any natural resource (1) at any stage of its life cycle which are not minimised by adequate measures (2); or (iii) cause significant and long-term harm to the environment in respect to the circular economy (3)?
- Pollution prevention and control: Is the measure expected to lead to a significant increase in the emissions of pollutants (4) into air, water or land?
- The protection and restoration of biodiversity and ecosystems: Is the measure expected to be: (i) significantly detrimental to the good condition (5) and resilience of ecosystems; or (ii) detrimental to the conservation status of habitats and species, including those of Union interest?

### 3.6 Ethics self-assessment

- **Human Embryonic Stem Cells And Human Embryos**
  - Does this activity involve Human Embryonic Stem Cells (hESCs)?
  - Does this activity involve the use of human embryos?
- **Humans**
  - Does your research involve human participants (e.g., stakeholders, end-users)?
- **Human Cells / Tissues**
  - Does this activity involve the use of human cells or tissues?
- **Personal Data**
  - Does this activity involve processing of personal data?
- **Animals**
  - Does your research involve animals?
- **Non-EU Countries**
  - Will some of the activities be carried out in non-EU countries?
- **Environment & Health and Safety**
  - Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)?
- **Artificial Intelligence**
  - Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).
- **Other Ethics Issues**
  - Are there any other ethics issues that should be taken into consideration?

**At the end of each section, you will find the “Save” button to save your data. You can edit and modify your proposal at a later stage until the final submission.**

**Topic 4: Economic, environmental and social implications of water reuse and recovered products**

Topic 4.1 Conducting comprehensive assessments on the implications of circularity schemes on water environments to ensure long-term sustainability and mitigate negative impacts. This includes assessing how components coupled in a functionality and meaningful way in systems will impact the water-food-energy-ecosystems nexus. Incorporate circularity measurement and assessment with emerging standardized indicators for circularity and sustainability, to foster inclusive and equitable water resource management across all sectors. Compliance with the emerging regulations and standards, monitoring and modelling approaches and potential interventions to minimize the environmental impact may be addressed.

Topic 4.2 Identifying and assessing economic and social aspects collectively influencing stakeholders' awareness, market confidence and acceptance, social acceptance, opportunities, drivers and barriers to the creation and adoption of solutions for water reuse and resource recovery and reuse.

Topic 4.3 Developing management strategies, policy options, steering mechanisms and governance systems that facilitate the integration of circularity methodologies into existing water management frameworks while addressing economic and social concerns. Approaches may consider innovative regulatory frameworks to promote circularity.

Start Date: 1st quarter 2026

Project Duration: The duration is 36 months

Project Total Costs (in Eur):\*  
Please use thousand separators and whole numbers only (e.g. 200,000)

Total funds requested to FPOs (in Eur):\*  
Please use thousand separators and whole numbers only (e.g. 200,000)

You can save the data at any time, and if you are missing some items, you can add them at any time. On the left you can see how many mandatory fields are missing:

The screenshot shows a web application interface. On the left, a sidebar contains navigation links: Overview, General Information, Project Coordinator, Project Partner, Project description & Uploads (highlighted with a red box), Do No Significant Harm assessment (6 input hints), Ethics self-assessment (10 input hints), and Final Check and Submission. Below the sidebar, there are sections for 'in process (1)' and 'submitted (0)' with a 'create new' button. The main content area has a red error bar at the top stating 'Outline can not be modified anymore'. Below it, the 'Project description & Uploads' section contains instructions for the 'Project Description' and a list of uploaded files: 'Upload Project description' (pdf max. 20 MB) and 'Upload CV of Coordinator optional (pdf, max. 2 pages - 5 MB)'. A second red error bar states 'You did not select a file to upload'.

### 3.7 Final Check and Submission

A \*PDF\* preview of the application is available from the "download datasheet preview" button. The project proposal can be submitted only if the information is correctly filled into all sections. Please click on **"Verify submission"** and correct all errors that are displayed.

[download datasheet preview](#)

Uploaded file:  
circeco-water4all-003\_project\_description.pdf

**Mandatory Filing**

The project proposal can be submitted only if the information is correctly filled into all sections.

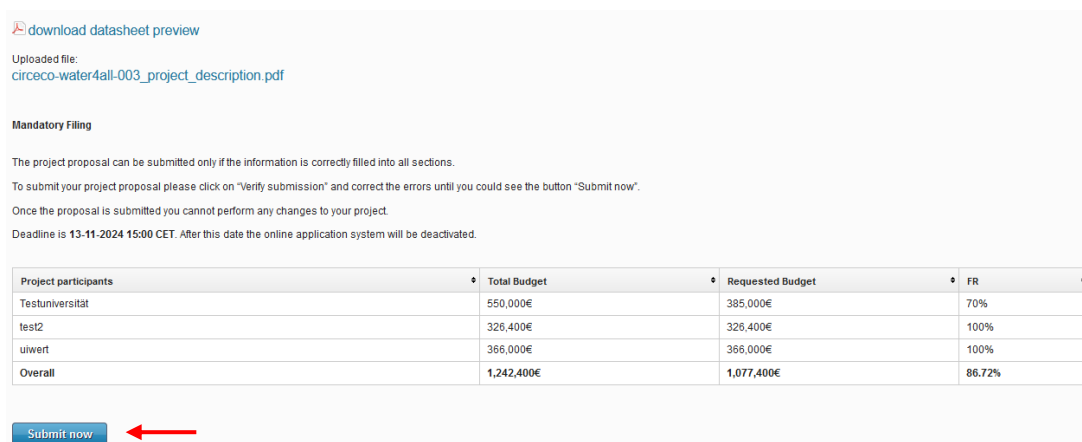
To submit your project proposal please click on "Verify submission" and correct the errors until you could see the button "Submit now".

Once the proposal is submitted you cannot perform any changes to your project.

Deadline is 13-11-2024 15:00 CET. After this date the online application system will be deactivated.

Project participants	Total Budget	Requested Budget	FR
Testuniversität	550,000€	385,000€	70%
test2	326,400€	326,400€	100%
uiwert	366,000€	366,000€	100%
<b>Overall</b>	<b>1,242,400€</b>	<b>1,077,400€</b>	<b>86,72%</b>

When all errors are corrected, you will see the **“Submit now”** button. Once the proposal is submitted you cannot perform any changes to your project.



download datasheet preview

Uploaded file:  
circeco-water4all-003\_project\_description.pdf

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<b>Overall</b>	<b>1,242,400€</b>	<b>1,077,400€</b>	<b>86.72%</b>

**Submit now** ←

## 4. Partnering Tool

This Search Tool is a web-based system to put projects and partners in contact. The Search Tool can be accessed via the following link: <https://proposals.etag.ee/water4all/sign-up>

After registration, you have to select “Water4All Call 2024 – Water in Circular Economy”. Then, select “Partner / project search”. Now you can enter data that are relevant for a project and partner search: Country, Expertise topic, Keywords, Description.

### 4.1. Use of data

For information: the data provided by this tool will be used to:

- allow the coordinator to describe his project to look for a partner
- allow a partner to describe his skills to find a project to join to

Data will be accessible to the Call Secretariat and, if approved, will be accessible to everyone. The retention of personal data will cease when the call is closed.