

European Joint Programme on Rare Diseases (EJP RD)

Networking Support Scheme

Small support scheme for networking initiatives to share knowledge on rare diseases

Frequently asked questions

**The links to template and electronic proposal submission
can be found at the EJP RD website:**

www.ejprarediseases.org/index.php/networking-support/

For further questions: contact the Networking Support Scheme Secretariat
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This initiative has received funding from the European Union's Horizon 2020 research
and innovation programme under grant agreement N°825575



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1. GENERAL QUESTIONS**1.1. Does our networking event fit in the scope of the call?**

The focus of the workshop or conference should be (the implications of) research results and innovative solutions as well as strengthening the collaborations between different stakeholders.

The following applications are NOT eligible: Clinical Practice Guidelines (CPG) and other Clinical Decision Support Tools (CDSTs) that ERNs would like to develop, appraise and/or implement as the Directorate-General for Health and Food safety from the European Commission will provide other means for elaborating these topics (<https://etendering.ted.europa.eu/cft/cft-documents.html?cftId=3788>).

1.2. Should each application be for a single event or can it be for a series of events?

Funding is meant for a single event, not for a series of events. However, the single event may take place on multiple consecutive days.

1.3. Is there an option for co-financing?

Yes, co-financing is possible. See question 14 (part B) in the Application template.

1.4. What are the parameters for industry involvement?

Industry cannot be funded as applicant, but industry is allowed to join the Network event or to cofund the event. However, the content of the event should be developed by the consortium that apply for funding at the Networking Support Scheme and independently of the industry.

1.5. Which date is considered with “6 -12/18 months”: the submission/application date or the collection date?

The application should be sent at least 6 months before the Networking event takes place: thus it is the submission/application date that counts.

1.6. When will we receive a decision from the Networking evaluation committee?

The evaluation procedure will take approximately 3 months from the collection date.

1.7. Can a guest for an EJP RD Networking event come from a country outside of the EJP RD?

A guest from a country outside of the EJP RD can attend the Networking event, however he/she has to secure his/her own budget for travel and lodgings as the European Commission funds this Networking Support Scheme and therefore funds only persons from countries involved in the EJP RD. See point 3.7 in the Call text.

1.8. Can I apply for publication of an article and to receive funding for a talk in a congress?

No, The Networking Support Scheme funds the organisation of a workshop or conference, but not the publication of an article or a talk at a congress.

1.9. Is there a target number or a maximum of applications that will be funded in each round?

No, there is a target budget of € 615,000 per calendar year. It is possible that at the start of the Networking Support Scheme a few proposals will be applied and that this number will increase in future.

2. QUESTIONS ON ELIGIBILITY & CONSORTIUM MEMBERS

2.1. Should the consortium members be individuals or organisations?

Individuals are applying on behalf of their organisation. Individuals without an organisation cannot apply. A few individuals from the same organisation, having different experiences and/or different roles in the organisation of the Networking event may apply.

2.2. If my organisation is a European organisation, to which country will it be attributed?

The country where the European organisation is registered will be used as the country of the organisation. You still need at least organisations from two other countries involved in the EJP RD to have an eligible consortium to apply.

2.3. Can two co-applicants work for the same institution?

It is possible to have two or more applicants from one institution if you clearly indicate that they have different organisational roles. Please make sure to include applicants from at least three different countries.

2.4. Where can I find the eligible countries?

The countries involved in the EJP RD that are eligible are mentioned in Annex 1 of the Call text. Take care that Annex 1A shows information on the eligible applicants and Table 1B shows information where the location of the event may take place

2.5. Are UK participants eligible?

UK participants are eligible in the Networking Support Scheme until any specific instruction from the EC has been given due to Brexit and indicated on the EJP RD website.

2.6. Are Canadian participants eligible?

A Canadian person cannot be an applicant in the Networking Support Scheme according to Annex 1A. The reason is that the Networking Support Scheme is funded with EC-budget and Canada is not an EC country. A Canadian person may join a Networking event on his or her own expense.

2.7. Is our PAO eligible as a principal applicant?

Please check Annex 2 of the Call text to see whether your organisation is eligible. Please provide information in your application to show that your PAO meets the criteria stated in Annex 2. The applying organisation should be formally established and registered as a not-for-profit organisation in one of the countries involved in the EJP RD. If your organisation is not eligible as a principal applicant, you may still apply together with another Principal Applicant.

2.8. Are private hospitals eligible as a principal applicant ?

Yes, private hospitals are allowed to apply.

3. QUESTIONS FOR COMPLETING THE APPLICATION FORM

3.1. Should a particular disease or a group of diseases be mentioned under Question 4A in the application form?

Yes, the specific rare disease/group of rare diseases should be mentioned. Please also include the Orphanet number(s) of the disease(s) if that is available.

3.2. What is the context of the keywords under Question 5 in the application form and are they meant to be specific to the event?

The keywords are meant for the secretariat to understand what you think are the most important issues/elements of the Networking event and to be able to find the evaluators that are capable of reviewing the application. Therefore, the keywords should focus on the content of the Networking event.

3.3. Under question 7, I can add three dates. What do I need to fill in?

The three dates are for meetings that last for more consecutive days. Therefore, you cannot for example include three meetings that are organised on three non-consecutive days. Each event needs a separate application. If you want to include dates as options for one networking event, please state clearly that the dates are options.

3.4. Which group of people does the term 'knowledge-users' in question 8E cover?

The term 'Knowledge users' may be interpreted as widely as possible. If applicable in your area of knowledge, you can for example include researchers, clinicians, policymakers, industry, patients, patients groups and/or patient advocacy organisations.

3.5. Can you clarify what is expected in a 'Risk Management Plan in case objectives of the event cannot be met' under Question 8H in the application form?

The risk management plan should describe contingencies for the event taking place, for example speakers pulling out, not securing sponsors, consequences of the Covid-19 outbreak, etc.

3.6. What should a CV of a PAO representative contain and what time period should it cover?

The CV for a PAO representative is asked in relation to the Networking event and the role in applying for the Networking event – so that evaluators can review whether the applying consortium has relevant expertise and that it is capable of organising the event; you may think of expertise in the content of the topic of the Networking event, organisational skills, role in PAO and role in the organisation of this Networking event (taking part in the scientific committee, taking part as local organiser, etc.), trainings from EURORDIS, etc. If a person e.g. has a financial job outside the PAO and will be the Principal applicant who will deal with the budget – then it may be good to write down what kind of job this person is doing next to the role in the PAO. Furthermore, information that the PAO is eligible (Annex 2 in the Call text) and what the PAO is doing is also important. Please take care that there is a maximum of text allowed for each CV (max. 1 PAGE DIN-A4, Century Gothic 11, single-spaced, margins of 2.54 cm).

3.7. In the CV of (co)applicants, do the publications have to be included within the 1 page?

The 5 main publications should be included within the 1 page CV of the (co)applicants. No additional page for the publications is allowed.

3.8. What should I fill in under Question 13, if our event is new and does not have a website yet?

You do not need to create a new website for question 13 in the Networking Support Scheme Application. However, if you can provide (a link to) information about programme outline within the application form while taking care of the maximum pages that are allowed, this will be helpful for the evaluation committee.

4. BUDGET RELATED QUESTIONS

4.1. Where can I find information on what costs are eligible and how much?

In Annex 3 of the Call text, issues are mentioned that are eligible for funding and the indicated costs. It is not possible to ask for personnel costs.

4.2. Where can I put costs that are not eligible?

In item 14A, you can provide information on all expenses related to the Networking event. The costs that will be funded by other means can be put in item 14B and the requested budget from the Networking Support Scheme in 14 C. In item 15 you may

indicate what costs will be covered by the required budget of the Networking Support Scheme.

4.3. If the Principal applicant organises the event on the premises of its own institute, are the costs for the meeting room, lunch, technical assistance invoiced by the applicants' institute eligible costs?

The EU general principles on best value for money, competition, transparency, etc. have to be followed. If the usual practice of the Principal applicant is to have an internal caterer, then he/she can stick to this and do not have to use an external provider especially for the Networking event. If the Principal applicant has additional requirements in his/her own institution such as the necessity of having three quotes for any payments between € 0 to € 30,000, then the Principal Applicant should always follow the internal rules of the institution and provide the quotes to the accountant of the institution. As the costs of the Networking event have to be justified to ZonMw, the Principal applicant will provide only the documents that ZonMw requests in the Contract that the Principal applicant and ZonMw will sign upon selection of the application. The Principal applicant has to follow both the usual accounting principles of its own institute and the ones set up in the agreement with ZonMw.

4.4. What does the term “co-funding in cash” in Question 14 of the application form mean?

Examples for co-funding in cash are: a registration fee of the participants, co-financing by the industry, own budget from an organisation. See point 8.3.1 in the Call text.

4.5. Can the funding of the Networking Support Scheme cover the cost of registration tickets?

The costs for registration fee/tickets have to be put under Question 14 of the application template as “cofunding in cash” and will be subtracted from the total budget. The maximum budget that you can ask in the Networking Support Scheme is € 30,000.

4.6. Is it allowed to waive the registration fee/ticket for a subgroup of participants from underrepresented countries?

One of the aims of the Networking Support Scheme is to involve participants from normally underrepresented countries. Therefore, it fits within the ideas of the Networking Support Scheme to waive the registration fee for this subgroup.

4.7. Is it possible to apply for travel, hotel and catering costs for attendees from any EJP RD countries or only from underrepresented countries?

You can apply for travel, hotel and catering costs of any delegate (members of a PAO, health care professionals and researchers) from any EJP RD country with the exception of Canada. The countries are mentioned in Annex 1 in the Call text. An indication of the costs that can be funded in the Networking Support Scheme is mentioned in Annex 3 in the Call text.

4.8. Are logistic / event related costs eligible, such as transfers, delegate packages, videos and photographer service?

Travel costs to and from airport, etc. are eligible costs. In the application template under Question 14 you will see that "Materials e.g. Programme booklet" are eligible costs. When you indicate clearly in the application form the mentioned purpose for which you would like to use the photographer/videographer it might be covered by the Networking Support Scheme.

4.9. What is meant by miscellaneous budget?

In the miscellaneous line, we mean additional costs (in euro) that are specific for the event, e.g. costs for visa for invited speakers, or costs for an item that is needed for the event and that has not been stated in the lines above in the budget plan.

4.10. What are the payment conditions for approved projects?

Organisers will receive 50% prepayment after signing the contract. If the principal applicant is a PAO, 80% prepayment is possible after signing the contract and if required by the PAO.

4.11. Is it acceptable to subcontract a third party provider to support the event management?

Subcontracting of a third party provider to support the event management is not possible.

4.12. Which party will receive funding for the event?

The institution/organisation of the Principle applicant will receive funding.

4.13. What will happen in case of underspending or overspending of the granted budget?

In case of *underspending* of the granted budget, the real costs will be reimbursed. These costs will be lower than the granted budget.

In case of *overspending* and the realised costs are higher than the granted budget, the overspending will not be reimbursed even if it is justified by you. ZonMw will not reimburse a higher budget than the budget that was asked for in the application. The maximum budget that you can apply for is €30,000,-. Therefore it is important to prepare a realistic budget plan.

5. QUESTIONS ON PROJECTNET, THE SUBMISSION SYSTEM OF ZONMW

5.1. Where can I find the declaration submitting full grant application?

After finalizing the application in ProjectNet, the applicant will automatically receive the declaration form via e-mail. The declaration thus doesn't need to be filled out in advance.

5.2. Do I have to fill all applicants in the ProjectNet system?

Yes, you have to add all applicants (max 10, including the Principal applicant) in the ProjectNet system.

5.3. I cannot add a new organisation in the ProjectNet system.

You will be able to put your organisations 1 hour after the request. This is the time needed by the system to add new organisations. If you need any help with the system, please call the helpdesk directly: +31 70 349 51 78.

6. SERVICE PROVISION AGREEMENT (“CONTRACT”)

The legal department of ZonMw sees the organisation of a conference/workshop as providing a service. Therefore, a service provision agreement has been written specifically for the Networking Support Scheme within the European Joint Programme on Rare Diseases (EJP RD). There will be no other agreement sent to a selected Principal applicant whose application is selected upon the evaluation procedure.

6.1. Will the legal department of ZonMw make changes in the Service Provision Agreement based on individual requests?

No, the legal department of ZonMw will not make changes on individual requests. The organisations of all Principal applicants have to sign the same contract for selected proposals.

7. COVID-19 RELATED QUESTIONS

7.1. Is it possible to organise an online event instead of an in-person event?

Yes, the budget may cover costs for an online event, but the costs may be less for an online event. The financial department of ZonMw will take this into account in case of an online event. Organisers may decide for themselves which type of event they prefer: an in-person event, an online event or a mixed event (in-person event with possibility to call in). Decisions may have to be based on the COVID-19 regulations from the country in which the event takes place and from the countries of the participants of the Networking event.

7.2. I am uncertain whether the planned in-person event can take place. What should I do?

The network event may be organised between 6 and 12 months after the application date. For some collection dates it may be organised until 18 months after collection date. Organisers may decide to plan an in-person event or an online event, based on their considerations.