

***Online submission tool
Guide for applicants
Joint call for proposals
Water4All***

Version 1.1

5 September 2022

Includes a short guide to the Search for Partner/Project Tool



In collaboration with



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1. Introduction

This submission tool is a web-based system for the compilation of the applications, containing all the relative information about project, coordinator, partners and team members.

Each proposal will be assigned an alphanumeric code which identify it uniquely, using the format Water4All-2022-xxxx (where xxxx is a progressive number).

- 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 in the proposal will not be taken into consideration and will not be forwarded to the evaluators.
- 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 Call Secretariat can only ensure responses to email support requests up to 13:00 CET.

1.1. Use of data

For information: the data provided in this pre-proposal application form will be used to:

- communicate with you about the call and application process;
- allow the funding organisations to perform an eligibility check of the applicants;
- assess the quality of your proposal and consortia by the Evaluators;
- award funding if your application is successful;
- analyse and describe your applicant pool (the name of applicants is anonymised in our analysis);
- collect your feedbacks and improve our communications with potential future applicants in future Joint Calls.

Data will be accessible to Funding Organisations participating in the call, including the ones based in non-EU or non-EEA countries. Protection of personal data and compliance with the EU's General Data Protection Regulation (2016/679) (GDPR) is however ensured.

Data will be also processed in an aggregated way for the production of statistics ensuring anonymity and confidentiality throughout the process.

Retention of personal data shall take an end in accordance with the Online Submission Tool General Data Protection Policy and Water4All Privacy and Data Policy and in any case no later than 5 years after the final approval of the final report by the European Commission.

1.2. Technical support

For any IT problem with the platform, contact CINECA by opening a support request at the link <https://mur.support.cineca.it/support.php?service=mur-internazionali.bandit.cineca.it&cmp=62230> (the Support Link is available in each form of the application).

For any problem related to the international call please contact the Call Secretariat (water4all2022_callsecretariat@mur.gov.it).

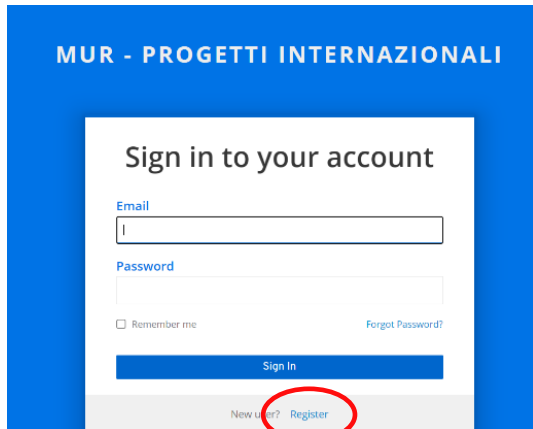
For any problem related to the national funding rules please contact the national contact points (see list in the call text).

1.3. Access to the system

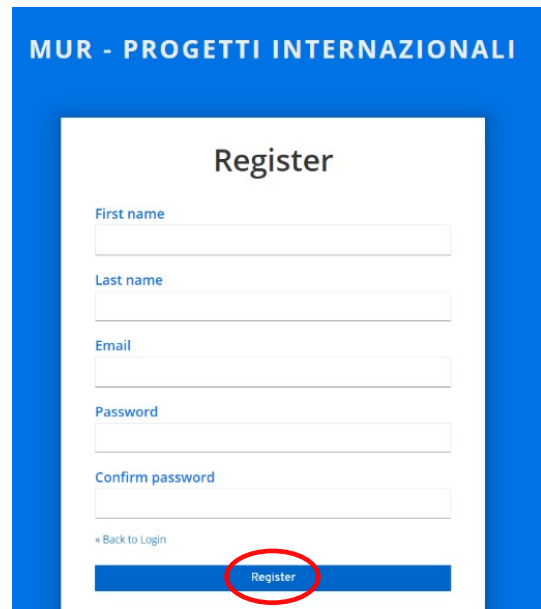
The web address of the Platform is: <https://mur-internazionali.bandit.cineca.it/water4All>

It is possible to access to the platform also by clicking on Submission Platform-> Login at <https://water4all2022-submission.mur.gov.it/>

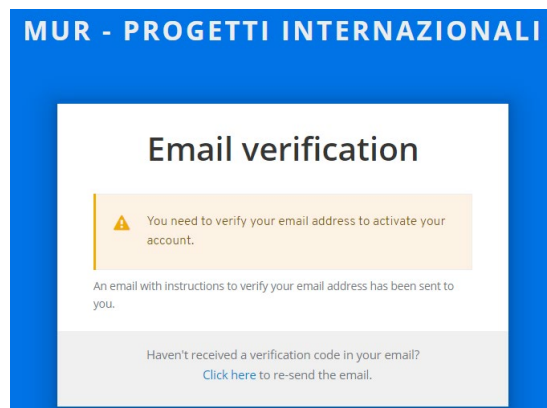
If you don't have any, you need to create a new account by clicking on "**Register**":



A registration form will be opened: here you must enter your data:



At the end a verification email will be sent to the address that your have inserted during the registration:



The text of the email will be as follows:

Someone has created a MUR - Progetti Internazionali account with this email address. If this was you, click the link below to verify your email address

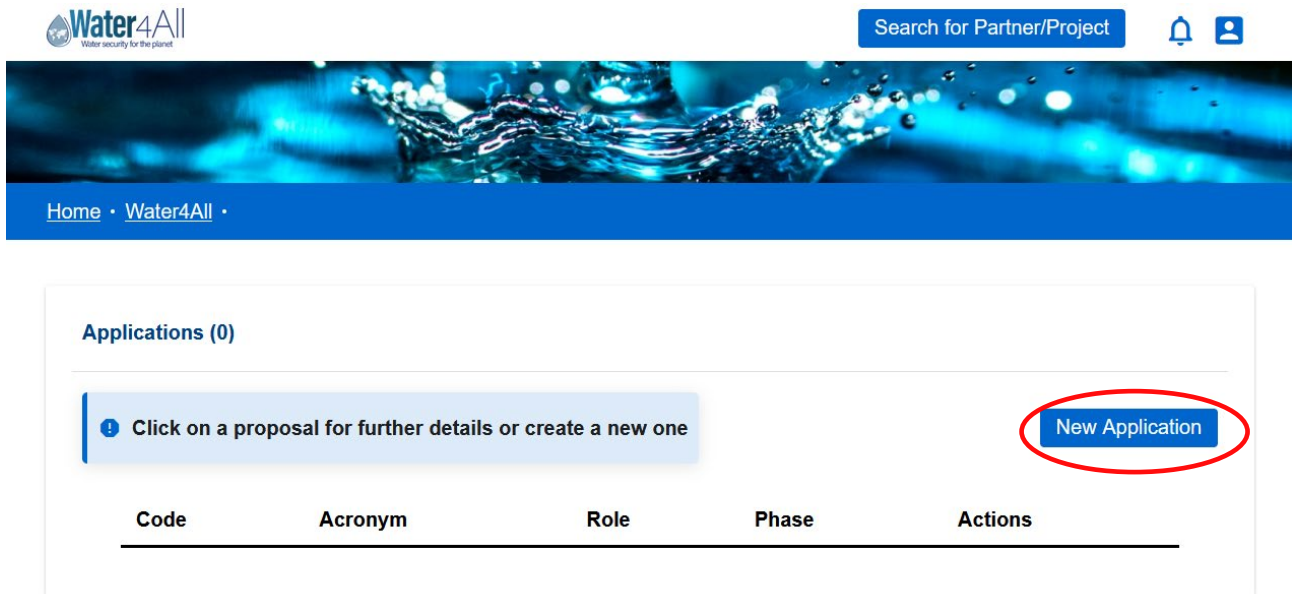
[Link to e-mail address verification](#)

This link will expire within 5 minutes.

If you didn't create this account, just ignore this message.

2. How to apply

After the verification of the email you will find “Water4All” homepage, in which you can create a new application by clicking on the blue button “**New Application**”:



You will be asked to fill a form with three fields in which insert the title and the acronym of the project, and the short name of the research organisation. Please note that Project acronym and title shall be considered as definitive. After filling them, click on "**Save**":

New Application

Cancel

3. How to manage the application data

After the creation of the project, you will be directed to the **dashboard** from which you can manage all the application data.

The homepage is divided into two sections:

- **Project Data (to be completed only by Coordinator)**
- **Partner Data (to be completed by each partner including the coordinator)**

Each section is divided into various topics that can be modified by clicking on "EDIT", to the right of each one:

The screenshot shows the Water4All application dashboard. At the top, there is a header with the Water4All logo, a search bar, and a user profile icon. Below the header, a banner image of water splashes is displayed. The main content area is divided into two columns: "Project Data" and "Partner Data - Coordinator". Both columns have a "Steps" section with radio buttons for different topics and "EDIT" buttons next to them. The "Project Data" section includes "General Details", "Topics and Description", "DNSH", and "Ethics and Self Assessment". The "Partner Data - Coordinator" section includes "Principal Investigator Details", "Organisation Details", "Finances", and "Team Member(s)". Below these sections, there is a "Partners (1)" section with a button to "Manage partners or invite a new one" and an "Invite Partner" button. A red arrow points from the "Invite Partner" button to the "Partners (1)" section. The "EDIT" buttons in both the "Project Data" and "Partner Data" sections are circled in red.

Click on **"Invite Partner"** to add one or more partners (see specific section of this guide).

For details on the Invitation acceptance and procedure, please check section 4.

3.1. Project data

The "Project Data" section is subdivided in 4 points, each of them contains some fields in which you can insert all the required information.

The advancement of the collection of each point is shown by the "circles" to the left of each one (grey: incomplete, blue: complete).

3.1.1. General details

PROJECT DATA

GENERAL DETAILS

TOPICS AND DESCRIPTION

DNSH

ETHICS AND SELF ASSESSMENT

Back To Dashboard

General Details

Project short name/acronym *

Project title*

The summary must include the a) general objectives of the project (strategic, commercial, etc.); b) scientific and/or technological aims of the project; c) relevance to the call.

Project abstract*

Project duration (in months)*
36

Projects shall start in the last quarter of 2023

Start date of the project*

KEYWORDS

Please enter max. 5 keywords describing your project here. Keywords help effective expert selection to evaluate your pre-proposal. To enter a keyword, type it and press enter

Free Keywords*

Please specify at least 1 and maximum 5 keywords that describe the project among those available

Predefined keywords*

Project website

Save

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“BackTo Dashboard”**.

3.1.2. Topics and description

- ☐ PROJECT DATA
- ☐ GENERAL DETAILS
- ☒ TOPICS AND DESCRIPTION
- ☐ DNSH
- ☐ ETHICS AND SELF ASSESSMENT
-

Topics and Description

Topics

It is mandatory to fill in all the fields, possibly by inserting "0" if you are not interested in filling them in

Topic 1: Resilience, adaptation and mitigation to hydroclimatic extreme events **Current Topic Sum: 0%**

Addressing knowledge gaps in our understanding of the causes of water scarcity, drought events, seasonal variability in climate impacts to develop climate change adaptation and mitigation measures.

*

%%

Developing and demonstrating innovative (or improved) societally acceptable adaptation and mitigation strategies to cope with hydro-climatic extreme events and their increase in length and duration. This includes floods and droughts, although is not limited to them, adopting a regional and/or a catchment scale wide approach. Both surface and groundwater can be included.

*

%%

Improving resilience and adaptation capacity of water infrastructure (e.g. industrial water facilities, urban networks, wastewater treatment facilities, stormwater management systems) to hydroclimatic extreme events.

*

%%

Topic 2: Tools for water management - in the context of hydroclimatic extreme events **Current Topic Sum: 0%**

Developing tools (e.g. multi-risk approach, decision support tools, monetary/non-monetary costs valuation) to support the design and implementation of strategies for adaptation and mitigation to hydro-climatic extreme events, especially floods (including "flash-floods"), heat waves and droughts in a catchment to sea context.

*

%%

Generating new methodologies, tools and models for water resources assessment/modelling for water bodies in scarcely monitored /data scarce areas. A combination of physical and digital solutions, and opportunities provided by citizen science should be seized.

*

%%

"Smartening the water system" and use of innovative digitalization, including improved/new sensors, models, communications and computing technologies.

*

Topic 3: Improved water governance in the context of hydroclimatic extreme events and international contexts **Current Topic Sum: 0%**

Undertaking an analysis and developing robust Governance models for the management of water resources in the context of extreme events, is critical in increasing the decision-making capacity of institutions and the involvement of citizens. This should include ways of improving coordination for water managers to increase our capacity to reduce our vulnerability to extreme events, as well as effectively responding to them.

*

%%

Addressing and encouraging international cooperation in the field of water, including management of transboundary water resources and contribution to Water Diplomacy.

*

%%

Topics Sum

0

Project Description

To fill in the project description you have to use an appropriate template.

You can download it here: [Project description template](#)

The project description must include:

- a) state of the art, own work, previous activities of the consortium in the field;
- b) objectives, aims;
- c) relevance to the call (including theme(s));
- d) concept, methods;
- e) explanation of the novelty of the research planned, in relation to the present state-of-the-art;
- f) expected results and how they lead to impact;
- g) Transnational added value of the research proposed;
- h) workplan;
- i) exploitation and dissemination of results including open science practices, sharing and management of research outputs and engagement of citizens, civil society and end users where appropriate.

NB: This part 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 are not allowed; hyperlinks are allowed only if linked to bibliographic material.

Project description *

No file uploaded

Upload

Save

Topics and Description: Please specify which topic and subtopics are addressed by your proposal. Include also an estimation of percentage of coverage.

Project Description: Please note: it is possible to insert ONE PDF FILE ONLY. To replace the file you can click again on "Upload" and repeat the steps. After completing, click on "Save"

After completing all the fields, click on "**Save**" and then select a new section on the left menu or click on "BackTo Dashboard".

3.1.3. DNSH (Do No Significant Harm)

PROJECT DATA

GENERAL DETAILS

TOPICS AND DESCRIPTION

DNSH

ETHICS AND SELF ASSESSMENT

Back To Dashboard

DNSH

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: [Technical Guidance](#).

The applicant shall self-assess the DNSH filling in the following table:

SECTION 1	▼
SECTION 2 (fill in only if you answered YES to at least one question in section 1)	▼

Save

Click Down Arrows to open each section; only one section can be opened at a time.

Section 1 shows the list of the six environmental objectives:

- 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

For each objective the applicant is requested to indicate if further evaluation is required according to the DNSH principle.

If the answer is NO you have to explain why no further evaluation is needed.

If the answer is YES the applicant is requested to declare the measures expected in section 2.

After completing all the fields, click on "**Save**" and then select a new section on the left menu or click on "BackTo Dashboard".

3.1.4. Ethics and self assessment

PROJECT DATA

GENERAL DETAILS

TOPICS AND DESCRIPTION

DNSH

ETHICS AND SELF ASSESSMENT

[Back To Dashboard](#)

Ethics and Self Assessment

The applicant shall self-assess the respect of the ethics principles answering to the following questionnaire (delete the one, Y or N, that does not comply with your project):

HUMAN EMBRYONIC STEM CELLS AND HUMAN EMBRYOS	⌵
HUMANS	⌵
HUMAN CELLS / TISSUES	⌵
PERSONAL DATA	⌵
ANIMALS	⌵
NON-EU COUNTRIES	⌵
ENVIRONMENT & HEALTH and SAFETY	⌵
ARTIFICIAL INTELLIGENCE	⌵
OTHER ETHICS ISSUES	⌵

Save

For each Ethics Issue the applicant is requested to self-assess the respect of the ethics principles

Click Down Arrows to open each section; only one section can be opened at a time.

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

3.2. Partner data

There are 2 categories of Partners:

- Partners from countries (and organisations) eligible for direct funding (designated Partners 1, 2... N). Please, consider that there cannot be more than 7 partners, including one self-funded, if present.
- Fully self-financed Partner from any country who bring their own secured budget. The self-funded partner cannot be the project Coordinator. No more than one self-funded project partner per consortium is allowed.

The "Partner Data" section is subdivided into 4 points, each of them contains some fields in which you can insert all the information.

The advancement of the collection of each point is shown by the "circles" to the left of each one (grey: incomplete, blue: complete).

This section can be filled in either by the Partner invited by the coordinator and by the coordinator.

3.2.1. Principal Investigator details

- PARTNER DATA - COORDINATOR
- **PRINCIPAL INVESTIGATOR DETAILS**
- ORGANISATION DETAILS
- FINANCES
- TEAM MEMBER
- Back To Dashboard

Principal Investigator Details

i

i

i

i Curriculum Vitae (Optional)

No file uploaded

Upload

Curriculum Vitae: Upload a brief CV of the Coordinator and of the Principal investigator of each partner (max 2 pages each). Please note: it is possible to upload ONE PDF FILE ONLY. To replace or delete the file you can click again on "Upload".

After completing all the fields, click on **"Save"** and then select a new section on the left menu or click on **"Back To Dashboard"**.

3.2.2. Organization details

- [PARTNER DATA - COORDINATOR](#)
- [PRINCIPAL INVESTIGATOR DETAILS](#)
- [ORGANISATION DETAILS](#)**
- [FINANCES](#)
- [TEAM MEMBER](#)
- [Back To Dashboard](#)

Organisation Details

Legal full name of the research organisation / company*

Short name (acronym) of the research organisation/Company*

Status: Private or Public?*

Small or medium-sized enterprise (SME status)*

Participant organisation type*

Participant Identification Code (PIC)

9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes/procurements. A search tool for organisations and their PICs is available at [Participant Register PIC](#)

*

Statistical Classification of Economic Activities (NACE)

The NACE code is a Statistical Classification of Economic Activities of the organisation. You can find further information about NACE at [Eurostat website](#)

*

Website*

Registered Office address of the research organisation / company

Street name and number (address)*

Postal Box (Optional)

Postal code*

Cedex (Optional)

Town*

Country*

Division / Department / Unit or Laboratory*

Division / Department / Unit or Laboratory address

Department Street Name and number*

Department postal box (Optional)

Department postal code*

Department CEDEX (Optional)

Department town*

Department country*

Save

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

PIC: 9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes / procurements. If needed, one can apply for a temporary PIC on: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>.

A search tool for organisations and their PICs is available on <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search>.

We suggest validating the PICs via the public available Partner Search – Organisation Profile service.

This allows use to fill out some requested data inputs automatically, which is less error-prone and provides much better user experience.

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/apis>

NACE: please download the classification (HTML file) from [Download NACE index](#), find your NACE COD in the table and copy it in the application form in the following format: Order-Level-Code-Parent-Description (for example “398934-4-36.00-36.0-Water collection, treatment and supply”)

3.2.3. Finances

PARTNER DATA - COORDINATOR

PRINCIPAL INVESTIGATOR DETAILS

ORGANISATION DETAILS

FINANCES

TEAM MEMBER

Back To Dashboard

Finances

Funding organisation(s) to which you are applying for funding

Funding Organizations*

Please note that you should indicate in this table the total costs of the project and the funding requested to your Funding Organisation and their indicative repartition between the different categories of costs, i.e. personnel (including permanent salaries depending on Funding Organisations rules for the determination of the eligible costs and the requested funding calculation. Please note that some Funding Organisations cannot provide a funding equal to 100% of eligible costs. For questions, contact your Funding organisation Contact Point

The column **Total costs** comprise all the costs related to the project independently of national funding rules. You must indicate here all the costs of the project.

The column **Funding request** comprises the part of the costs that you will request to your Funding Organisation.

The column **Own funding** will be filled in automatically, it includes all the expenses which are not covered by the Funding organisation (either because the funding level is lower than 100% and/or some expenses are not eligible for funding and/or are provided in-kind). The Own funding is equal to the difference between the Total cost and the Funding request.

	1 Total cost (in Euro including VAT depending on national rules)	1 Funding requested (in Euro, including VAT depending on national rules)	Own funding (equal to the difference between total cost and funding requested)
Personnel	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="(in €)*"/>
Equipment	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="(in €)*"/>
Consumables	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="(in €)*"/>
Subcontracting	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="(in €)*"/>
Travel	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="(in €)*"/>
Overhead	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="(in €)*"/>
Total	<input type="text" value="(in €)*"/>	<input type="text" value="(in €)*"/>	<input type="text" value="(in €)*"/>

1 Please enter a brief description of mayor costs items and short justification (personnel, equipment, consumables, subcontracts, travel expenses, other costs). For overhead costs, national regulations may apply. Please differentiate between funding requested and own contribution.

Financial comments*

1 For the self-financed Partner, please indicate shortly how its participation to the project will be funded. Please notice that a Letter of Commitment will be required as a mandatory document in the full proposal application.

The partner will be funded through...

Workload

Enter the organization's planned workload, expressed in person months

Total person months*

Save

After completing all the fields, click on **“Save”** and then select a new section on the left menu or click on **“Back To Dashboard”**.

Note that the total effort of the project, and the percentage distribution among the partners, is visible in the preview pdf.

3.2.4. Team member(s)

Team Member

They are other team members that are involved in the project. Please include all the team members to be involved in the project, would they be funded or not by your Funding Organisation. If you do not have yet this information for one team member (e.g. for a postdoc), you can indicate "to be determined". Remember that the coordinator should not be entered. For each filled line you will have to scroll to the right and press the specific save button.

To be determined	Title	Family name	First name	Gender	Phone	E-Mail	Type of Identifier (Optional)	Identifier (Optional)
<input type="radio"/>								

[+ Add](#)

[Back To Dashboard](#)

For each filled line you will have to scroll to the right and press the specific save button.

Press +Add to add a new member”.

If “To be determined” is selected no values are asked.

4. Invite Partner

The coordinator can invite one or more partners by turning back to the project dashboard and by clicking on the **"Invite Partner"** button:

The screenshot shows the Water4All application interface. At the top, there's a navigation bar with 'Home', 'Water4All', and 'Candidatura'. A search bar and user profile icon are on the right. A message states 'THE APPLICATION CANNOT BE SUBMITTED YET' with a deadline of 17/12/2022 15:00:00. The main section is for 'Water4all-2022-00005 (Pre-proposal)', showing it was last edited on 10/08/2022 and has been opened 5 times. Below this are two columns: 'Project Data' and 'Partner Data - Coordinator'. The 'Partners (1)' section at the bottom contains a button 'Manage partners or invite a new one' and a table with columns: #, Role, Name, Organisation, Country, Status, Self-Funded, and Actions. In the 'Actions' column, the 'Invite Partner' button is circled in red, with a red arrow pointing to it from the text above.

To invite a Partner the Coordinator must fill in this form:

Invite Partner

Family name*

First name*

E-Mail*

Cancel

The partner receives a mail as follows:

You have received an invitation

Mr John Smith invited you to join a new proposal for Water 4 All 2022 call

Click this [link](#) to go to the application platform.

If it is your first access you will need to register a new account.

After that, to accept or decline the invitation, click on the notification icon at the top of the right screen.

Proposal code: Water4all-2022-00005

Proposal Acronym: W4A

The partner clicks the link in the mail and will be directed to the application home.

In the notification area he will find the invitation.

Water4All
Water security for the planet

Search for Partner/Project

image

Home · Water4All ·

Applications (1)

Click on a proposal for further details or create a new one

New Application

Code	Acronym	Role	Phase	Actions
Water4All-2022-00005	W4A	coordinator	pre-proposal	

water4All

You have received an invitation!

Fabrizio Superchi invites you to join a new proposal.

By clicking on it the partner can accept the invitation

YOU HAVE RECEIVED AN INVITATION!

Fabrizio Superchi invites you to join 'W4A'. You can accept or decline the invitation by choosing the desired action below.

CODE	ACRONYM	COORDINATOR	TITLE
Water4All-2022-0005	W4A	Fabrizio Superchi	Water for all

Decline Accept Remind Me Later

Warning: the Coordinator cannot include partners if they do not accept the invitation, therefore the proposal completion will be impeded

Once accepted, the partner will be able to access his own "Partner Data" section and fill it in.

The newly added partner will be visible in the "**Partners**" section at the bottom of the dashboard:

Partners (2)

Manage partners or invite a new one

Invite Partner

Role	Name	Organisation	Country	Status	Actions
coordinator	Felicia Scalise	n.d.	n.d.	in progress	
partner	Maria Teresa Marano	n.d.	n.d.	pending	

The Coordinator, in his own dashboard, can remove a partner or edit the partner data.

5. Final check and submission

You can check the progress of the proposal compilation at any time from the progress of the blue bar at the top to the dashboard:



The screenshot shows a dashboard header with a red warning icon and the text "THE APPLICATION CANNOT BE SUBMITTED YET" followed by a question mark icon. To the right, it says "Deadline date: 31/10/2022 15:00:00". Below this is a progress bar with a blue segment on the left. Under the bar, the text "Water4all-2022-00005 (Pre-proposal)" is visible. At the bottom left, it says "Last edit: 11/08/2022 17:43:19". On the bottom right, there are two buttons: "Preview" and "Submit".

In addition, a *PDF* preview of the application is available from the "Preview" button.

At any time, you can check which fields have not been filled in yet, by clicking on the question mark that you find at the top of the dashboard, next to the message "THE APPLICATION CANNOT BE SUBMITTED YET".

When the application is complete and in order, the button "Submit" is enabled. Clicking on "Submit" you submit your application. Nevertheless, you can modify the proposal and resubmit it again at any time before the deadline.

At the deadline, the last submitted proposal will be sent to the Call Secretariat for the evaluation, and it cannot be modified anymore.

By submitting the application, the Coordinator declares that:

- 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 nation, regional, international or EU calls.
- The applicants confirm that they are aware that failure to fulfil this condition will result in the withdraw of this proposal from the application process or the withdraw of funding from approved projects.
- The proposal is in line with the guidelines to ethical aspects of the Horizon Europe Programme.

6. Search for Partner / Project Tool

This Search Tool is a web-based system to put projects and partners in contact.

6.1. 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.

6.2. Technical support

For any IT problem with the platform, contact CINECA by opening a support request at the link <https://mur-internazionali.bandi.cineca.it/supporto/?cmp=62230>.

For any problem related to the international call please contact the Call Secretariat (water4all2022_callsecretariat@mur.gov.it).

6.3. Access to the system

The web address of the Tool is: <https://water4all2022-submission.mur.gov.it/Partnering-Offers/>

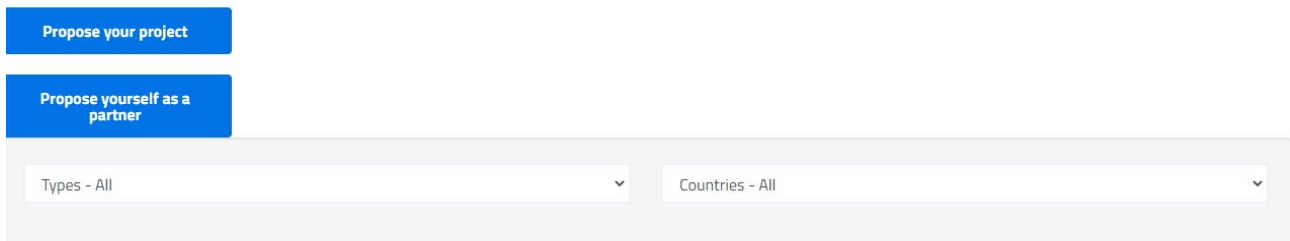
It is possible to access to the Tool also by clicking on **Search for Partner / Project** at <https://water4all2022-submission.mur.gov.it/>

No registration is required to use the service.

6.4. How to apply

In this form you can place your proposal by clicking **Propose your project** or **Propose yourself as a partner**.

In the same form you can also consult the previously published proposals also applying some filters.



The screenshot shows a web interface for the search tool. At the top, there are two blue buttons: "Propose your project" and "Propose yourself as a partner". Below these buttons, there are two white dropdown menus with blue text. The first dropdown menu is labeled "Types - All" and the second is labeled "Countries - All". Both dropdown menus have a small downward arrow on the right side.

By clicking **Propose your project** you'll find a form in which to describe your project and the skills of the partner you're looking for.

By clicking **Propose yourself as a partner** you'll find a form in which to describe your skills and the project you're looking for.

The Call Secretariat validates the proposals and publishes only those deemed adequate.

Publishing may take a few days.