
Terms and conditions

I. EMBRIC training compliance

Training of both potential users and in-house technical and administrative staff of service providers is an integral part of the activity of each of the Research Infrastructures (RIs) involved in EMBRIC (European Marine Biological Research Infrastructure Cluster). Consequently, exchange of personnel and training of staff became a primary task in Work Package 9 (WP9) of the EMBRIC project. Promoting knowledge and best practice exchange to strengthen human capital in the cluster is key to the EMBRIC project. Therefore, spreading good practice, consultancy and training in an integrated marine biotechnology and mariculture workflow will increase the value chain of the EMBRIC pipelines.

In this framework, dedicated training activities (e.g. workshops, courses, knowledge exchange and technology transfer meetings) will be set up and become part of the EMBRIC integrated training programme. The main goal of this training programme is to harmonize practices and standardize procedures in the EMBRIC domain for academia and industry during and beyond the formal end of the project.

As a result, a training call is launched amongst the EMBRIC network. WP9 will oversee and assist the submissions before presenting the proposals at the executive board (EB) for selection.

II. Aim of this call for training opportunities

The aim of this call is to provide organising parties of training opportunities an extra incentive and financial support to organise, host and participate in knowledge exchange, best practice and technology transfer in marine biotechnology & aquaculture innovation.

III. Eligibility criteria

- Proposals should involve the cooperation between at least two main organising parties (EMBRIC consortium partners or external to EMBRIC).
- One of the organising parties has to be one of the 27 EMBRIC consortium partners. Collaboration between EMBRIC partners belonging to different WP's is encouraged. See www.embric.eu/Partners for an overview.
- Proposals can involve organisations outside EMBRIC (i.e. non consortium partners).
- Organising parties can come from different backgrounds: Academia, Research institutes, non-for-profit organizations and industry.
- The training activity has to have an added value and fit within at least one EMBRIC Work Package deliverable. See www.embric.eu/WP for an overview.
- The training activity has to tackle at least one of the eligible categories of activity of section V.
- Open participation training activities and participation upon invitation are eligible.
- Training activities should be carried out within six months after the Executive Board granted the request. Any exemption regarding prior and posterior timelines should be justified in the proposal.

IV. Eligible costs

- A maximum of 3 500 € can be requested per training activity. Additional budget requests can be submitted in the same proposal, but might not be approved by the EMBRIC Executive Board depending on the proposals and budget availabilities.
- Only actual costs linked to the training, its venue, and the finalization of its outcome are eligible (e.g. costs of organising meetings, communication fees, catering...).
- Per diem reimbursements can be eligible, only if the partner institution handles such remuneration system.
- Travel expenses for EMBRIC partners and external trainers are eligible.
- General budget lines specified in the provisional budget included in the training proposal should be followed. Prior approval by the EMBRIC Executive Board is necessary when budget lines are changed by the main organisational parties.

V. Eligible categories of activity

Training activities have to be focused on or applicable to the marine realm or blue bio-economy, and at least tackle one of the following:

- Standardised procedures for discovery, development and exploitation of resources
- Novel technical enhancements for generating marine derived products
- Methods and developments in computational resources
- Innovation dynamics, technology transfer (TT) and value creation in biotechnology
- Transnational access (TNA), access benefit sharing (ABS) and Nagoya protocol
- Intellectual property (IP), governance and policy
- Human capacity building (HCB) and transferable skills

VI. Submission of proposal : www.embric.eu/trainingcall

- Deadline for submission is generally trimestrial. Specific dates are communicated to the EMBRIC network and can be found back:
 - on the call for training page (www.embric.eu/trainingcall)
 - in the EMBRIC newsletter (www.embric.eu/newsletter-register)
 - on the news page (www.embric.eu/news-overview).
- To apply, please fill in the online proposal procedure provided on the training call webpage www.embric.eu/trainingcall.
- Upload the budget table during the online proposal procedure
- Applicants are requested to keep proposals brief (under the limits specified).
- All fields should be filled in to give all the necessary information to the EB.

VII. Selection procedure

- After submission deadline, all proposals will be verified for eligibility by the WP9 and returned if not compliant.
- All eligible proposals will be reviewed using standardised evaluation by the EB
- The review process, will pay attention to following criteria:
 - Does the activity fit the EMBRIC integrated training programme philosophy?
 - To what extend is the training justified as added value to a deliverable?
 - Is staff-exchange and capacity building put forward?
 - What is the proposal history of the WP to allocate funds in a balanced way within the EMBRIC consortium?
 - What are the foreseen costs and do they fit the activity?

- All organising parties who submitted a proposal will be informed by WP9 with the selection results no later than 15 calendar days after submission to the EB.

VIII. Constrains linked to support by EMBRIC

- WP9 and the EMBRIC management team cannot be held accountable for the outcome of submitted proposals.
- The organising parties should make sure that the EMBRIC contribution to the training is properly acknowledged (e.g. 'this workshop is supported by the EMBRIC integrated training programme').
- Use of the official EMBRIC logo is compulsory for all dissemination regarding the funded training opportunities (www.embric.eu/downloads).
- For security reasons, the submission form is only available after log-in. New registrations guidelines are available on the website.
- The granted training opportunities will be disseminated to the wide EMBRIC network through different channels.
- The granted training opportunities will be part of the EMBRIC integrated training programme and will be added to the EMBRIC training catalogue, accessible on www.embric.eu/training.

IX. Preparation

In return of funds granted, training organisers must share as soon as possible more information to WP9 in order to draft an event web page, subscription module, flyer, etc.

- Dates and venue
- 3 high resolution pictures representing the tackled thematic
- Details for registration, in case there are lunches, dinners, requirements, etc.

Prior to the event, WP9 will share on a regular basis via mail to the organisers a table with the registered participants. All communication with the participants will be done by the organisers including a final confirmation mail prior to the event.

X. Reporting

In return of funds granted, training organisers must report their activities to the EMBRIC consortium. Following 3 reports are to be send per e-mail to WP9 task manager and are mandatory for reimbursements:

- Activity report (within 2 days after the activity end).
 - Maximum 1/2 page summary report
 - Three activity pictures for the EMBRIC website news
- General Assembly report (within 15 days after activity end)
 - A participants list with contact details
 - Agenda, goals and outcome
- Financial report (within 15 days after activity end)
 - Financial report on the activity expenses will be sent to the EMBRIC management team (MT) and WP9 training team no later then 15 days after end of activity.
 - Annexed to the report are the scans/copies of the supporting documents for the costs declared to finalize the reimbursement of the granted activity.

XI. Payment

- The co-ordinating EMBRIC partner will be in charge of financial administration.
 - All cost will be prefinances by the partner's EMBRIC budget.
 - The actual expenses will be reallocated to the partner's EMBRIC budget, after acceptance from the MT and WP9 training team, during the following (EC) financing
 - The co-organising EMBRIC partner will have to add these expenses within his own FormC (contact the MT for assistance) .
 - Original invoices and bills should be safeguarded by the co-organising EMBRIC partner in case of an EC audit.

XII. Assistance

- If the organising parties wish assistance for organisation (for instance an online participant subscription form on the website) they can include UGent, WP9 leader as co-organising party.
- Work Package 9 is at your disposal for information or assistance in the submission of a proposal.

EMBRIC funding call for training organisers

EMBRIC Integrated Training Programme



XIII. Contact

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