



EU-LAC Foundation
Fundación EU-LAC

Open Call for Research Projects
Second Semester 2015

Information for Applicants

1. Background

The EU-LAC Foundation, created by the VI Summit of Heads of State and Government in Madrid in 2010, with headquarters in Hamburg, Germany, is called in its mandate to “encourage debate [...] for example through publications”, *inter alia* through “encouraging studies on issues identified by both regions.”¹

In order to do so, the Foundation has created the work programme “Explore”, tasked with identifying new issues relevant to EU-LAC relations, as well as proposing ways of cooperating on these issues in the bi-regional relationship. Within Explore, the EU-LAC Foundation edits two types of publications: specific calls for studies on topics identified by the Foundation, and Open Calls for publications in which single researchers or consortia of researchers from the EU and Latin America and the Caribbean (LAC) can participate. This document specifies the regulations for participation in the Open Call.

Note that the information provided in this handbook applies to the Second Semester 2015 Open Call.

2. Key Dates and Facts

2.1 Dates of the Open Call

The deadline for applications for the current Open Call is:

- 30 September 2015

All complete proposals received by this deadline that fulfil the eligibility criteria will be considered for the award.

Please send proposals to info@eulacfoundation.org.

The EU-LAC Foundation aims for a turnaround time of two to three months to announce the decision. Please refrain from contacting the Foundation about your application during this period.

2.2 Eligibility

In order to participate in the Open Call, applicants must

- Be affiliated with an EU or LAC research institution. In the case of research consortia, a bi-regional composition of the consortium will be valued, although it does not in itself guarantee a favourable decision.
- Propose a research project in the field of social sciences or the humanities concerning the bi-regional relationship and/or related to bi-regional cooperation.
- Be able to carry out the project in English or Spanish.

¹ Statutes of the European Union – Latin America and the Caribbean Foundation (EU-LAC Foundation), Art. 2 (1) and (2).

Rules for Exclusion

Candidates or tenderers will be excluded from participation in a procurement procedure if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the Beneficiary can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Beneficiary or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) they are currently subject to an administrative penalty referred to in section 2.3.4 of the Practical Guide to contract procedures for EU external actions (July 2015 version).

Candidates or tenderers must certify that they are not in one of the situations listed above by returning a signed copy of the draft contract.

Exclusion from award of contracts

Contracts may not be awarded to candidates or tenderers which, during the procurement procedure:

- a) are subject to a conflict of interests;
- b) are guilty of misrepresentation in supplying the information required by the Beneficiary as a condition of participation in the contract procedure or fail to supply this information.

2.3 Application Material

Applications must be made in English or Spanish.
The following documentation must be presented:

- Project application form
- Detailed project outline (max. 2 pages)
- CV forms (one per participating researcher, including doctoral students)
- Budget form
- A scanned copy of this Information for Applicants document, initialled on each page by the head researcher(s).

You can download all necessary documentation from the EU-LAC Foundation's website at www.eulacfoundation.org/opencall.

Please provide the information in MS Word/Excel format or PDF.

The EU-LAC Foundation undertakes to keep all personal information strictly confidential.

2.4 Funding

Each edition of the Open Call will select **one single winning project**.

You may apply for up to € 30,000 of funding (gross amount). This means that the maximum net amount of funding is € 25,210.² Expenses must be justified in a draft budget. The quantity adjudicated will correspond to the draft budget and is not negotiable. If researchers have additional funding available that allows them to take the total project cost above € 25,210, please indicate this in the application.³

The funding is provided with the support of a European Union grant and funding from the EU-LAC Foundation's Member States.

Any leftover funding from successful projects of less than € 30,000 (gross) will return to the EU-LAC Foundation's budget for research projects in order to finance additional studies.

Eligible Costs

Funding can be granted for the following (Eligible Costs):

- Personnel costs (including research assistants)
- Travel expenses

For details, please see the budget proposal document.

Note that indirect costs (overheads) cannot be covered as a separate budget line.

2.5 Selection Process and Criteria

The Academic Council

The selection of proposals to receive an award will be made by the EU-LAC Foundation's Academic Council. The Academic Council consists of five eminent academics from both regions, who have been appointed by the EU-LAC Foundation in order to ensure the quality of the research carried out under the Open Call and the transparency of the adjudication procedure.

The Academic Council will receive information on the proposed projects in anonymised format. This information is prepared by the EU-LAC Foundation on the basis of the application material received. The information sheet the Council receives is shown in Annex I.

The Academic Council will make a binding decision on proposals received through the Open Call.

For further information on the Academic Council and its Regulations, please visit our website at www.eulacfoundation.org/academic_council.

² € 30,000 minus 19% VAT applicable in Germany to be covered by the EU-LAC Foundation.

³ If your project application is successful, you must be able to prove additional funding (if necessary) prior to the first disbursement.

Selection Criteria

The Academic Council will take the following criteria into account when making its decision:

- **Quality of the proposal (40%)**
 - o Theoretical adequacy of the proposal
 - o Adequacy of proposed methodology to the topic of the proposal
 - o Qualifications of the applicant researcher or consortium to carry out the proposed project
 - o Feasibility of the proposal (can the project be carried out with the envisaged budget and proposed time frame?)
- **Relevance of the proposal (30%)**
 - o Relevance of the proposed research project for the bi-regional relationship
 - o Practical applicability of the proposal
- **Value for money (20%)**
 - o Value-for-money relationship based on the budget proposed (this criterion is evaluated with the support of the administrative staff of the Foundation)
- **Bi-regional composition of consortia (10%)**
 - o In the case of research consortia, bi-regional composition is a plus.

3. Successful Applications

3.1 Notification

Successful applicants will be notified once the Academic Council has made its decision. The decision of the Academic Council is final and binding. The EU-LAC Foundation aims for a turnaround time of about two to three months after the deadline of the Open Call.

3.2 Contract

Once an application has been approved, the EU-LAC Foundation will sign a contract with the successful researcher or consortium, defining the exact amount of funding granted, the payment schedule, and timeline of the project.

3.3 Publication

The EU-LAC Foundation will publish the results of the studies carried out by researchers and consortia sponsored under the Open Call, both in print and electronically on its website, where they can be downloaded free of charge. All studies will be published in English and Spanish. The publishing and translation costs will be covered by the Foundation in addition to the amount awarded to the research project.

It is the responsibility of the researcher(s) to hand in the study in a publishable state by the end of the contract, either in English or Spanish. The Foundation will take care of typesetting, translating the study into English or Spanish respectively, and printing. Researchers may be required to assist with proofreading.

If you wish to publish your work elsewhere after having published it with the EU-LAC Foundation (e.g. in an academic journal), you are obliged to cite that the project was supported by the Foundation and point to its previous publication.

3.4 Responsibility for Content

The views and contents of studies published under the Open Call scheme are the responsibility of the authors and cannot be taken to reflect the views of the EU-LAC Foundation, the European Union, or any of the Foundation's member States.

Annex I

Sample Anonymised Project Information Sheet

N.B.: This sheet is for your information only. You do NOT need to fill it in with your application. It shows the information that the Academic Council will receive about each project.

1. Title of the Project: _____

2. Abstract (max. 500 words)

3. Number of researchers participating in the project: _____

3.1 Number of researchers from the EU: _____

3.3 Number of researchers from LAC: _____

4. Positions held by researcher or researchers on the consortium:

- Researcher 1: _____ (e.g., Senior Lecturer, university professor...)
- Researcher 2: _____

5. Number of publications in relevant field in the last three years:

- Researcher 1: _____, thereof in peer reviewed publications: _____
- Researcher 2: _____, thereof in peer reviewed publications: _____

6. Budget proposal – anonymised and annexed to this form

7. Time frame

Starting date: _____

Proposed end date: _____