



**The Second SNOWMAN Coordinated
Research Call**

Sustainable Soil Management

Applicants' Guide

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1 INTRODUCTION

SNOWMAN is a network of European research funders and administrations, working together to coordinate their efforts in the field of soil and groundwater contamination and its management. SNOWMAN is funded by the European Commission's 6th Framework Programme for Research and Technological Development until 30th June 2009, and plans to continue as a free-standing network after this date.

Five of the partners – BMFLUW (AT), ADEME (FR), SKB (NL), OVAM (BE), and Naturvardsverket (SW), have decided with UEFISCSU (RO)¹ and FORMAS (SW) to collaboratively fund this, the second SNOWMAN coordinated research call, covering three soil management topic areas:

1. Area management of contamination;
2. Integration of soil management into urban planning;
3. Use of contaminated land for bio-fuel crop production.

The budget of this call is up to €1,800,000, and projects will have a duration of up to 3 years. The distribution of available funds between the funding countries will be:

AT – up to €200,000
 FR – up to €350,000
 NL – up to €150,000
 BE – up to €150,000
 SW (SEPA) – up to €300,000
 RO – up to €200,000
 SW (FORMAS) – up to €450,000

The call will use the 'virtual common pot' funding model, in which research funding is ring-fenced within each contributing country. It may be supplemented by any additional third party funding which research consortia are able to attract.

This document sets out the rules determining how applications need to be made and is intended to guide potential participants through the application process.

Table 1. SNOWMAN 2nd call Funders Homepages

Organisation	Website
Bundesministerium für Land- und Forstwirtschaft, Umwelt und Wasserwirtschaft (Ministry for Agriculture, Forestry, Environment & Water Management Austria);	http://www.lebensministerium.at
Agence De l'Environnement et de la Maîtrise de l'Energie (Agency for Environment and Energy Management - France);	www.ademe.fr
Stichting Kennisontwikkeling en Kennisoverdracht	http://www.skbodem.nl/

¹ The Ministry of Education, Research and Youth, Romania

Bodem (Centre for Soil Quality and Knowledge Transfer – Netherlands)	
Openbare Vlaamse Afvalstoffenmaatschappij (OVAM) (Public Waste Agency of Flanders), Belgium	http://www.ovam.be/
Naturvårdsverket (Swedish Environment Protection Agency - Sweden)	http://www.naturvardsverket.se/
Forskningsrådet för Miljö, Areella näringar och Samhällsbyggande (FORMAS) (The Swedish Research Council for Environment, Agricultural Sciences and spatial Planning – Sweden))	http://www.formas.se/
UEFISCSU – Executive Agency for Higher Education and Research Funding – MINISTRY OF EDUCATION, RESEARCH AND YOUTH - Romania	http://www.cnscis.ro

2 OBJECTIVES OF THE COORDINATED CALL

SNOWMAN is the ERA-NET project aiming at **Sustainable maNagement of sOil and ground Water** under the pressure of soil pollution and soil contaMinAtioN. The research areas which are identified by the SNOWMAN-partners are related to strategies and tools for sustainable management of land contamination, soil system processes and the application of related sciences and technologies. These areas formed the scope of the first coordinated call for research projects launched in November 2006. 5 projects were selected in the field of (im)mobilisation of contaminants, monitored natural attenuation, management of trace element contaminated soils and tools for ecosystems impact assessment.

For the second coordinated call the management of contaminated land will again be an important area of research projects for SNOWMAN. In this field we see a shift in interest in research from site specific remediation and management of pollution towards area management of soil and groundwater quality.

A second area of interest is formed by questions how to integrate soil quality management into spatial planning processes. The remediation of soil and groundwater and the management of contaminated soils are often combined with site redevelopment and with planning of new living or industrial areas. The quality of soil and groundwater must form a relevant item in town planning processes.

The worldwide discussion about the effects of climate change also plays a role in the research needs for land management and soil processes. This may vary from knowledge about the role of soil in the emission of greenhouse gases, the effects of climate change on soil processes and the changes in land use caused by climate change. An important effect of the production of bio fuel crops is the competition in land use between food production, bio fuel production, forestry and natural areas. The possibility of using contaminated land for bio fuel production can contribute to this phenomenon. Because of the high priority of this issue in European discussions about soil research needs, the SNOWMAN partners decided also to focus on this new issue in the next coordinated call.

For the second coordinated call for research and development projects will be focussing on the following three topics:

- 1. Area management of contamination;**
- 2. Integration of soil management into spatial planning;**
- 3. Use of contaminated land for bio-fuel crop production.**

2.1 Thematic Scope of the Call

Further information on the thematic areas is given in Annex 1.

2.2 Focus of Interests

All the topics are of some interest to all the SNOWMAN funders, however each country has its own priorities. These priorities are outlined below:

Table 2. SNOWMAN Funder Priorities

	Topic 1: Area management of contamination	Topic 2: Integration of soil management into spatial planning	Topic 3: Use of contaminated land for biofuel crop production
Austria (BMLFUW)	XXX(X)	Not fundable	X
Flanders/ Belgium (OVAM)	XXX	XXX	X
France (ADEME)	XXX	XXX	XXX
Netherlands (SKB)	XXX	XXX	XXX
Romania (UEFISCSU)	XXX(X)	XX	XXX
Sweden (FORMAS and SEPA)	XXX	XXX	XXX

Not fundable	=	Not fundable by this Call 2 funder
X	=	Topic of low interest for this Call 2 funder
XX	=	Topic of moderate interest for this Call 2 funder
XXX	=	Topic of high interest for this Call 2 funder
XXX(X)	=	Extra-ordinary interest in this topic by Call 2 funder

In putting together proposals it is important that research consortia take these priorities into account, so that proposals are tailored to meet both the overall call objectives, and the national funders needs.

The following contact points in the funding organisations will be able to give further advice and you are encouraged to consult them at an early stage:

Table 3. SNOWMAN National Contact Points

Funding Organisation	Contact Point	Email Address
Bundesministerium für Land- und Forstwirtschaft, Umwelt und Wasserwirtschaft (Ministry for Agriculture, Forestry, Environment & Water Management Austria)	Stefan Vetter	Stefan.vetter@lebensministerium.at
Openbare Vlaamse Afvalstoffenmaatschappij (OVAM)	Sofie Van den Bulck	Sofie.Van.den.Bulck@ovam.be
Agence De l'Environnement et de la Maîtrise de l'Energie (ADEME)	Nadine Dueso	nadine.dueso@ademe.fr
Stichting Kennisontwikkeling en Kennisoverdracht Bodem (SKB)	Ingrid van Reijsen	Ingrid.vanReijsen@SKBodem.nl
Naturvårdsverket (SwEPA)	Kerstin Jansbo	Kerstin.Jansbo@naturvardverket.se
UEFISCSU – Executive Agency for Higher Education and Research Funding – MINISTRY OF EDUCATION, RESEARCH AND YOUTH - Romania	Marlena Rotar	Marlena.rotar@uefiscsu.ro
FORMAS (Sweden)	Björn Sellberg	bjorn.sellberg@formas.se

2.3 Geographical Scope

The call is open to contractors based in Austria, Flanders (Belgium), France, the Netherlands, Romania and Sweden. Researchers from other countries may take part in consortia, but will not be eligible for SNOWMAN funding. The involvement of funded parties from other countries will benefit applications in the evaluation process.

2.4 Eligibility for Funding

Applicants must meet the following requirements in order to be eligible for funding:

Consortium Requirements

Each proposal must be made by at least two independent legal entities each from different SNOWMAN Funders' countries (i.e. all consortia must be trans-national). Consortia offering trans-national collaboration from three or more partners will benefit in the assessment but effective management is also a key assessment criterion.

Eligibility of Organisations and Costs

Eligible Organisations will be those able to participate in the relevant SNOWMAN Funders' research programmes .

Eligible Costs will be determined by the rules of each funding organisation.(This country specific information can be found in Annex 5).

Compliance with Procedures

Only proposals which are fully compliant with the procedures outlined in this Guide shall be eligible for consideration for funding.

Ethics

Applicants must sign a declaration as part of the proposal process, that the project does not contravene any principle of ethics.

Irregularity

Applicants will be asked to sign a declaration that they have not committed any irregularity in the implementation of any previous EU or domestically funded programme.

Any participant who has committed an irregularity may be excluded from participation in the SNOWMAN coordinated call, due regard being had to the principle of proportionality.

3 PROCEDURAL GUIDANCE

3.1 Submission of Applications

SNOWMAN will use a single stage application process with a two stage evaluation.

Applications for SNOWMAN funding should be made using the forms available as an MS-Word™ document and MS-Excel™ spreadsheet from the SNOWMAN website (<http://snowman-era.net>). No other form of application will be accepted, except for any supplementary information required under national funding rules (see Annex 5).

The form and other supplementary information should be completed in English and submitted by the Project Coordinator on behalf of all the Participants, to

SNOWMAN Secretariat
Mr Arnd Wieland, II 4.3
c/o Umweltbundesamt Dessau
P.O. Box 1046
D-06813 Dessau
Germany

Phone: +49 / 340 2103 – 3026
Fax: +49 / 340 2104 – 3026
email: secretariat@snowman-era.net

www.snowman-era.net

Applications should be sent in electronic form (either via e-mail or on CD).

The Project Coordinator for each project proposal is responsible for ensuring the application includes scanned signatures for the authorised signatory for its own organisation and for retaining the originals of these documents. The Project Coordinator shall supply this original application at any time if asked by the Secretariat.

Further instructions for completion of the application form are given in Annex 2, and a coordinator's Submission Checklist is included in Annex 3. Coordinators are encouraged to use this checklist to assure themselves that they have complied with SNOWMAN's eligibility requirements.

3.2 Submission Deadline & Evaluation Timescale

The deadline for receipt of applications is 17:00 CET on 31 March 2009. Applications received by the office of the Secretariat after this time will be excluded from the evaluation process. The evaluation process will be completed by 30th June 2009 and projects should be ready to begin on 2nd November 2009.

3.3 The Role of the Project Coordinator

Each research consortium will need agree a project coordinator, who will have the following roles (over and above those of other participants). The project coordinator will:

Be the single point of contact between SNOWMAN Secretariat and the Researchers in the project, from submission of the application onwards until the end of the selection process;

Compile and submit the Application on behalf of the Research Consortium;

Be the single point of contact between the Project Board specifically set up for the research project and the research partners in the project from the contracting phase until the final evaluation of the project outputs;

Compile and submit progress reports and other deliverables to the Project Board.

The Project Coordinator will NOT be responsible for the financial coordination of SNOWMAN research funding, which will be handled directly between research partners and the Funders from each participating country.

3.4 The Role of the SNOWMAN Call Steering Committee and Secretariat

SNOWMAN will establish a Call Steering Committee (CSC), which will manage the coordinated call, and a Secretariat which will provide administrative support to the call. The Secretariat will manage and track your proposal through the evaluation process. If you have any queries about the application process, they should be addressed to the Secretariat.

3.5 The Role of the Project Board (PB)

For every project that is funded, the relevant Funders will establish a board (the Project Board) which will be responsible for managing the project and for communication with the relevant project coordinator. Each PB will normally be chaired by the Funder from the same country as the project coordinator. Each PB will report to the CSC through its chair.

3.6 The Evaluation Process

Eligible applications will be subject to two further stages of evaluation:

3.6.1. Scope Check

This check will confirm that proposals contribute both to the objectives of SNOWMAN, and towards the priorities of the individual funders involved. These checks will not make judgements on the quality of the proposals but merely that the scope of the work proposed is within the remit of SNOWMAN and the priorities of each Funder.

3.6.2 Peer Review

The quality and relevance of the proposals will be judged by an independent, international, peer review panel, nominated by the Call Steering Committee (CSC) and Funders in each country participating in the second SNOWMAN Call.

The CSC will try to ensure that the reviewers are independent experts with the skills and knowledge appropriate to the tasks assigned to them, and are not faced with a conflict of interests on the matter on which they are asked to give opinion.

Peer review will be carried out anonymously and individually to ensure that independent views are obtained, and the outcomes subsequently drawn together by a moderation panel. Reviewers will be provided with guidance and will use an evaluation model based on the criteria given in the table below. The peer review process will provide an opportunity for the reviewers to ask for clarification of parts of the proposal if necessary, and this process will be managed via the Secretariat.

For every proposal which passes the first stage evaluation, each peer reviewer involved will evaluate and report on each of the evaluation headings. In addition they will provide a score for each criterion and a total score for each proposal.

Following this initial, independent step, the individual peer reviews–will be shared amongst the reviewers and a moderation meeting will be convened (either in person or by telephone or video conference) to resolve any differences and agree final scores for each proposal.

Table 4. Peer Review Selection Criteria

Criterion	Judgement based upon
Scientific and technological excellence and degree of innovation	Judgement of the quality of the project idea, its objectives, overall project description, and workpackage descriptions.
Ability to carry out the proposal successfully, assessed in terms of resources and competencies of project team	Quality of the project team (CV's of key personnel), availability of suitable resources (sufficient critical mass of resources mobilised)
Ability to ensure the efficient management of the work, including the organisational arrangements laid down by the participants	Quality of project management workpackage, previous project management experience of the coordinators team.
European added value	Judgement of the synergies between the partners, and the degree of transnationality of the outputs. To what extent can the outputs be achieved only through transnational collaboration.
Quality of the plan for using and disseminating the knowledge, potential for promoting innovation, and clarity of plans for the management of intellectual property.	Judgement of the quality of the dissemination and exploitation plan.
Cost effectiveness	Cost of the proposal set against its relevance, significance, and scientific excellence.
Risk	Likelihood of success, and presence of weaknesses in any part of the proposal.

3.6.3. Funding Recommendation & Project Start

The CSC will make final recommendations on the SNOWMAN work programme, taking into account the peer review, but also the balance of the programme and Funders' priorities. The CSC will aim to create a balanced portfolio of high quality projects in the programme, taking into account the availability of funding from each SNOWMAN country. Bonus points will be added for proposals involving three or more funder countries and for proposals involving non-funder countries (if the evidence of suitable financial support is provided).

Project coordinators will be notified by the Secretariat of the date when they are likely to hear the outcome. The proposals will be divided into one of three categories:

1. Recommend funding,

2. Reject, and any remaining proposals will be placed on,
3. Reserve list.

In the case of proposals recommended for funding, the Funders should confirm funding to each participant directly within 15 days of the CSC meeting.

When all contracts are in place and the participants have signed, and submitted to the Project Board, their Consortium Agreement (see 4.2), the Chair of the Project Board will write a commencement letter to the Project Coordinator setting out the start and end dates for the specific project, the project duration and the relevant reporting dates. Projects should not start before this date.

3.6.4. Resolution of disputes

Call Steering Committee recommendations will be final and there will be no appeal process.

By making an application, Applicants confirm acceptance of the terms and conditions contained in this guidance.

4 CONTRACTUAL ARRANGEMENTS

This research call has been achieved through coordination of activity between 7 Funders. They have adopted a funding model in which each country will fund those components of transnational research proposals which take place in their own country. Funding will be managed using contracts between funders and research partners in each country. For example, in the case of a proposal from research partners in the Netherlands and France, the Dutch researcher would be funded by SKB, and the French researcher by ADEME. The Funders have signed a letter of commitment to work together in this way for the duration of the funded research.

This coordination of contracts has several implications, for example:

- Funding within each country will be based on the funders existing funding rules
- The maximum funding rates will therefore differ between countries
- Eligibility of costs will vary between countries
- Proposals must be scaled to remain within the budget available within each participating country.

Whilst at first glance this might seem complex, the rules within each country will mostly already be familiar to potential participants.

4.1 Contract Structure

SNOWMAN research contracts will be built up using the Funders' normal terms & conditions, supplemented by 'SNOWMAN conditions' which will be common to all the contracts. The contracts will consist of three components:

Component 1: The research terms and conditions for each Funder.

Component 2: The SNOWMAN specific terms and conditions which will be common across all participating countries and all SNOWMAN projects.

Component 3: The Technical Annex of the project based on the application. It will be the same for all partners in a project.

These are described in more detail in Annex 4.

4.2 Consortium Agreements

Consortia receiving a funding recommendation will be required to enter into a consortium agreement. The purpose of this document is to underpin the researchers' collaboration, and give mutual assurance on project management structures and procedures and their rights and obligations towards one another. It will also assure the Funders that the consortia will make decisions efficiently and are able to work together effectively.

It is in the interests of research consortia to have a good quality consortium agreement. It will be the responsibility of the Project Coordinator to draft the agreement, but a list of the topics it should address is included in Annex 6.

The consortium agreement should be signed within 30 days of the signature of the last contract of the consortium.

Only when the consortium agreement has been signed will the research funding contracts enter into force. If this time limit is breached the Steering Committee may, at its discretion, withdraw the funding offer.

4.3 Sub-Contracting

Sub-contracting substantive parts of the project will not normally be permitted. Applicants should present all the contributors to their project in the proposal.

Where subsequently any sub-contracting is required, it shall only be permitted with the prior written agreement of the Project Board and relevant Funder.

4.4 Breaches of Contract

Breaches of funding contract will be dealt with according to the rules established by the relevant Funders.

Each Funder will all hold a retainer at the end of the project pending delivery of final transnational outputs, including the dissemination set out in the proposal. The amount of this retainer will be specified in the research contracts but will normally be of the order of 10% of the project value.

4.5 Progress Monitoring

Each Project Board will monitor project progress on the basis of reports provided by the project Coordinators and meetings with the researchers. A common template for progress and other reports will be made available from the Chairman of the Project Board.

Reporting requirements will be set out in the individual contracts. However, in general, projects should produce

- for duration < 18 months: one mid-term progress report, a draft final report and a final report;
- for duration > 18 months, annual progress reports, a draft final report and a final report.

There will be a minimum requirement of three meetings for each project:

- a kick-off meeting of the project with all the researchers and Funders;
- at the beginning of the project, a meeting between the Coordinator and the Chairman of the relevant Project Board,
- a mid term workshop, in order to present and discuss the interim results of the projects. Where practicable, this mid-term meetings will be timed to ensure research partners from all projects can attend together.

4.6 Audit Requirements

The Project Boards shall have the right to carry out technical audits of the participants, in order to ensure that the project is being performed under the conditions claimed and in accordance with the project proposal.

Financial audit requirements will be those of the relevant funding organisations.

4.7 Ownership of Knowledge

As a general rule it is expected that new Intellectual Property resulting from SNOWMAN funded projects will be owned by the researchers, who will be expected to exploit and disseminate the new Intellectual Property for public benefit.

Applicants should identify clearly in the application any prior rights to any Intellectual Property they intend to use for the benefit of this project. Where a project intends to generate new knowledge, the participants shall agree amongst themselves the allocation of knowledge ownership, taking into account the relative funding of their proposal in each country, prior to submitting their application. This shall form part of any contract into which they enter. Applications must set out how these prior rights and particularly any Intellectual Property developed as a result of the project will be handled. This shall be covered in the Consortium Agreement.

4.8 Dissemination of Knowledge

A major objective of SNOWMAN is the transnational delivery of research projects and the transfer of knowledge amongst the participating countries and more widely. The dissemination of project results should generate multiplier effects within Europe. Project proposals should thus contain well thought out and detailed dissemination plans. **Public access to deliverables should be given a high priority by proposers and dissemination activity should be described in project final reports.** Executive Summaries suitable for web publication will also be required in English and, if required by Funders, in the language of each participant and as a minimum will be disseminated via the EUGRIS and SNOWMAN websites.

Project reports must be produced in English. They can be produced in other languages, but at the individual researcher's sole discretion and cost. These costs are not fundable by SNOWMAN.

Participants in SNOWMAN 2nd Call projects will be expected to promote the knowledge resulting from the work undertaken. The participants should ensure that the knowledge resulting from the work is disseminated within the period of the project and as set out in the relevant section of the project plan. As a minimum, it is expected that new Intellectual Property resulting from SNOWMAN funded projects will be published in the scientific press and through other relevant media.

Should the participants fail to fulfil their dissemination plan, the CSC reserves the right, through the relevant PB, to withhold any payment related to dissemination

and/or any retention and/or to take steps to disseminate the knowledge itself using the funds that were assigned to this activity.

All project outputs should acknowledge their sources of funding and the coordinating role of SNOWMAN.

4.9 Project End

The projects will be officially ended when all deliverables, including the dissemination, have been produced and accepted by each Project Board, and final payments have been made to all the research partners in the project.

ANNEX 1. SCOPE OF THE SECOND COORDINATED CALL OF SNOWMAN

I. Introduction

SNOWMAN is the ERA-NET project aiming at **Sustainable maNagement of sOil and ground Water** under the pressure of soil pollution and soil contamination. The research areas which are identified by the SNOWMAN-partners are related to strategies and tools for sustainable management of land contamination, soil system processes and the application of related sciences and technologies. These areas formed the scope of the coordinated call for research projects launched in November 2006. 5 projects were selected in the field of (im)mobilisation of contaminants, monitored natural attenuation, management of trace element contaminated soils and tools for ecosystems impact assessment.

For the second coordinated call the management of contaminated land will again be an important area of research projects for SNOWMAN.

In this field we see a shift in interest in research from site specific remediation and management of pollution towards area management of soil and groundwater quality.

A second area of interest is formed by questions how to integrate soil quality management into spatial planning processes. The remediation of soil and groundwater and the management of contaminated soils are often combined with site redevelopment and with planning of new living or industrial areas. The quality of soil and groundwater must form a relevant item in town planning processes.

The worldwide discussion about the effects of climate change also plays a role in the research needs for land management and soil processes. This may vary from knowledge about the role of soil in the emission of greenhouse gases, the effects of climate change on soil processes and the changes in land use caused by climate change. An important effect of the production of biofuel crops is the competition in land use between food production, biofuel production, forestry and natural areas. The possibility of using contaminated land for biofuel production can contribute to this phenomenon. Because of the high priority of this issue in European discussions about soil research needs the SNOWMAN partners decided also to focus on this new issue in the next coordinated call.

The second coordinated call for research and development projects will be focussing on the following three areas:

- 1. Area management of contamination;**
- 2. Integration of soil management into spatial planning;**
- 3. Use of contaminated land for biofuel crop production.**

Proposals may be of different types and sizes. They can be, for example, desk studies or field experiments. All proposals must be less than three years duration; including submission of, revision by the researchers, and acceptance by the funders, of the final report.

II. Topics

1. Area management of contamination

The main question for this area is how to shift from a site specific approach of soil remediation and management of contamination to an area-wide approach. The main reasons for this shift in approach are:

- Apart from site related sources of pollution, the management of diffuse pollutants in urban and rural areas is becoming increasingly important;
- The contamination of groundwater is spreading over larger areas because of the groundwater flow. Different sources of pollution can be mixed and remediation and management of single sources of pollution is not effective any more.

An important goal of area management of contamination is the increased cost effectiveness compared with site specific approaches.

The following are given as examples of topics where knowledge is required but this area is not restricted to these and proposers are encouraged to develop their own questions to be answered with their research projects:

- Questions related to the management approaches:
 - How do we shift from a site specific approach to an area approach?
 - What changes does this require in the field of policy, techniques, communication?
 - Is there still a need to discriminate separate sources of pollution? What are the consequences on financing the remediation projects or management of the pollution? Are there incentives for alternative ways of financing?
 - What management strategies can be applied with multiple pollution sources?
 - Which risk assessment tools can be applied with area management of contamination?
 - Which cost/benefit analyses can be applied with area management approaches of contaminated land?
 - How can we compare the cost effectiveness of area management of pollution with other management options for regional groundwater quality management?
 - Are there methods to evaluate the effectiveness of management approaches?
 - What are the costs for management of diffuse polluted land?
 - How can we calculate the economical and societal costs for land use restrictions caused by contamination?
 - Are there methods for comparison between different investments: remediation projects/environmental projects/other societal projects?
 - Which approaches are best applied in densely and thinly populated areas?
- Questions related to the fate of pollutants:
 - What is the role of soil in reducing or immobilising contamination, especially for heavy metals? What is the fate of heavy metals in the unsaturated zone? What are the effects on the long run? Are there differences in soil type? How resilient is this capacity? Can you improve resilience or can it be destroyed?
 - Are there models for predicting the fate of contaminants on an area scale? Can we link models from a local scale to an area or a catchment scale?
 - What is the behaviour of contaminants in pathways from soil to groundwater and recipients?

- What do we know about the fate of diffuse pollutants and emerging pollutants? (transfers to water, ecosystems, food chains, accumulation in food chain / effect modeling).
- How can we evaluate the technologies performances, tools and methods? How can we incorporate experiences from earlier projects? How to take into account their sustainability?
- Natural attenuation of organic compounds in groundwater: development and demonstration of microbiological tools, development of methods to determine the degradation kinetics (link with the improvement of modeling and prediction ability).

2. Integration of soil management into spatial planning

The reason for remediation of contaminated sites can be the adaptation of existing use of sites to reduce the risk of the effects of contamination on human health and environment. More often the reason is the redevelopment of sites and changes in land use. The advantages of these situations are that economic revenues of this redevelopment or change of land use can fund remediation and management costs of contaminated land. To make use of these advantages it is necessary to coordinate and integrate management of soil quality into spatial planning.

The following are given as examples of topics where knowledge is required but this area is not restricted to these and proposers are encouraged to develop their own questions to be answered with their research projects:

- Methods and approaches to incorporate sustainable land management in long term spatial planning. How can we integrate decision-making and planning?
- Which tools and methods can be applied to increase the awareness of contaminated land issues in spatial planning (how to avoid problems with contaminated land, how to keep record of where contamination can be found etc.)? How to make policy makers and developers more responsible in carrying out actions that may affect existing contamination plumes?
- Which tools can be applied to facilitate the flow of information between soil quality management and spatial planning?
- Questions related to exploiting urban areas (economic consequences of using strict guideline values, diffuse pollution in urban areas)
- How can we incorporate economic value of soil functions into spatial planning decisions? Are there tools for cost/benefit analyses?
- Best practice for administration of contaminated areas (both remediated and not remediated)?
- How do we assess the performance of remediation techniques in respect of objectives for the land use under spatial planning?
- How can we prevent urban spoil and consumption of green areas?
- Which bottlenecks do we still see in redevelopment of urban and industrial areas?

3. Use of contaminated land for biofuel crop production

In recent years a discussion has begun about the sustainable use of rural land for food and biofuel crop production (the growing of plants to use as an energy source). The global increase of the population, the increase of welfare resulting in a considerable increase of consumption of dairy products on one hand and the enormous increase of the production of biofuels are creating a global competition in the use of rural areas for production, forestry

and natural areas. This raises the question of whether contaminated areas which are not suitable for the production of food (light polluted areas) can be used for the production of biofuels.

The following are given as examples of topics where knowledge is required but this area is not restricted to these and proposers are encouraged to develop their own questions to be answered with their research projects:

- Is it technically and economically feasible to produce biofuels or other valuable plants on contaminated lands? What type of crops can be used? What type of contaminants situation can it be applied to? What are results of studies and experiments with biofuel production on contaminated land?
- Can we combine phyto-remediation with biofuel production? What are the barriers and how can we improve the combination? What efficiency can we expect from the phyto-remediation process? Will it be a long lasting efficiency (no reversible phenomena)? Are there potential transfers towards the trophic chain or the food chain?
- Does the plant contamination allow its use for energy? What type of energy production is suitable and will there be a need for technical adjustments because of the contaminants? Do we need specific valorization units (ex.: boiler with a specific gas treatment)?

We also would like to refer you to the final report of the SUMATECS project (Universitaet fuer Bodenkultur Wien (BOKU), Dr. Markus Puschenreiter (project coordinator) et. al., 23.12.2008; download address for this report: http://www.snowman-era.net/content.php?horiz_link=12&vert_link=0) financed by SNOWMAN's first call. The results of this project should be considered as a guideline for future research activities and in that sense, research needs or reasons for hindrance, related to this topic, are named there. These can be used as input for your research project.

ANNEX 2. Guidelines for Completion of the Application

1 General Notes

One application is required for each project covering all the partners in the consortium. The proposal should be prepared jointly and accepted by all project partners and the form should be completed by the partner who is the Project Coordinator. It is the responsibility of the Project Coordinator to ensure that all participants agree the proposal submitted.

Although the application comprises Parts A and B, and includes Word and Excel files, proposals should be submitted in a single stage – all parts should be completed and submitted to form a complete application.

Each participant should check their eligibility for funding by reference to the guidance provided by their potential Funder at the earliest possible stage – see Annex 5 of this document.

Participants should also check that the proposal addresses the needs both of the individual national funders and of the call overall. The national contacts and the Call Secretariat (respectively) will be able to help with this, after initial reference to Table 2 of this document.

The Call Secretariat will be the primary point of contact for the application process. Applications will be accepted in electronic form only on the SNOWMAN application templates available from the SNOWMAN website. The templates should be completed in English and submitted either by email or if greater than 5 Mbytes on CD-ROM.

Proposals should be precise and concise, the completed application (excluding appendices) should not exceed 30 pages in length. The detailed project description (part II) should not exceed 10 pages in length. Use the checklist in Annex 3 to ensure that your application is complete, and send it to:

SNOWMAN Call Secretariat
Mr Arnd Wieland, II 2.6
c/o Umweltbundesamt Dessau
Woerlitzer Platz 1
D-06844 Dessau
Germany

Phone: +49 / 340 2103 – 3026.
Fax: +49 / 340 2103 – 3026
email: secretariat@snowman-era.net
<http://www.snowman-era.net>

Applications must reach this address by 17:00 CET on 31 March 2009.

Errors in proposals may be corrected by resubmission of the entire amended proposal up to the closing date of the call.

After closure of the call, the Call Secretariat will contact the Project coordinator to acknowledge receipt and confirm eligibility or otherwise of the proposal to the Project Coordinator.

2. Additional Notes on particular sections of the form.

Part A – Project Overview

Administrative Details

The Project Coordinator will be the primary point of contact between research partners and the Call 2 SNOWMAN Funders, via the Call Secretariat (until 30th of June 2009 and then via the Project Board until the end of the funded project). The Project Coordinator's additional responsibilities, over and above the other research partners, are given in Section 3.3.

Project Information

Aims and Objectives.

Make a concise and precise statement of the overall aim and specific objectives of the project.

Project Description

Describe the work plan and deliverables of the project, highlighting the innovation, possible risks and their solution, in a style accessible to an interested non-expert.

These two sections will be used to make an initial assessment of whether the project falls within the remit of both the second SNOWMAN Call, and the relevant Funders. The Funders' priorities have been set out in Table 2 of this guide, and further information can be obtained from the contacts listed in Table 3.

Project Duration

Project duration must be between one year and three years at the maximum.

Work packages

Each work package must contain at least one deliverable.

Work package 1 should be Project Management and Coordination, and should be undertaken by the Project Coordinator. Each Funder for this Second SNOWMAN Call has different rules regarding the level of funding of management and coordination costs. Applicants should check Annex 5 for this information.

Work package 2 should be dissemination and exploitation. Each application should include a clear plan together with an appropriate budget for dissemination and/or exploitation of the results.

Declaration

The declaration should be signed in the organisation of the Project Coordinator by a person with sufficient authority to commit the organisation to participation.

The Project Coordinator will keep the application with the original signatures. This document must be supplied at any time if requested by the Call Secretariat.

Part B – Project Details

Resources

This part of the application should be submitted using the MS Excel™ spreadsheet templates supplied. Applicants should complete the sub-tables which will be automatically totalled to the overall project budget. Figures should not be entered directly into the calculated parts of the spreadsheet.

Where third party (i.e. not from a SNOWMAN Call 2 funder country) funding is part of the project budget, **this funding must be supported by a letter of commitment from the third party funder involved.** If such support is not confirmed the proposal **will be rejected.**

The figures given in the 'national funding requested' line of the Summary of Costs table will be the maximum funding provided by Call 2 SNOWMAN Funders. The eligibility of costs will be determined by the national funders, and will this be different in each country. Applicants should obtain information on eligibility of costs and the handling of VAT in each country, before attempting to complete the application. Cost eligibility for each funder is described in Annex 5.

Applicants are advised to build up the project budget on a heading by heading basis, giving clear thought to the amounts required for delivery of the project under each budget heading. Once the project has commenced, shifts of budget between headings cannot be made, except where written confirmation is given by the Project Board and each relevant Funder that there is good reason for the change..

All applicants should complete the form in Euros.

Applicants from non-Euro zone countries should additionally include the equivalent amount of local currency amounts beneath each Euro amount, using the exchange rate (bank buying rate) from the Europa website:

(http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=dsp_html_monthly_rates&Language=en)

for the month in which the application is made. The Euro amounts will enable the Call reviewers to compare resource allocations between countries. However, contracts will be offered and awarded on the basis of the local currency amounts.

Staff Costs

The application should make clear the time contribution and costs of each individual to the project. The costs given under this heading should reflect direct employment costs only (i.e. salary, employer's pension and insurance costs) – overheads should be costed and included separately in accordance with national guidance.

Travel & Subsistence

Each funder has its own guidance on travel and subsistence costs, which should be checked using the sources given in Annex 5.

Consumables

Consumables costs should be estimated as accurately as possible.

Equipment Costs

Each funder has its own guidance on equipment costs, which should be checked in Annex 5.

Overheads

Each funder has its own guidance on overhead costs, which should be checked in Annex 5.

ANNEX 3. Submission Checklist for Project Coordinators

Ensure you have the necessary authority from each member of your consortium to submit the proposal on their behalf.

Ensure you have completed and checked all parts of the application and ensured that the financial sections are correct.

Ensure you have virus checked your proposal files using up to date anti-virus software.

Ensure your proposal is eligible for funding using the table below:

Eligibility Test	Checked by Coordinator
All Partners are eligible for funding by the relevant research funder	
Proposal contains at least two independent legal entities from at least two SNOWMAN Call 2 funders' countries.	
Partners from countries which are not SNOWMAN Call 2 Funders have financial support (evidence must be provided in the form of a letter of commitment).	
Intellectual Property agreement and dissemination plan are included	
Application templates have been completed correctly. All necessary Annexes are included.	
Application submitted in compliance with published deadlines	
Declaration is accepted by all participants	

ANNEX 4. SNOWMAN Coordinated Research Call Contract Contents

Structure of the document

This document is divided into 2 parts:

- **Part 1 describes the content of the contracts which will be offered within the SNOWMAN coordinated call;**
- **Part 2 contains the SNOWMAN specific terms and conditions. This document will be included in each contract offered within the SNOWMAN coordinated call.**

Research consortia will in addition be asked to enter into a Consortium Agreement which they define themselves. Guidance on its contents is given in Annex 6.

Part 1: Content of the Contracts

The research contracts offered within SNOWMAN will consist of three components:

Component 1

This will contain the standard research terms and conditions for each Funder, and their conditions for eligibility of cost. This will thus be different and specific to each Funder. It will be written in the native language of the country concerned but, optionally, an English translation may be produced.

Component 2

This will contain SNOWMAN specific terms and conditions which will be common across all countries and all SNOWMAN projects. It will be in English and will include:

- A generic description of the role of the Steering Committee, the Funders and the Project Boards during the life of the project.
- A requirement for all researchers to provide a signed consortium agreement to bring the research funding contract into effect.
- Entering into force of project contract and definition of the Commencement Day.
- Transnational monitoring, reporting requirements and the mechanics for approval of deliverables.
- SNOWMAN final payment conditions.
- Ownership of knowledge, rights of property and utilisation of results.

- Requirements for deliverables.
- Dissemination requirements.

Where there is any conflict between national Funder terms & conditions and these SNOWMAN terms & conditions, the SNOWMAN conditions will take precedence.

The text of this component can be found in Annex 4 to the Applicants' Guide.

Component 3

This will be the Technical Annex of the project. It will be specific to each project and the content will be common to all the research partners within the same project. It will be written in English. It will be drawn from the application and will include:

- The detailed project description, including the summary costs for each researcher;
- A list of the Funders contributing to the project;
- A list of project partners (=researchers), and description of the role of each partner. This will include the nomination of the Project Coordinator and a description of the role of the coordinator.
- A project schedule showing the timescales for each workpackage, and timing of deliverables;
- A list of project deliverables with content description of each deliverable;
- If relevant, schedule of payments (in coherence with component 1).

Part 2: SNOWMAN Specific Terms and Conditions

- **Description of the role of the SNOWMAN Call Steering Committee, the SNOWMAN Funders and the SNOWMAN Project Boards.**

SNOWMAN is a platform of European research Funders and/or administrations for soil and groundwater research bridging the gap between knowledge demand and supply. The overall objective of SNOWMAN is to enhance the quality, relevance and utilisation of resources in Europe regarding research in the field of soil and groundwater protection.

Based on the experiences gained under the ERA-Net contract ERAC-CT-2003-003219 the parties launched a call for research proposals on 12th January 2009. The call identifier is SNOWMAN 2nd Call.

The organisations which have committed funds to the SNOWMAN 2nd call are called the Funders. These Funders are:

- Bundesministerium für Land- und Forstwirtschaft, Umwelt und Wasserwirtschaft (BMLFUW) (Federal Ministry for Agriculture, Forestry, Environment and Water Management), Austria;
- Agence De l'Environnement et de la Maîtrise de l'Energie (ADEME) (Agency for Environment and Energy Management), France;
- Stichting Kennisontwikkeling en Kennisoverdracht Bodem (SKB) (Centre for Soil Quality Management and Knowledge Transfer), The Netherlands;
- Openbare Vlaamse Afvalstoffenmaatschappij (OVAM) (Public Waste Agency of Flanders), Belgium;
- Naturvårdsverket (Swedish Environmental Protection Agency, SEPA), Sweden;
- Forskningsrådet för Miljö, Areella näringar och Samhällsbyggande (FORMAS) (The Swedish Research Council for Environment, Agricultural Sciences and spatial Planning), Sweden.
- UEFISCSU – Executive Agency for Higher Education and Research Funding – Ministry of Education, Research and Youth, Romania.

The Funders have established a Call Steering Committee (hereafter referred to as the 'Steering Committee'). The Steering Committee consists of one representative for each Funder of the coordinated call Funders. The Steering Committee will act on behalf of the Funders to manage the coordinated call (from the announcement of the call to the approval of final reports).

The Steering Committee has made funding recommendations to Funders. Then, each Funder has confirmed that he will fund the recommended projects and has nominated the Project Board members for each project. Following this confirmation, the Call Secretariat has sent an "award letter" to each successful project coordinator. This letter stated that the proposal had been positively evaluated, but that no work should be undertaken until contract discussions had been concluded and funding confirmation was received from every funding body involved in the proposal.

Project Boards will be set up by the Funders for each funded project. They will consist of one representative for each of the Funders who are funding the particular project. The Project Boards have the responsibility:

- to assist the Call Steering Committee for the transnational monitoring of the funded projects and to inform the Call Steering Committee of any event occurring in the projects which might adversely affect delivery;
- To provide a helpdesk facility to answer questions and resolve problems raised by the research consortia which cannot be solved within the project consortium itself, or between a project research partner and its national funder;
- To receive signed Contracts and Consortium Agreements delivered by the project coordinators as well as reports;
- To monitor project progress by means of review of progress reports;
- To advise the Funders on the acceptability of project progress and final outputs;
- To approve any changes to contracts;
- Through the Project Board Chair, to present the collective views of the Funders to the project coordinators for each project.

Each Project Board will be chaired by the Funder responsible for the funding of the relevant project coordinator. All communication on matters of common interest between the project consortium and the Project Board will go via the project coordinator and the Chair of the Project Board.

- **Contractual relationships**

Each project includes several partners called **research partners**, one of whom will be the **Project Coordinator**. Each research partner (including the coordinator) will have a separate contract with one of the Funders listed above. The contracts will be let in coordinated way such that the projects will be delivered transnationally.

- **Entering into force of SNOWMAN project contracts and commencement of the projects**

SNOWMAN requires all successful research consortia to enter into Consortium Agreements between themselves, in order to manage the delivery of the project activities, finances, intellectual property and to avoid disputes which might be detrimental to the completion of the project.

It will be the responsibility of project coordinators to draw up a Consortium Agreement suitable to their own group and coordinator's legal system. The consortium agreement will normally be under the law of the country of the Project Coordinator.

The consortium agreement should be signed within 30 days after the signature of the last research funding contract of the consortium. If this does not occur, the Steering Committee may, at its discretion, withdraw the funding offer.

A project will not start and each national contract between each Funder and its research partner(s) involved in this project will not enter into force, until all the following steps are complete:

1. the research partners have signed their individual contract and their consortium agreement;
2. they have been returned to the Project Board;
3. the chair of the Project Board has informed the relevant Funders and the Call Steering Committee of this and agreed a start date (this date will be the commencement date of the project); and;
4. the chair of the Project Board has written "a commencement letter" to the research coordinator giving the start and end dates for the specific project, the project duration and the relevant reporting dates.

This will allow research contracts to be synchronised in all countries in a project.

In the interim period, between the award letter from the Call Secretariat and the commencement date of the project, research partners may commence work on the project at their own risk. Once the contract comes into effect, with the agreement of the funding organisation, eligible costs may be claimed back to this award letter date.

- **Transnational monitoring, reporting requirements and mechanics for approval of deliverables**

The Project Coordinator will be responsible for submitting the following reports to the Chair of the Project Board:

- For projects duration < 18 months: one interim activity report halfway through the project, written according to the reporting form (available from the chair of the Project Board);
- For projects duration > 18 months: annual progress reports, a draft final report and a final report based on input from all research partners of the project consortium covering the whole project period, from the starting date in 2009 to the end of the project.

Deadlines will be subject to variation within individual project plans.

Three meetings will be compulsory for each project :

- a kick-off meeting of the project. It will be organised by the project coordinator and agreed with the Project Board. All the Second Call Funders will be invited to the kick off meeting.
- at the beginning of the project, a meeting between the Coordinator and the Chairman of the relevant Project Board,
- a all-projects-workshop at half the duration of all projects, in order to present and discuss the interim results of the projects.

The research partners are jointly responsible for delivery of the work.

Report layout will be according to the SNOWMAN requirements. Templates for these reports will be provided by the Chair of the Project Board. Completed project deliverables must be compiled by the consortium. Project reports must be produced in English but may be produced additionally in other languages, at the individual researcher's sole discretion and cost.

Project reports will be submitted electronically by the Project Coordinator to the Chair of the Project Board, on behalf of the whole consortium. Copies will be delivered by the different contractors to their funding bodies as needed by the national funding rules.

The project outputs will be evaluated by the Project Board. One month will be needed for this evaluation procedure. *This duration will have to be taken into account in component 1 and payment schedule.* The Chair of the Project Board will inform the project coordinator, as well as the Funders and the Steering Committee of the results of the Project Board evaluation and, of any requirements for modification to the final report. The project deliverables shall only be deemed approved when the Chair of the Project Board confirms approval, or if modifications are required, approval of the modified version of any deliverable by the Project Board.

The Project Boards shall have the right to carry out scientific audits on the participants, in order to ensure that the project is being carried out under the conditions claimed and in accordance with the project proposal.

- **Payment conditions**

Final payment will be retained by each Funder until accounts of the project have been received and accepted, and all final transnational reports and other deliverables, including records of all dissemination activities have been submitted to, and accepted collectively by the Call Steering Committee and individually by the Funders.

- **Ownership of knowledge, rights of property and utilisation of results**

As a general rule it is expected that new Intellectual Property resulting from SNOWMAN funded projects will be owned by the researchers, who will be expected to exploit and disseminate the new Intellectual Property for public benefit. Findings of SNOWMAN funded projects will be published for the public.

The Project Boards, the Steering Committee and the Funders shall have the right to divulge the documents, information and results submitted by the research partners and/or use the information and results for their own purposes, excluding any commercial transaction and providing always to specify their provenance.

The research partners pledge to mention SNOWMAN's and each Funder's financial participation in all documents and publications pertaining to the project (abstracts, reports, deliverables, printed media, newsletters, websites, presentations etc.).

- **Dissemination requirements**

A major objective of SNOWMAN is the transnational delivery of research projects and the transfer of knowledge amongst the participating countries and more widely. The dissemination of project results should generate multiplier effects within Europe. It is required that a detailed dissemination plan is carried out as an integral part of the projects.

The dissemination plan should clarify how the research results will be shared and promoted:

- among the **project members** themselves, in a way that results are accessible to each project partner and pertaining the roles of the relevant funders.
- among **the scientific community**. The projects and results have to be communicated via scientific journals, scientific posters and web sites. Research consortia should use EUGRIS as the central website and database for information about the projects, results and the deliverables.
- among **the wider community**. Where there are lessons to be learnt and evidence is produced that would affect the environment and policy related to the environment.

Public access to deliverables should be given a high priority by proposers and dissemination activity should be described in project final reports. Executive Summaries in English, and the language of each participant if required by Funders, suitable for web publication will also be required and as a minimum will be disseminated via the EUGRIS and SNOWMAN websites.

The implementation of the plan for use or dissemination of knowledge shall be periodically evaluated by the Project Boards on behalf of the Steering Committee.

- **Changes to contracts**

Changes to the composition of research consortia or in budgets should be approved by the Project Boards.

If a partner drops out of a consortium, the problem has to be solved by the consortium in line with its consortium agreement.

Any changes in the work plan or budget should only be minor but will need to be authorised by the Project Board before any amendment to the contract by the funding organisations can be issued.

The research partners shall inform the Chair of the Project Board and the relevant Funders immediately of any event which might affect the implementation of the project.

The Project Board must agree to any revisions and the Steering Committee must be kept informed of any changes once agreement has been reached.

ANNEX 5. FUNDER SPECIFIC INFORMATION

A5.1 Eligibility of Organisations and Costs

1. FRANCE – ADEME

Depuis le 1er janvier 2008, l'ADEME dispose d'un nouveau système de soutien à la recherche, au développement et à l'innovation dans les domaines de l'énergie, de l'air, des sols, des déchets et du bruit.

Ce nouveau système d'aide a été adopté pour 6 ans. Il restera donc en vigueur jusqu'au 31 décembre 2013.

Ce nouveau cadre incitatif s'inscrit dans les règles de l'encadrement communautaire régissant les aides à la recherche à destination du secteur public et surtout privé.

Par rapport au précédent, ce nouveau système d'aide à la recherche met l'accent sur :

- le soutien à la recherche dans les PME ;
- la recherche partenariale.

L'ADEME souhaite ainsi participer au renforcement des activités de recherche des PME et à l'augmentation des dépenses privées de recherche, développement et d'innovation afin de mettre la France sur la voie de l'atteinte des objectifs de Lisbonne (objectif de 3% du PIB consacré aux dépenses de recherche, développement et d'innovation à l'horizon 2010).

- [Téléchargez le régime d'aides de l'ADEME à la recherche, au développement et à l'innovation](#) (PDF - 94K - 29/11/2007)

Règles générales d'attribution et de versement des aides financières de l'ADEME

- [Règles générales d'attribution et de versement des aides financières de l'ADEME](#) (PDF - 148K - 21/05/2008)

2. NETHERLANDS - SKB

Richtlijnen kosten en financiering van projecten

Versie behorende bij de “2^e Coördinated call” van het SNOWMAN-project

Bijdrage SKB

SKB subsidieert maximaal 80% van de kosten die voor onderzoek, ontwikkeling en kennis-ervaringsuitwisseling tot een maximum van € 50.000,-- per project. Voor SNOWMAN-projecten heeft deze bijdrage betrekking op de onderzoekskosten van de Nederlandse partners in het projectconsortium. Bij een hogere procentuele eigen bijdrage van de consortiumpartners kunnen grotere projecten worden ondersteund.

Aandachtspunten voor de kostenraming en financiering

De kosten dienen te worden gespecificeerd per uitvoerende partij en per deelresultaat. Bestede tijd die door betrokken overheden of publieke instanties qualitate qua wordt besteed en niet aan het project in rekening wordt gebracht worden niet als subsidiabele kosten aangemerkt

Indien deze instanties een inhoudelijke bijdrage leveren aan de projecten waarvoor ook een intern budget beschikbaar wordt gesteld, kunnen deze kosten in overleg met SKB, als eigen bijdrage worden beschouwd bij de bepaling van de maximaal door SKB te verstrekken subsidie.

Het financieringsoverzicht in het projectenplan geeft aan wat de gevraagde bijdrage van SKB is en wat de eigen bijdrage van de deelnemers in het project is.

Alleen uitvoerende partijen kunnen ‘in kind’ bijdragen in de financiering. Overige consortiumpartijen kunnen alleen een financiële bijdrage leveren.

Bijdrage met of zonder BTW

Omdat SKB niet BTW-plichtig is wordt aan partijen in een consortium die ook niet BTW-plichtig zijn de mogelijkheid geboden de volledige financiële bijdrage ten goede te laten komen aan het project. Dit betekent dat geen BTW afdracht hoeft plaats te vinden over die financiële bijdrage.

Wanneer niet BTW-plichtige partijen hiervan gebruik willen maken kan dat (na goedkeuring van het projectvoorstel), in het projectenplan kenbaar worden gemaakt. In dat geval worden de bijdragen van deze partijen verrekend via SKB.

Betalingschema

Betalingen vinden plaats naar rato van geleverde en goedgekeurde deelresultaten. Een slotbetaling van 20% van de totale kosten vindt plaats na goedkeuring van het eindrapport van het project.

Projectovereenkomst

Nadere detaillering van de voorgaande uitgangspunten vindt plaats in een per project af te sluiten projectovereenkomst tussen de Nederlandse partners van het project en SKB.

3 . BELGIUM - OVAM

5 RICHTLIJNEN KOSTEN EN FINANCIERING VAN PROJECTEN - SNOWMAN

De OVAM zal een **overeenkomst** afsluiten met een Vlaams(e) onderzoeksinstituut/bureau die deel uitmaakt van een consortium waarvan het projectvoorstel geselecteerd werd door SNOWMAN. De Vlaams(e) onderzoeksinstituut/bureau moet een bevoegdheid hebben die betrekking heeft op het Vlaamse Gewest en/of moet beschikken over een zetel in het Vlaamse Gewest.

De OVAM zal de uitgaven van de opdrachtnemer vergoeden in de geest van de wetgeving op overheidsopdrachten die voor de OVAM van toepassing is. Wat de opdrachtnemer moet doen, is conform opleveren, aan de vooropgestelde prijs. Het ondernemingsrisico in deze ligt dus bij de opdrachtnemer. De prijs die de opdrachtnemer heeft gegeven, dient gekend te zijn voor de gunning van de opdracht en is een globale en definitieve prijs. Dit houdt in dat de opdrachtnemer bij het indienen van het gezamenlijk projectvoorstel, een duidelijke en overzichtelijke inventaris dient op te maken van zijn takenpakket binnen het projectconsortium en de hiermee verbonden kosten en totaalprijs. De OVAM behoudt zich het recht voor om bepaalde posten binnen dit takenpakket niet te gunnen indien de kosten hiervan redelijkerwijs niet in verhouding staan tot het op te leveren resultaat (vb. aankoop van een duur analysetoestel).

De OVAM zal haar bijdrage per project beperken tot een maximum van 65.000,00 euro (excl. BTW).

De prijs kan enkel betrekking hebben op de posten die de geleverde prestaties omvatten en die rechtstreeks verband houden met het op te leveren resultaat. De prijs zoals hiervoor beschreven, is een all-in vergoeding die alle eventuele belastingen en/of lasten dekt. De prijs is dus een bedrag inclusief alle mogelijke lasten/belastingen die op de vergoeding verschuldigd zijn. De opdrachtnemer is gehouden deze te voldoen aan de bevoegde instanties zonder hiervoor een verhaal te hebben op de OVAM en alle daarmee gepaard gaande formaliteiten te vervullen (bv. BTW-registratie in België en de uitreiking van een conforme factuur). De opdrachtnemer erkent de enige verantwoordelijke te zijn inzake al de fiscale verplichtingen die voortvloeien uit de overeengekomen vergoeding. Door zijn inschrijving verklaart de opdrachtnemer zich akkoord met deze voorwaarden.

Inschrijving

Bij het projectvoorstel dient de Vlaamse inschrijver een correct ingevuld inschrijvingsbiljet over te maken (zie bijlage).

Dit inschrijvingsbiljet dient opgesteld te zijn in de Nederlandse taal, gedagtekend en ondertekend door een bevoegd persoon. Tevens dient een document bijgevoegd te worden waaruit deze ondertekeningsbevoegdheid blijkt.

Een elektronische versie van het inschrijvingsbiljet kan op eenvoudig verzoek verkregen worden bij de verantwoordelijke van OVAM.

Inventaris

De opdrachtnemer dient de budgettabellen in de projectaanvraag behoorlijk in te vullen met duidelijke vermelding van de eenheids- en totaalprijzen (excl. B.T.W.). De prijzen dienen in euro opgegeven te worden. De prijs incl. BTW wordt in een afzonderlijke post van het inschrijvingsbiljet vermeld. Alle overige heffingen, retributies en accijnzen zijn begrepen in deze prijs. Prijsherzieningen worden niet toegestaan.

Betaling

De betaling zal gebeuren op basis van de bepalingen zoals die zijn opgenomen in de documenten van SNOWMAN die de call beschrijven, de opleveringsactiviteiten en het voorleggen van een regelmatig opgemaakte factuur.

De betalingsmomenten en –voorwaarden zullen worden bepaald in de overeenkomst die wordt afgesloten met de opdrachtnemer. De betaling zal geschieden aan de hand van een gedetailleerde, gedagtekende en ondertekende vorderingstaat, welke per aangetekend schrijven aan de OVAM wordt overgemaakt.

Op basis van de vorderingstaat maakt de OVAM een proces-verbaal op met vermelding van het bedrag dat ze werkelijk verschuldigd acht te zijn en geeft de opdrachtnemer schriftelijk kennis van de staat van de opdracht die aldus voor betaling wordt aanvaard. Tezelfdertijd verzoekt de aanbestedende overheid de opdrachtnemer, binnen de vijf kalenderdagen, een factuur in te dienen voor hetzelfde bedrag.

De betaling geschiedt binnen de vijftig kalenderdagen te rekenen vanaf de datum waarop de OVAM de vorderingstaat heeft ontvangen, zo de opdrachtgevende overheid in het bezit is van de regelmatig opgemaakte factuur, gebaseerd op het proces-verbaal, alsmede van de andere eventueel vereiste bescheiden.

Management

De Vlaamse inschrijver kan de kosten voor Work Package 1 (managementkosten) niet terugvorderen van de OVAM, tenzij deze managementkosten evenredig verdeeld werden over alle leden van het projectconsortium.

Aarzel niet om contact op te nemen met de verantwoordelijke bij OVAM:

Sofie Van den Bulck
Sofie.van.den.bulck@ovam.be
T: 0032 15 284 526
F: 0032 15 201 554

Bijlage

Inschrijvingsbiljet

De vennootschap:
 (handelsnaam of benaming, rechtsvorm, nationaliteit, zetel)
 Vertegenwoordigd door de ondergetekende(n):

.....

Ofwel²

De ondergetekenden:
 (voor elk van hen dezelfde gegevens als hierboven)

.....

die zich tijdelijk hebben verenigd voor deze opdracht,

- Verbinden zich op hun roerende of onroerende goederen tot de uitvoering, overeenkomstig de wetgeving overheidsopdrachten en de bepalingen van de onderzoekscall van SNOWMAN uit te voeren tegen de som van:

.....
 (in cijfers , exclusief B.T.W.)

.....
 (in letters , exclusief B.T.W.)

.....

 (in cijfers , inclusief B.T.W.)

- Voegen bij hun inschrijving minimaal volgende gegevens toe:

1. Inschrijving bij de RSZ: nummer(s):
2. BTW (alleen in België): nummer(s):
3. Mijn onderaannemers van vreemde nationaliteit hebben hun woonplaats in:
 (land, gemeente)

Het bedrag van de werken die zullen worden opgedragen aan mijn onderaannemers:

1° onderdanen van een EG-lidstaat belooft:
 EUR (per land)

2° onderdanen van een ander land, belooft:
 EUR (per land)

² Doorhalen wat niet van toepassing is

- 4. Mijn personeel heeft de volgende nationaliteit: ;
- 5. De betalingen zullen geldig worden uitgevoerd door overschrijving op bankrekeningnummer (voor buitenlandse rekeningen IBAN): ;
- 6. De bescheiden gedateerd en ondertekend, die luidens de bepalingen van de onderzoekscall van SNOWMAN worden voorgelegd;
- 7. Staving van ondertekeningsbevoegdheid bij vertegenwoordiging vennootschap (uittreksel statuten,...;

Gedaan te op
.....

DE INSCHRIJVER(S)

4. SWEDEN – NATURVARDsverKET

The Swedish Environmental Protection Agency (Naturvårdsverket) is one of two Swedish funders for this call. The requirements for Swedish applicants asking for funding by Naturvårdsverket are that:

- Researchers at universities and institutes are invited to submit applications.
- Fundable organisations are universities and institutes.
- 90% of the grant will be paid when the contracts are signed. The remaining 10% will be paid when the final report is approved.
- Overhead costs are a maximum of 35 %.

5. SWEDEN – FORMAS

The Swedish Research Council for Environment, Agricultural Sciences and Spatial Planning (FORMAS) is one of two Swedish funders for this call. The requirements for Swedish applicants asking for funding by FORMAS are that:

- Researchers at universities and institutes are invited to submit applications.
- Fundable organisations are universities and institutes.
- Overhead costs are a maximum of 35 %.
- The grants will be paid monthly based on project length (n months) by $1/n$ per month.

6. Austria – BMLFUW

Den antragstellenden Organisationen wird der LEITFADEN FÜR DIE ERSTELLUNG EINES PROJEKTANTRAGES FÜR FORSCHUNGSFÖRDERUNGEN im Rahmen der Umweltförderung / Altlastensanierung zur Kenntnis gebracht. Der Leitfaden kann unter

<http://www.public-consulting.at/de/portal/umweltforderungen/bundesforderungen/forschung/altlastensanierung/>

eingesehen werden.

7. Romania – UEFISCSU

Eligible costs:

- staff expenses, in accordance with the present law, at the paying dates (including employer expenses) – a maximum of 60 % from the project budget;
- indirect expenses (overheads)

If the project proposal is selected for funding, the chapter “indirect expenses” for the budget cannot be modified in plus, in the initial phase or during the project. The non-compliance with this stipulation can lead to funding stop.

- logistics expenses, necessary for the project development (equipment, laboratory materials, material expenses, dissemination, informing-documentation access to the research infrastructure);
- expenses for mobility (documentation and research stages – within the country and abroad, participations in national and international scientific events)

The scheme for the project expenses, shared on activities, destinations and categories must comply with provisions of the G.D.1579/2002.

A5.2 Information Sources - Funder Terms & Conditions

1. Austria Bundesministerium fuer Land- und Forstwirtschaft, Umwelt und Wasserwirtschaft, BMFLUW	Contact Stefan Vetter for further details : Stefan.Vetter@lebensministerium.at
2. France Agence De l'Environnement et de la Maîtrise de l'Energie, ADEME	http://www.ademe.fr or contact Nadine Dueso for further details: nadine.dueso@ademe.fr
3. Netherlands Stichting Kennisontwikkeling en Kennisoverdracht Bodem, SKB	http://www.skbodem.nl or contact Ingrid van Reijssen for further details: ingrid.vanreijssen@skbodem.nl
4. Belgium (Flanders) Openbare Vlaamse Afvalstoffenmaatschappij , OVAM	Contact Sofie Van den Bulck for further details: Sofie.Van.den.Bulck@ovam.be
5. Sweden Naturvårdsverket - Swedish Environmental Protection Agency	Contact Kerstin Jansbo for further details: Kerstin.Jansbo@naturvardsverket.se
6. Sweden FORMAS - Swedish Research Council for Environment, Agricultural Sciences and Spatial Planning	Contact Björn Sellberg for further details: bjorn.sellberg@formas.se
7. Romania UEFISCSU – Executive Agency for Higher Education and Research Funding – MINISTRY OF EDUCATION, RESEARCH AND YOUTH	Contact Marlena ROTAR for further details: Marlena.rotar@uefiscsu.ro

ANNEX 6. TOPICS TO BE COVERED IN CONSORTIUM AGREEMENTS

The consortium agreements should as a minimum address the following topics:

- purpose and definitions
- organisation and management of the project:
 - Project coordinator: nomination of the project coordinator of the research consortium and description of the role and responsibilities of the coordinator;
 - research partners: persons in charge, role & key tasks, and conditions for their change;
 - deliverables (only one transnational report must be delivered by the whole consortium for each report required under the project (rather than one for each country or research partner));
 - obligations and responsibilities of the research partners;
 - resources and funding;
 - confidentiality and publishing;
 - intellectual property rights (how this will be handled between the partners);
 - decision making within the consortium;
 - handling of internal disputes;
 - the liabilities of the partners towards one another (including the handling of default of contract);
 - the role of the consortium agreement in accession to the contract.

AN EXAMPLE OF A CONSORTIUM AGREEMENT BASED ON PRACTICE FROM THE 1ST SNOWMAN CALL CAN BE DOWNLOADED FROM THE SNOWMAN WEBSITE. SNOWMAN RESEARCH CONSORTIA SHOULD DESIGN THEIR OWN AGREEMENTS TO SUIT THEIR CONSORTIA AND THE PROJECT COORDINATOR'S LEGAL SYSTEM.