

HERA Joint Research Programme “Uses of the Past”

Guidelines for Applicants: Full Proposals

Full Proposals can only be submitted by applicants who have been selected by the HERA JRP UP Board. Full Proposals must be submitted by Project Leaders via the online application form before the deadline of **Thursday, 8 October 2015, 14:00 CEST (Brussels local time)**. The link to the form and the access details are communicated to the applicants in the invitation email to submit a Full Proposal. Project Leaders must submit the application on behalf of all partners of the Collaborative Research Project (CRP). *Please note that, contrary to the Outline Proposals, Full Proposals can be submitted only once, and must be submitted via the online submission system Iris, hosted by NWO.*

In developing the Full Proposals, applicants must follow the guidelines and the application structure as explained below, build on their previous Outline Proposal, and continue to ensure a strong fit to the “Uses of the Past” Theme and Scope, provided in Annex A. The list of the HERA JRP UP Contact Points is provided in Annex B.

All relevant documents: Guidelines for Applicants, Application Template for Full Proposal, Budget Template, General and National Eligibility Requirements, HERA JRP Glossary and Frequently Asked Questions (FAQs) are available at <http://heranet.info/hera-jrp-documents-1>. **Please note that documents have been updated for the Full Proposal phase and must be checked again.**

1. Project Structure and roles of project partners

- Each Collaborative Research Project (CRP) must comprise at least **four eligible Principal Investigators (PI)**, each based in an eligible university or research institute in a different HERA JRP UP country. The CRP is led by one of the PIs, the **Project Leader**.
- **The Project Leader (PL)** is responsible for carrying out and managing the CRP, in addition to his/her project related research. The PL is a senior researcher with a solid experience of managing collaborative research projects. S/he will be the contact point for the HERA JRP Handling Agency throughout the application phase and is responsible for communication with the other partners of his/her CRP. The PL is also responsible for the administrative and financial management of the complete CRP, i.e. if a CRP is funded, the CRP budget will be transferred to the host institution of the PL, which in turn will be responsible for distributing funding to the CRP partners. Finally, the PL is responsible for the intellectual agenda and coherence of the project as well as all the reporting duties.
- **A Principal Investigator (PI)** is responsible for leading research activities at his/her institution. A Ph.D. is prerequisite for application as PI, however, in some countries applicants with equivalent research experience are also eligible to apply. Other researchers (senior researchers, post-doctoral researchers, Ph.D. students) can be part of the PI’s project team and should be referred to as Project Members (PMs). Please consult the National Eligibility Requirements for full information.

- **Non-academic Associated Partners (AP)** are stakeholders, for example in the cultural, heritage or educational sector, media, or creative industries, who may provide significant added value and valuable insights to the CRP from the user's perspective. They can be included in the proposal in an advisory and collaborative capacity to help explore the knowledge transfer/exchange potential of the proposed research.

In order to be evaluated, proposals must be:

- 1) submitted via the online application form before the submission deadline;
- 2) submitted by an eligible research team. Note that if one of the research partners in a CRP consortium is not eligible then the whole consortium is not eligible;
- 3) complete and follow the prescribed format.

2. Eligibility

Eligibility of applicants

- Only researchers located in the following HERA countries are eligible to apply, irrespective of their nationality: **Austria, Belgium, Croatia, Czech Republic, Denmark, Estonia, Finland, Germany, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Slovenia, Spain, Sweden, Switzerland and United Kingdom.**
- Each Collaborative Research Project (CRP) must comprise at least **four Principal Investigators, each** based in an eligible university or a research institute **in a different HERA JRP UP country.**
- Each participating researcher (e.g. senior, post-doc, Ph.D.) must be based at an eligible institution and be considered **eligible** for funding by the funding organisation of the HERA JRP UP country where he/she works. A Ph.D. is prerequisite for application as PI, however, in some countries applicants with equivalent research experience are also eligible to apply.
- **Please read carefully the National Eligibility Requirements available from the HERA website. If you have any queries, contact your respective national funding organisations in order to verify eligibility with regard to qualifications of applicants.**
- **A Principal Investigator (PI) can participate as a PI or Project Leader (PL) in one HERA JRP UP proposal only.**
- **The Project Leader (PL) will be one of the Principal Investigators (PI) in the CRP and will act as coordinating partner.**

- Each CRP will be coordinated by a **Project Leader (PL)** who is responsible for the scientific, administrative and financial coordination of the CRP.
- The consortium partners in the participating countries in the CRP will each assign one **Principal Investigator (PI)** per institution to coordinate the administrative and financial responsibilities of the CRP at the institutional level.
- The team of each **Principal Investigator (PIs)** may include a number of other senior and/or junior researchers (Project Members) carrying out the actual research planned.
- Associations with other researchers from non-HERA JRP UP countries can be mentioned in the description of the CRP (e.g. as part of an advisory group), however no time or personnel costs can be budgeted for them, no associated documentation (e.g. CV, letter) can be submitted and their participation cannot be integral to the proposal.

Eligible costs

- The **total budget requested in funding** from the HERA JRP UP **must not exceed 1,2 M€ across all participating partners.**
- CRPs must not exceed 36 months in duration. CRPs must start by June 2016 and finish by June 2019 at the latest.
- The budget must be given in **Euros only** and be tabulated according to the Excel templates provided.
- **All costs must be eligible according to national eligibility rules.** Eligible costs will generally include direct costs such as employment costs (PL, PIs, and other Project Members, e.g. Ph.D. students, researchers, administrative personnel, etc.), equipment, travel and meeting costs, consumables, dissemination and knowledge transfer costs as well as the overheads. **Please read the National Eligibility Requirements to verify the eligibility of specific budget items according to the rules of your national funding organisation.** If you have any queries, contact the contact person in your respective national funding organisation.
- Projects will also be expected to engage in knowledge exchange activities regarding the outcomes of the CRPs. Costs for these activities must be included in the proposal in addition to the costs for research (subject to national eligibility rules). Please also see the section on knowledge exchange and transfer on page 3 of the HERA JRP UP call and page 12 of this document.
- **Non-Academic Associated Partners (AP)** associated with the project cannot be funded from the CRP for their time; only their travel and subsistence costs for attending CRP-related events as well as minor subcontracting (depending on National Eligibility Requirements) can be reimbursed.
- The costs for the participation at the HERA JRP “Uses of the Past” Launch, Mid Term and Final Conferences for PL, all PIs and APs of a CRP must be included in your travel cost estimates. The conferences will each be a one and a half days event taking place in one of the HERA JRP UP countries. On average for one to two days events,

costs to be budgeted per person are € 850, which means that when there are four PIs and 2 APs in a consortium on average € 15,300 must be budgeted for participating in HERA JRP UP meetings. It is advised to budget for no more than 8 people as it is likely that attendance per project will be limited.

- Recipients of HERA JRP UP funding are strongly encouraged to use Open Access publishing wherever possible (see section 7. Open Access). If publishing under “author pays” regimes is foreseen at the application stage, the related costs should be included in the budget. Costs must be plausible and justified/substantiated. As a rule, the costs per peer-reviewed journal article should not exceed 2,500 EUR. For proceedings, collections and monographs, the total budget can be up to 15,000 EUR per project.

N.B. Some HERA JRP UP countries have different regulations. Please consult the relevant National Eligibility Requirements.

3. Format of the application: online application process, proposal structure and requested budget

Online Application Process

All Full Proposals must be submitted via the online application form. The link to the form and the access details are communicated to the applicants in the invitation email to submit a Full Proposal. Please note that, contrary to the Outline Proposals, Full Proposals must be submitted via the online submission system Iris, hosted by NWO.

In the online application form you will be first asked to enter the general details on the CRP (title, project duration, etc.) and the personal details of the applicants (PL, PIs and non-academic APs). A project summary of no more than 300 words should be entered into the online form providing the following information:

- Relevance of the research topic to the Call
- Objectives/expected outcomes of the CRP
- Explanation on how the CRP would be implemented

This project summary will be published on the HERA website if the project will be funded.

Having filled out the online form, you will be asked to upload **one** document in PDF format, the “Full Proposal document” containing all required information.

Proposal structure

*The Full Proposal document must be **one** (PDF) document and follow the structure below. In order to create this document, the Full Proposal template (Word) and budget templates (Excel) must be used (available for download on the HERA JRP website).*

*The document should be written in English. All pages must be numbered and each page should contain the project acronym. The minimum font size allowed is 11. All margins should be at least 15 mm (not including footers or headers). Note that the document should be in PDF format and should not be password protected. **All page lengths are inclusive of all text, tables (excluding the budget tables), references, diagrams, and pictures.***

Cover page with

- Project title, acronym, application number Outline Proposal
- Project Leader (=Principal Investigator 1): name, email address, institution, city, country
- Principal Investigators 2, 3, 4, ...: name, email address, institution, city, country listed in the same order as in the online application form **and** the budget table.
- Keywords (5 max., to be selected from a list)

Part A – Description of the Collaborative Research Project (CRP) (10 pages max.)

- A1 Concept and objectives of the CRP
- A2 Research Context and Progress beyond the state-of-the art, including why European level collaboration is essential
- A3 Research design and methodology
- A4 Work plan, detailed timeline and milestones and deliverables
- A5 Short bibliography supporting the research case

Part B– Knowledge exchange and potential impact (5 pages max.)

- B1 Relevance to the Call for Proposals
- B2 Expected relevance of the CRP outcomes and its potential value for users, both academic and non-academic. Description of the involvement and contributions of non-academic Associated Partners (if applicable)
- B3 Planned activities and measures to maximise knowledge exchange and transfer, and the dissemination and/or exploitation of trans-national CRP results to academic and non-academic users, and management of intellectual property

Part C – Description of the CRP implementation and management (5 pages max., not counting the budget tables and their justification)

- C1 Description of the consortium (European added value of the collaboration, complementarity and expertise of PIs, balance, level of integration and collaboration)
- C2 Description of the CRP management structure and procedures, including how the consortium will ensure active collaborations across all partners from the beginning of the project
- C3 Allocation and justification of the resources to be committed:
 - C3.1 Detailed budget for each PI's activities per year: budget table A followed by the justification of the requested budget.
 - C3.2 Overall budget of the CRP for the whole duration of the project: budget table B followed by the justification of the distribution of costs across the PIs.
 - C3.3 If applicable, a description of own/additional funding should be given, complementing the HERA JRP UP requested funding (obligatory for some HERA JRP UP countries, please consult the National Eligibility Requirements).

ANNEXES TO THE PROPOSAL

The following information must be included as annexes:

Annex 1: A short CV, in English, of each Principal Investigator (PI) (each CV 2 pages max.). Each CV should include:

- up to 10 most relevant publications of each PI during the last 5 years.
- a list of all research grants received by each PI for the same or closely related topic within the past 5 years from any funding sources (private, national, European or international). Please also include those applications which are still pending. Please explain how these projects relate to this proposal.

Annex 2: An electronic copy of the signed and stamped statements from the host institutions of each PI, incl. the Project Leader (1 page max., preferably in English). The statement should include the following information:

- Title and acronym of the Collaborative Research Project.
- Full name of the applicant (PI or PL) involved in the CRP from the host institution concerned.
- Confirmation that the institution designated by the applicant shall be the institution where the proposed research is conducted.
- Confirmation of the employment/contractual status of the applicant: the title of the applicant's position as well as the start and end dates of the contract.
- Confirmation of approval of the requested budget of the activities of the PI/PL concerned or other requirements. See the FAQs and the National Eligibility Requirements for detailed information.
- Confirmation of any additional contribution to the CRP budget provided by the host institution, if applicable.
- Signatures and full names of the applicant and the competent authority of the host institution; date and place.

Annex 3: An electronic copy of the signed and stamped letter of commitment on the part of non-academic AP(s) (1 page max., in English). The letter should explain the AP's interest and role in the CRP and make explicit the nature of the AP's commitment to the CRP activities (financially and/or in kind).

Annexes 2 and 3 of the proposal are scanned copies of the original, signed and stamped, statements of PI institutes and letters of commitment of non-academic partners. These PDF scans must be appended at the end of the Full Proposal document. Unsigned documents will be discarded.

How to fill in the budget tables?

In part C3 of your proposal, you are asked to provide:

- C3.1 The detailed budget for each PI per year: *budget table A*, followed by the justification of the requested budget.**
- C3.2 The overall budget of the CRP for the whole duration of the project: *budget table B*, followed by the justification of the distribution of costs across the PIs;**
- C3.3 A description of additional funding, complementing the HERA JRP requested funding, if applicable.**

The Excel template for the budget tables (A and B) is available for download on the HERA JRP website.

In **section C3.1** of the proposal, please include table A for each Principal Investigator followed by a detailed justification of the requested budget items. These will be used by the National Contacts to check the eligibility of national costings.

When filling out budget table A please indicate:

PI number, name, institution, and country. Please make sure that the PI numbers in the budget tables correspond to those in the online application form.

In this table, you should specify the number and nature of research and administrative positions involved, as well as all individual budget items respective to equipment, travel and meeting costs, consumables, dissemination and knowledge exchange costs, other costs, and overheads (if applicable).

In table A, each individual position and the related costs, each individual budget item must be entered on a separate budget line. For instance, if two or three Ph.D. students are involved in one IP, each Ph.D. position and the related costs during each year should be entered on a separate budget line. Please add lines to the budget table, whenever necessary.

The following costs can be entered into budget table A (provided these are eligible according to the HERA JRP UP General and National Eligibility Requirements):

1. **Employment costs** should comprise personnel costs in accordance with national eligibility requirements. The employment costs should be detailed by person (e.g. please indicate the costs of each Senior Researcher, each Ph.D. student, etc.). Indicate for each position what percentage of Full Time Equivalent (FTE) will be allocated to the project each year both in the budget table (next to the title of each position) and also in the justification below.
2. **Equipment** is material used for the project. Please specify the type and purpose for each major item. Small equipment/material should be listed under the category "Other costs". Please check the relevant National Eligibility Requirements for more information.
3. **Travel and meeting costs** also include subsistence costs as well as other costs necessary for the organisation of the project meetings (e.g. hiring venues, catering, etc.). Please specify the type of trips to be made in the framework of the CRP (e.g. conference, fieldwork, project meeting, etc.). Please also include costs here for participation at HERA events, see FAQs for more information.
4. **Consumables** are goods that must be replaced regularly (e.g. office supplies).
5. **Dissemination and Knowledge Exchange costs** may include both the costs for scientific publications (e.g. Open Access publications) and other dissemination materials (e.g. reports, leaflets, websites, etc.), events, exhibitions or other knowledge exchange activities targeting users and the general audience.
6. **Other costs** should list any other costs that cannot be categorized in the above sections. This would include external services or subcontracting costs.
7. **Overheads** are all eligible costs which cannot be identified as being directly allocated to the project but which can be justified in line with the National Eligibility Requirements. They usually comprise costs connected with infrastructures and the general operation of the organisation such as rental or depreciation of buildings, water/gas/electricity, maintenance, insurance, supplies and petty office equipment, communication and connection costs, postage, etc. and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, etc.

Below the table of each PI, please include a detailed justification of the requested costs. Please explain the roles of each project member in the PI's team and their involvement in the project, the purpose of major equipment items, travel, etc. This section should demonstrate that the time budgeted for each project member is well justified and proportionate to their involvement in the project.

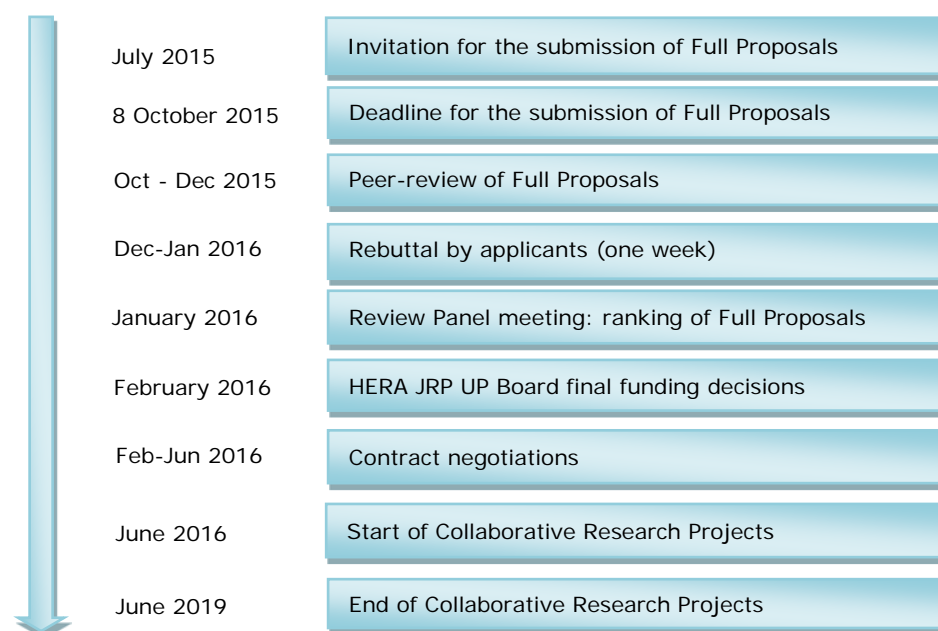
In **section C3.2** of the proposal, please provide a summary of the overall requested budget of the CRP for the whole duration of the project, using budget table B. When filling out budget table B, please remember to indicate the name and number of each PI in the respective budget columns. Using the figures from budget tables A, please enter the total costs for each PI for the whole duration of the CRP. In table B, costs in each category (employment costs, equipment, travel, etc.) should be only specified according to the type of budget item and not by individual research position or each specific budget item. The budget should indicate clearly the cumulative amounts that each PI and the CRP as a whole would spend on employment (all research and administrative positions), travel, equipment, publications or any other items for the whole duration of the CRP.

Below the table, please justify the distribution of costs across the PIs and explain how this relates to the planned outputs and the division of work across the PIs. The funding among the PIs can be distributed unevenly. The differences may be due to the different national eligibility rules (e.g. regarding the overheads) but also due to the division of work. Please summarise the rationale behind the overall financial plan and its relation to the consortium in this section.

In **section C3.3**, please describe the resources which would complement the HERA JRP UP contribution, if applicable (e.g. contributions from non-academic Associated Partners or PI/PL host institutions). Please note that all additional contributions must be guaranteed either in the statement from a host institution of the respective PI/PL attached to the proposal as Annex 2 or in a signed letter from the non-academic AP attached to the proposal as Annex 3, as the case may be.

4. Assessment procedure and criteria

Tentative timeline



Full Proposal phase: assessment procedure

Following the evaluation of the Outline Proposals, selected applicants will be invited to submit Full Proposals with the deadline on **Thursday, 8 October 2015, 14:00 CEST (Brussels local time)**.

Full Proposals will be assessed by at least three independent external expert referees who are selected from a pool of humanities scholars suggested by the participating funding organisations. Referee reports will be made available (anonymously) to the applicants for their information and rebuttal (optional). A list of all referees used for the international peer review will be published - unassigned to proposals - on the HERA website, once the selection process has been completed.

The HERA JRP UP Review Panel will rank all Full Proposals based on the referee reports and the applicant's responses to these. The Review Panel will create a ranking list consisting of the best Full Proposals and will subsequently make recommendations to the HERA JRP UP Board for the funding of these proposals.

Full Proposals will be evaluated according to the following selection **criteria**:

Research excellence (Threshold 3/5)

- sound concept and quality of objectives
- progress beyond the state-of-the-art
- quality and effectiveness of the research methodology and associated work plan

Potential Impact (Threshold 3/5)

- relevance to the call for proposals
- extent to which research outcomes are likely to be of value for non-academic stakeholders and user communities
- appropriateness of measures for the dissemination and/or exploitation of CRP results, and management of intellectual property

Quality and efficiency of the implementation and management (Threshold 3/5)

- appropriateness of the management structure and procedures
- quality and relevant experience of the individual participants
- quality of the consortium as a whole (including complementarity, balance, level of integration and collaboration)
- appropriate allocation and justification of the resources to be committed (budget, staff, equipment)

5. HERA JRP UP funding model

The Programme is co-funded by humanities funding agencies in 23 participating countries and the European Commission, with a total budget amounting up to 21 M€. The HERA JRP UP funding model will ensure that the highest ranked proposals are funded.

6. HERA JRP UP structure

The overall responsibility for the governance of the HERA JRP UP lies with the HERA JRP UP Board, whose membership is formed by one representative from each participating funding organisation. The HERA JRP UP Board will monitor the project selection process and the progress and knowledge transfer activities of the funded projects.

Proposal assessment is the responsibility of the international, independent Review Panel. The final funding decisions are made by the HERA JRP UP Board on the basis of the recommendations of the Review Panel. The members of the Review Panel are leading humanities scholars, appointed by the HERA JRP UP Board following suggestions from participating funding organisations. The membership of the Review Panel is available on the HERA website for information. After the award of the grants, the Review Panel will also monitor the overall research progress of the HERA JRP UP and the funded projects.

The Humanities Department of the Netherlands Organisation for Scientific Research (NWO) will act as the Handling Agency managing the call and selection process on behalf of the HERA funding partners.

7. Open Access Publishing / Open Research Data

All HERA JRP UP projects will be required to follow the guidelines on Open Access for publications and data adopted for the Horizon 2020 programme:

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf.

8. Research Integrity

When preparing your proposal and carrying out your research project, the HERA JRP UP Board expects applicants to adhere to rules of good research practice as outlined in The European Code of Conduct for Research Integrity (<http://www.esf.org/coordinating-research/mo-fora/research-integrity.html>). The principles of integrity include, among others, fairness in providing references, giving credit, honesty in communication and impartiality and independence.

9. Intellectual Property Rights (IPR)

The arrangements for the handling of IPR must be in place within projects. Successful applicants will be required to submit a *consortium agreement* with IPR and other issues clarified. It is expected that the results obtained by the CRPs supported under this programme will be placed in the public domain. HERA JRP conditions with respect to IPR are to be considered equal to those for all collaborative projects funded by the European Commission under Horizon 2020 (see <https://www.iprhelpdesk.eu/>). Successful applicants will be advised to familiarize themselves thoroughly with these guidelines, and to include them, in a modified or specified form, into their consortium agreements with their partners. A model consortium agreement is available at <http://heranet.info/hera-jrp-documents-1>.

ANNEX A: Uses of the Past: Theme and Scope

The 'Uses of the Past' theme

The HERA JRP UP recognises that in order to understand the pressing societal questions of identity, integration, political legitimacy, creativity and cultural dynamics across Europe we need new, more complex understandings of how the individuals and societies use and reflect upon the past, taking account of how cultural ideas, traditions and practices are constructed, transferred and disseminated among different agents and regions. Such knowledge will explore and systematize exactly what it means to be a “reflective society”, and will enable us to better understand processes of historical development, innovation, and social change that are fundamental to the human condition. Ultimately such awareness of the past and its profound effects upon present decision-making and cultural practice can assist in building effective policies to encourage societal resilience, creative thinking, responsible citizenship and intelligent responsiveness to new challenges.

The HERA JRP UP will shed a new light on how (and by whom) European, non-European or global pasts are actively and instrumentally used, and to what ends (including their relation to essential issues such as solidarity, trust and imagined futures) always taking into account an explicit connection to past or present debates or transformations in Europe. It will examine which historically-informed orientations and actions in society are promoted, mobilised and legitimised, and which mechanisms and motives lie behind the work of historical understanding – in arts, film, literature, drama, media, social media, landscapes, public spaces, languages, philosophy and religions as well as in research, education, politics, economics and journalism. This knowledge will enable us to see more clearly the complex ways in which our cultural diversity has been formed, and the dynamics by which it may be shaped and directed in the future.

Citizens and nations today do not exist in isolation: decisions on a personal, organisational and governmental level are all influenced by strongly-felt values, rooted in our varied pasts. This is most dramatically demonstrated in major transformation periods, e.g. conflict situations where fractures can emerge based on long-standing tensions or conflicting views of the past. Understanding such processes is vital for understanding current situations and possible future scenarios, barriers and opportunities. Yet at other times, the knowledge and representation of the past has been an enriching source of immense creative energy and innovation. Achieving a better understanding of the multiple and contradictory ways in which the past has been used, both contentiously and constructively, is the ambition of this JRP.

Focus areas

All project proposals should anchor their research question in major transformation processes. The following questions may assist proposers by suggesting possible avenues of inquiry:

1. Changing uses of (different) pasts?

How is historical knowledge created, defined and validated? What constitutes “misuse” of the past? What are the dynamics and consequences of competing narratives of the past?

2. Uses of the past for identity construction and institutional embedding of norms and values.

How does the use of the past construct identities at individual and collective levels? How are norms, values, institutions and behaviours formed by the conscious and unconscious uses of the past?

3. Uses of the past in media, material culture and public space.

What are the material forms of historical knowledge? How are the material forms and media of historical knowledge related to their use? What is the meaning and (economic) use of heritage? How does the past materialize in objects (e.g. art or commodities) and spaces?

4. Uses of the past: transnational/international/national and regional dimensions, including globalization.

What are the relations between European and global memories and histories? What are the relations between European and regional memories and histories? How do uses of the past have impact on the role of Europe as a (global) actor? What are the transnational or transregional dynamics of historical memory?

5. Uses of the past: impact on solving current problems, decision making and future policies.

What is the role of knowledge of the past within a "knowledge society"? Can new knowledge of the past be used for building trust and solidarity in an integrated Europe? In what ways is knowledge of the past a source for contemporary creativity and innovation? In what ways may this knowledge illuminate the nature and effects of these processes (solving current problems, decision making and future policies)?

Knowledge exchange and transfer

Knowledge exchange and transfer activities are a crucial dimension to any proposed research project. In addition to the networking that takes place among academic partners and broader dissemination activities aimed at wider academic audiences, projects are also expected to develop links with stakeholders outside the academy in order to maximise the societal benefit of the research. For example, collaborations may include the creative, cultural and heritage sectors, broadcasters, museums, galleries, business, industry, the public sector, voluntary, community and charitable organisations, policy makers and practitioners (e.g. in the creative and performing arts). Collaborations should be meaningful for all partners involved and enable joint learning throughout the duration of the project and beyond. Public engagement activities may also be included, where appropriate, to promote a wide understanding of the nature and impact of "uses of the past."

Proposals should therefore include concrete plans for collaboration and knowledge exchange, demonstrating how these activities will add significant value to the research. Active inclusion of non-academic partners from the preparation phase of the project is encouraged.

ANNEX B: HERA JRP UP Contact Points

Handling Agency for the HERA Joint Research Programme “Uses of the Past” (as regards general eligibility, administrative and procedural questions)

Netherlands Organisation for Scientific Research (NWO), Humanities Department	Dr. Sander Steeman Laan van Nieuw Oost Indië 300 P.O. Box 93425 2509 AK THE HAGUE, THE NETHERLANDS E-mail address: hera@nwo.nl Tel. +31 70 3440 567
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For **technical questions** about the **online submission system Iris** (open for the submission of Full Proposals from 3 August 2015), please contact the Iris helpdesk. Please read the manual first before asking the helpdesk for advice. The Iris helpdesk can be contacted from Monday to Friday between 11:00 and 17:00 CET on +31 900 696 4747. Unfortunately, not all foreign telecommunication providers support phoning to 0900 numbers. Technical questions about Iris may also be sent by email to iris@nwo.nl.

National Contact Points

Country, Funding Agency	Contact details (as regards national eligibility questions) For administrative and procedural question, contact NWO.
Austria FWF	Fonds zur Förderung der Wissenschaftlichen Forschung Geistes- und Sozialwissenschaften Dr. Monika Maruska Sensengasse 1, 1090 WIEN, AUSTRIA E-mail address: monika.maruska@fwf.ac.at
Belgium FWO	Fonds voor Wetenschappelijk Onderzoek - Vlaanderen Dr. Olivier Boehme / Toon Monbaliu Egmontstraat 5, 1000 BRUSSELS, BELGIUM E-mail address: eranet@fwo.be
FNRS	Fonds de la Recherche Scientifique – FNRS Dr. Monique Septon Rue d’Egmont 5, 1000 BRUSSELS, BELGIUM E-mail address : monique.septon@frs-fnrs.be
Croatia HAZU	The Croatian Academy of Arts and Sciences. Mrs. Jelena Đukić Zrinski trg 11, 10000 ZAGREB, CROATIA E-mail address: jdukic@hazu.hr

Czech Republic CAS	Academy of Sciences Czech Republic (CAS) Dr. Adolf Filacek Jilská 1, 110 00 PRAHA 1, CZECH REPUBLIC E-mail address: filacek@kav.cas.cz
Denmark DASTI	Secretariat of The Danish Council for Independent Research The Danish Agency for Science, Technology and Innovation Ms. Mette Bjerge Bredgade 40, DK-1260 COPENHAGEN, DENMARK E-mail address: mbj@fi.dk
Estonia ETAg	Estonian Research Council Mrs. Margit Suuroja Lauteri 5, 10114 TALLINN, ESTONIA E-mail address: Margit.Suuroja@etag.ee
Finland AKA	Academy of Finland Research Council for Culture and Society Dr. Otto Auranen Hakaniemenranta 6, POB 131, FI-00531 HELSINKI E-mail address: Otto.Auranen@aka.fi
Germany PT-DLR	DLR Project Management Agency, Humanities and Social Sciences Ms. Christa Engel Dr. Christopher Wertz Heinrich-Konen-Str. 1, D-53227 BONN, GERMANY E-mail address: HERA-UP@dlr.de
Iceland RANNIS	Icelandic Centre for Research Katrín Valgeirsdóttir; Elísabet M. Andrésdóttir Borgartún 30, IS-105 REYKJAVIK, ICELAND E-mail address: katrin.valgeirsdottir@rannis.is ; elisabet.andresdottir@rannis.is
Ireland IRC	Irish Research Council Ms Sorcha Carthy; Ms. Angela Ennis Shelbourne Road, Ballsbridge, DUBLIN 4, IRELAND E-mail address: HERA@research.ie
Italy CNR	Consiglio Nazionale delle Ricerche (CNR) Dipartimento Scienze umane e sociali, Patrimonio culturale Mr. Maurizio Gentilini p.le Aldo Moro 7 – 00185 ROMA, ITALY E-mail address: maurizio.gentilini@cnr.it

Latvia VIAA	<p>State Education Development Agency Dr. Maija Bundule; Dr. Uldis Berkis Valnu str. 1 LV-1050 Riga, Latvia</p> <p>E-mail address: maija.bundule@viaa.gov.lv; uldis.berkis@viaa.gov.lv;</p>
Lithuania LMT	<p>The Research Council of Lithuania Ms. Kornelija Janaviciute Gedimino pr. 3, 01103 VILNIUS, LITHUANIA</p> <p>E-mail address: kornelija.janaviciute@lmt.lt</p>
Luxembourg FNR	<p>Fonds National de la Recherche, Luxembourg Mrs. Susanne Rick 6, rue Antoine de Saint-Exupéry B.P. 1777, L-1017 LUXEMBOURG, LUXEMBOURG</p> <p>E-mail address: susanne.rick@fnr.lu</p>
Netherlands NWO	<p>Netherlands Organization for Scientific Research Dr. Sander Steeman P.O. Box 93425, 2509 AK THE HAGUE, THE NETHERLANDS</p> <p>E-mail address: hera@nwo.nl</p>
Norway RCN	<p>The Research Council of Norway Department for the Humanities and Social Sciences, Division of Science Mrs. Solbjørg Rauset Drammensveien 288, P.O. Box 564 N-1327 LYSAKER, NORWAY</p> <p>E-mail address: sol@forskningsradet.no</p>
Poland NCN	<p>Narodowe Centrum Nauki Dr. hab. Wojciech Sowa; dr. Malwina Gębalska ul. Królewska 57 30-081 KRAKOW, POLAND</p> <p>E-mail: wojciech.sowa@ncn.gov.pl; malwina.gebalska@ncn.gov.pl</p>
Portugal FCT	<p>Fundação para a Ciência e a Tecnologia Ms. Luisa Igreja; Mr. Carlos Pereira Av. D. Carlos I, 126, 1249-074 LISBOA, PORTUGAL</p> <p>E-mail address: luisa.igreja@fct.pt; carlos.pereira@fct.pt</p>
Slovenia MIZS	<p>Ministrstvo za izobraževanje, znanost in šport Dr. Davor Kozmus Masarykova 16, 1000 LJUBLJANA, SLOVENIA</p> <p>E-mail address: davor.kozmus@gov.si</p>

<p>Spain MINECO</p>	<p>Ministry of Economy and Competitiveness Dr. Estrella Fernández García; Dr. Teresa Jurado Guerrero C/ Albacete, 5. 28027-MADRID, SPAIN</p> <p>E-mail address: hera@mineco.es Phone: +34 916037990</p>
<p>Sweden VR</p>	<p>The Swedish Research Council Humanities and Social Sciences Mr. Anders Sundin Västra Järnvägsgatan 3, Box 1035, SE-101 38, STOCKHOLM, SWEDEN</p> <p>E-mail address: anders.sundin@vr.se</p>
<p>Switzerland SNF</p>	<p>Schweizerischer Nationalfonds Abteilung Geistes- und Sozialwissenschaften Mr. Daniel Krämer Wildhainweg 3, Postfach 8232 CH-3001 BERN, SWITZERLAND</p> <p>E-mail address: daniel.kraemer@snf.ch</p>
<p>United Kingdom AHRC</p>	<p>Arts and Humanities Research Council Ms. Jessica Bacon; Ms. Lucy Parnall Polaris House North Star Avenue, SWINDON SN2 1FL, UNITED KINGDOM</p> <p>E-mail address: hera@ahrc.ac.uk</p>