



EU-LAC
Interest Group

5th EU-LAC Joint Call in STI 2025

Guidelines for Applicants

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- I. General Information for Applicants
 - II. Screenshots of the Online Application Procedure
- ANNEX 1 – National Call Contact Persons (CCP)**

Introduction

This guide provides information about the proceeding for the submission of project proposals in the frame of the **5th EU-LAC Joint Call 2025**.

Part I consists of frequently asked questions and answers.

Part II provides exemplary screenshots of the online submission proceeding via the online tool “Pt-Outline webtool” (https://ptoutline.eu/app/5eulac_call2025) as well as step-by-step advice on how to realise the submission.

For additional information about the 5th EU-LAC Joint Call please visit [5th EU-LAC Joint Call in STI 2025 | EU-CELAC](#). If your questions are not answered in this guide please contact the national **Call Contact Person (CCP)** of your country or the Joint Call Secretariat at FECYT (Annex 1, page 20).

I. General Information for Applicants

What is the EU-LAC Interest Group?

The EU-LAC Interest Group was founded in March 2017 in order to maintain and carry forward the bi-regional network built by the EC-funded ERANet-LAC project (2013-2017). It consists of 29 funding agencies from both regions wishing to cooperate in bi-regional science, technology and innovation (STI). The activities organised by the EU-LAC Interest Group aim to support the implementation of the Common EU-LAC Research Area and to create further added value to its four pillars: mobility of researchers; increased thematic cooperation to address global challenges, international outreach of research infrastructures and innovation.

So far, EU-LAC funding agencies successfully organized four joint calls: Between 2013 and 2017 the 18 ERANet-LAC partners carried out two transnational joint calls, followed by two joint calls organised by the EU-LAC Interest Group in 2017/2018 and 2022.

Which are the fundamental principles of the 5th EU-LAC Joint Call?

The EU-LAC Joint Call for collaborative research and / or innovation projects is a transnational research support instrument developed by the funding institutions participating in this call. It is implemented through a coordinated funding scheme whereby each funding party is funding its own national scientific team within a multilateral project (“virtual common pot”). Their budget is used for the competitive support of collaborative research and/or innovation projects that will have an impact on enhancing the cooperation potential between Europe, Latin America and the Caribbean countries.

Which countries are participating in the 5th EU-LAC Joint Call?

Argentina, Austria, Bolivia (tbc), Brazil, Dominican Republic, Germany, Panama (tbc), Peru, Portugal, Poland, Romania (tbc), Spain, Türkiye and Uruguay.

Which institutions are providing funding for the call?

The “Group of Funding Parties” comprises the following institutions:

1. Argentina: Secretaría de Innovación, Ciencia y Tecnología, SICYT
2. Austria: Bundesministerium für Bildung, Wissenschaft und Forschung, BMBWF
3. Brazil: Conselho Nacional de Desenvolvimento Científico e Tecnológico, CNPq
4. Brazil: Conselho Nacional das Fundações Estaduais de Amparo à Pesquisa, CONFAP
5. Dominican Republic: Ministerio de Educación Superior, Ciencia y Tecnología, MESCyT
6. Germany: Bundesministerium für Bildung und Forschung, BMBF
7. Peru: Consejo Nacional de Ciencia Tecnología e Innovación Tecnológica, CONCYTEC
8. Poland: Narodowe Centrum Badań i Rozwoju, NCBR
9. Portugal: Fundação para a Ciência e a Tecnologia, FCT
10. Spain: Agencia Estatal de Investigación, AEI
11. Spain: Instituto de Salud Carlos III, ISCIII
12. Türkiye: Türkiye Bilimsel ve Teknolojik Arastirma Kurumu, TÜBİTAK
13. Uruguay: Agencia Nacional de Investigación e Innovación, ANII



Not all EU and LAC countries are listed above. Does that mean that the countries that are not listed are not eligible for participation and funding?

Partners from countries that are not listed may also be part of consortia as long as they are able to clearly demonstrate an added value to the consortium and secure their own funding. However, the coordinator and the majority of partners in a consortium must be eligible by the funding organisations participating in this Joint Call. The self-financed/associated partners must provide the Call Secretariat with a **signed official letter** of support from their head of department or financial director. A pdf-version of this letter must be included as an annex at the end of the proposal when submitted.

What are the fundamental principles of the 5th EU-LAC Joint Call?

The fundamental principles of the call guiding the selection of projects to be funded are:

- **Transparency.** The process for reaching funding decisions will be clearly described and available to any interested party.
- **Equality of treatment.** All proposals shall be treated alike, irrespective of where they originate or the identity of the proposers.
- **Ethical considerations.** Any proposal that contravenes fundamental ethical principles may be excluded from being evaluated and selected at any time.

Which research topics are eligible for funding under the 5th EU-LAC Joint Call?

Research proposals can be submitted to the following six topics:

Topic 1	Biodiversity incl. Agriculture and Food Security
Topic 2	Bioeconomy and Nature-based Solutions
Topic 3.1	Global health
Topic 3.2	Infectious diseases
Topic 4	EU-LAC Cooperation for energy transition
Topic 5	EU-LAC Cooperation in Open Science

Table 1: Overview of participating countries, funding organisations and call topics they are funding: Please see the call text for detailed formulation of topics.

Legend: **Yes** = The respective funding agency is funding the indicated topic.

No = No funding allocated to this topic by the respective agency.

#	Country	Funding Agency	Topic 1 Biodiversity incl. Agriculture and Food Security	Topic 2 Bioeconomy and Nature- based Solutions	Topic 3.1 Global health	Topic 3.2 Infectious diseases	Topic 4 EU-LAC Cooperation for energy transition	Topic 5 EU-LAC Cooperation in Open Science	Total available funding budget in EURO
1	Argentina	SICYT	no	yes	yes	no	yes	no	to be defined ¹
2	Austria	BMBWF	yes	yes	yes	yes	yes	no	500,000 ²
3	Brazil	CNPq	yes	yes	yes	yes	yes	yes	200,000 ²
4	Brazil	CONFAP	yes	yes	yes	yes	yes	yes	to be defined ³
5	Dom. Rep.	MESCYT	yes	yes	no	yes	no	yes	200,000
6	Germany	BMBF	yes	yes	yes	yes	yes	no	1,000,000
7	Peru	CONCYTEC	yes	yes	no	yes	yes	no	600,000
8	Poland	NCBR	yes	yes	yes	yes	yes	no	1,500,000
9	Portugal	FCT	no	yes	no	no	yes	yes	300,000
10	Spain	AEI	yes	yes	no	no	yes	no	400,000
11	Spain	ISCIII	no	no	yes	yes	no	no	750,000
12	Türkiye	TÜBITAK	yes	yes	yes	yes	yes	yes	500,000
13	Uruguay	ANII	no	yes	no	yes	no	yes	95,000

¹ The available budget for project funding will be defined by each Argentinian institution participating in one of the mentioned topics.

² The decision is provisional.

³ The budget for each participating State Funding Agency (FAP) is detailed in the funding regulations of CONFAP under: [5th EU-LAC Joint Call in STI 2025 | EU-CELAC](#)



Do I need to have an agreement with my national funding body in order to submit a proposal within the EU-LAC Joint Call?

No. Any eligible institution from a country participating in this call can submit a proposal directly to the Joint Call Secretariat using the PT-Outline webtool.

The participating countries have appointed national Call Contact Persons (CCPs) who will assist research institutions from the respective countries to submit applications. If you need special support to prepare your project, please contact your CCP (a list of CCPs is provided in Annex 1, page 20).

Which funding scheme will be applied in the Joint Call?

The 5th EU-LAC Joint Call follows a **coordinated funding scheme**. This means that each Funding Party is funding its own national research team within a multilateral project (“**virtual common pot**”). The country contributions are listed in the above funding contribution table.

How do I submit a project proposal under the EU-LAC Joint Call?

Project proposals are submitted through the web-based call management system PT-Outline. Please visit https://ptoutline.eu/app/5eulac_call2025 and follow the indications provided.

Note that proposals submitted by post, e-mail, fax or any other means will not be accepted and rejected without further review.

In addition to the online submission procedure, should I submit a paper copy of the proposal?

No, you should not send a paper version of the project proposal to the Call Secretariat. However, some funding organisations may ask for a paper copy of the proposal and further information (see national rules at [5th EU-LAC Joint Call in STI 2025 | EU-CELAC](#)).

Is there a deadline for the submission of a project proposal?

Yes, the deadline for submission of research proposals is **22 May 2025, 5 pm CEST**. After this date the online submission system will be closed.

What are the national eligibility criteria?

The present joint call includes different national funding organisations with their own call management system. The respective national funding rules and procedures and national eligibility criteria have been defined by the participating countries (see national rules at [5th EU-LAC Joint Call in STI 2025 | EU-CELAC](#)). Project partners are advised to check in advance what type of costs are eligible for national beneficiaries as well as the funding rates and limits of the countries concerned.

Which types of institutions are eligible for participation and funding?

Applicants can represent public and private scientific-, research-, technological- and innovation institutions on national, federal or EU-LAC regional level, research active industry and NGOs and other institutions involved in research and or innovation activities, as long as they are eligible for funding according to the respective national and/or institutional rules. To check if your institution is eligible for funding, see the specific internal/national funding rules at [5th EU-LAC Joint Call in STI 2025 | EU-CELAC](#) and/or contact your national CCP, Annex 1, page 20).

How can I find appropriate research partners?

The EU-LAC Interest Group, in collaboration with the ENRICH in LAC Centre, facilitates the identification of partner institutions across Latin America, the Caribbean, and Europe through a free partner search tool available at <https://europe-lac.b2match.io/page-2521>.



Can I be evaluator and partner of a project proposal at the same time?

No! If you are a coordinator or partner in a project proposal of the 5th EU-LAC Joint Call, you are not allowed to perform as evaluator.

Evaluators are selected by the Group of Funding Parties from a database following a pre-selection procedure through the Call Secretariat.

What is the role of the coordinator?

The project coordinator has the overall responsibility for the project and represents the consortium before the Call Secretariat. The coordinator is responsible for submitting the proposal and will receive the results of the evaluation. The contact data of the coordinator (and optionally of her/his representative) as well as of the institution must be included in the proposal.

It is recommended that the coordinators counter check the eligibility of all partners with the CCPs (see list of CCPs in Annex 1, page 20). Coordinators are allowed to contact the partners' national CCPs.

What is the role of the principal investigator?

There should be a principal investigator (PI) for each of the national research groups. The PI from each country is the contact person for the respective national funding organisation.

One of the PIs should be appointed as coordinator by the project consortium to represent the consortium, submit the proposal and communicate with the Call Secretariat.

Must all partners be included in the project proposal at the submission stage?

Yes. The whole consortium must be included in the proposal. It is important to ensure that the minimum participation requirements are met (see next question below) and that all consortium partners are eligible for funding according to the national eligibility and funding rules.

How many partners must cooperate in a project proposal?

Each consortium submitting a proposal must include at least four eligible partners from four different countries, from a minimum of two countries in each region. Please refer to the table on page 4 to identify the participating funding agencies and the topics they support.

Some funding organisations may define a maximum number of national partners applying for funding in their institutional rules. However, the coordinator and the majority of partners in a consortium must be eligible for the funding organisations participating in this Call and comply with the minimum number of eligible partners as indicated above. Involvement of research infrastructures from both regions is recommended.

Self-financed associated partners may also be part of the consortia if they can clearly demonstrate an added value to the consortium and secure their own funding.

The associated partners must provide the Call Secretariat with a **signed official letter of support** from their Head of Department, Financial Director, or equivalent position, stating the commitment of the organization/company to provide its own funding. This letter must be annexed to the proposal submission form.

Only transnational projects will be funded. Each consortium should have the optimal critical mass to achieve ambitious scientific/innovation goals and clearly show an added value resulting from their cooperation.

Can I submit more than one proposal as a coordinator?

No. However, one research institution – as a legal entity – is allowed to participate as a coordinator or partner in several project proposals.



May I submit a proposal twice?

A given proposal may only be submitted for one of the topics supported within the framework of the 5th EU-LAC joint call; otherwise it will be considered non-eligible.

Researchers are only allowed to participate in one proposal as principal investigator of the coordinating institution. However, national funding rules may impose additional eligibility criteria regarding participation in multiple proposals, to be checked with the respective CCP.

What happens if one of the project partners is found non-eligible for funding after a project proposal is submitted?

If the Project Coordinator does not meet the international or national eligibility requirements, the proposal will not be admitted to the evaluation procedure.

In case (a) Co-applicant(s) is (are) not eligible, the proposal may still be eligible if the eligibility criteria are met without this (these) partner(s).

Should I provide a detailed financial plan when submitting a project proposal?

Yes. The project coordinator is expected to calculate the overall costs and the requested amounts per partner. In the project description template a detailed description of the requested funds for each cost category is asked for (e.g. personnel costs, travel- and other direct/indirect costs or costs related to the use of research infrastructures, such as equipment, software, consumables, secondments, data access etc.).

How many applicants from a country are allowed to participate in a project?

Each funding organization decides about a maximum number of national partners applying for funding. Please ask your CCP (page 20, Annex 1) in case this is not defined in the national rules of your country.

What are the requirements for a Consortium Agreement?

Each consortium selected for funding must provide a Consortium Agreement (CA) signed by all participants to clarify the potential Intellectual Property Rights (IPR) matters (such as licensing in, licensing out, patent and exploitation strategy). The research consortium must sign the CA within 3 months following the official project start date (except for projects involving Polish partners, see footnote⁴) and send it to the Call Secretariat (uecelac@fecyt.es). It must address (as a minimum), the following points:

- Common start date and duration of the research and / or innovation project
- Organization and management of the project
- Role and responsibilities of each partner's resources and funding
- Confidentiality and publishing
- Intellectual Property Rights
- Decision making within the consortium
- Handling of internal disputes
- The liabilities of the research partners towards one another (including the handling of default of contract)

Any issues regarding funding are a bilateral matter between each project partner and the relevant funding organization and should be excluded from the CA. The CA, together with any other information required by national rules, must be made available upon request to the national funding agencies.

Standard documents that can be used as templates and modified according to the specific needs of the

⁴ Polish projects partners need to send the signed Consortium Agreement to their funding agency **before** the official start of the project.



consortium can be found at: <https://www.desca-agreement.eu/desca-model-consortium-agreement/>.

What are the evaluation criteria for a project proposal?

The evaluation procedure will be done according to the criteria defined in the following:

1. Excellence

- Clarity and pertinence of the objectives;
- Credibility of the proposed approach;
- Integration of diversity considerations in submitted proposals, as well as underrepresented populations in the planned research/innovation. This includes not only diversity in the consortium, but also the inclusion of diversity perspectives and analysis in the research/innovation itself if it is relevant. A project is considered diversity (or gender) relevant when it concerns individuals or specific groups of people and/or when its findings may affect individuals or specific groups.
- Soundness of the concept, including trans-disciplinary considerations, where relevant;
- Extent to which the proposed work is ambitious, has innovation potential, and is beyond the state of the art (e.g. ground-breaking objectives, novel concepts and approaches).

2. Impact

- Expected impacts listed in the description under the relevant topic;
- Enhancing research and innovation capacity and integration of new knowledge;
- Any other environmental and socially important impacts;
- Implementation of Open Science measures (early and open sharing of research; research output management; providing open access to research outputs i.e. publications, data, software, algorithms, etc.), participation in open peer review; involvement of relevant actors including citizens, civil society and end users in the co-creation of R&I contents and agendas;
- Effectiveness of the proposed measures to exploit and disseminate the project results (including management of IPR), to communicate the project and to manage research data where relevant;
- Added value for the EU-LAC cooperation in STI;
- Mobility, networking and training of human resources in both regions.

3. Quality and efficiency of the implementation

- Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources;
- Complementarity of the participants within the consortium (if relevant) and gender balance among them;
- Appropriateness of the management structures and procedures, including risk and innovation management.

4. Economic impact, applicability and exploitation of results

- Potential for economic impact and exploitation/transfer of results;
- In case of industry and SME participation: Strengthening competitiveness and growth of companies by developing innovations that meet the needs of global markets and, where relevant, deliver such innovations to the market;
- Feasibility;
- Involvement of stakeholders;



- Communication and dissemination of results;
- Exploitation and transfer of results;
- Management of intellectual property issues and consortium agreements.

What are the rating scores for a project proposal?

The evaluators are requested to assess proposals against a set of criteria, each of which may be awarded a maximum of 5 points per criterion, 20 points maximum, according to the following scale:

EXCELLENT = 5 points The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.
VERY GOOD = 4 points The proposal addresses the criterion very well, but a small number of shortcomings are present.
GOOD = 3 points The proposal addresses the criterion well, but a number of shortcomings are present.
FAIR = 2 points The proposal broadly addresses the criterion, but there are significant weaknesses.
POOR = 1 point The criterion is inadequately addressed, or there are serious inherent weaknesses.
0 points The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.

No additional criteria will be used for evaluation and selection of the proposals.

What is the evaluation procedure for the EU-LAC Joint Call?

The selection of the proposals for funding is based on an international, independent remote peer-review procedure. A dedicated pool of evaluators, consisting of external independent experts, will assess anonymously the submitted proposals. Each proposal will be evaluated by two external independent evaluators. Following the peer-review process, Scientific Expert Committees, consisting of scientifically multidisciplinary experts experienced in managing, following and evaluating transnational projects in each of the thematic areas, will consolidate the results of the evaluation and make recommendations to the Group of Funding Parties (GFP).

The final recommendation for funding rests with the Group of Funding Parties. The formal funding decision will be taken by the respective national funding party.



What is the schedule for the call?

DATE	ACTION
17 Feb 2025	Pre-announcement of 5 th EU-LAC Joint Call in STI
24 Feb 2025	Launch of the Joint Call
22 May 2025 5 pm CEST	Closure of the Joint Call
23 May – 20 June 2025	International and national eligibility check
23 June – 15 Aug 2025	Evaluation of proposals based on the evaluation guidelines
18 Aug – 05 Sep 2025	Scientific Evaluation Committee meeting and ranking list
08 – 19 Sep 2025	Funding agencies confirm projects' funding according to ranking list
22 – 30 Sept 2025	Information to applicants about the results of the evaluation
01 Oct – 31 Dec 2025	Preparation of national/regional funding contracts/funding decisions
Dec 2025 - Feb 2026	Start of funded projects
Max. duration of projects	36 months


Where can I find more information about the EU-LAC Interest Group and the Joint Call?

Please visit <https://www.eucelac-platform.eu/> for further information about the EU-LAC Interest Group and the Joint Calls.

The application procedure is managed by the Call Management System of DLR PT-Outline: https://ptoutline.eu/app/5eulac_call2025.

II. Screenshots of the online application process

https://ptoutline.eu/app/5eulac_call2025

 [Site notice](#) [Privacy](#) [Support](#)

5EULAC_CALL2025

5th EU-LAC Joint Call in STI 2025

*This Call will open on the 24th of February 2025.
You will not be able to sign in before the indicated starting date.*

[Login](#) [Sign up](#) [Recover password](#)

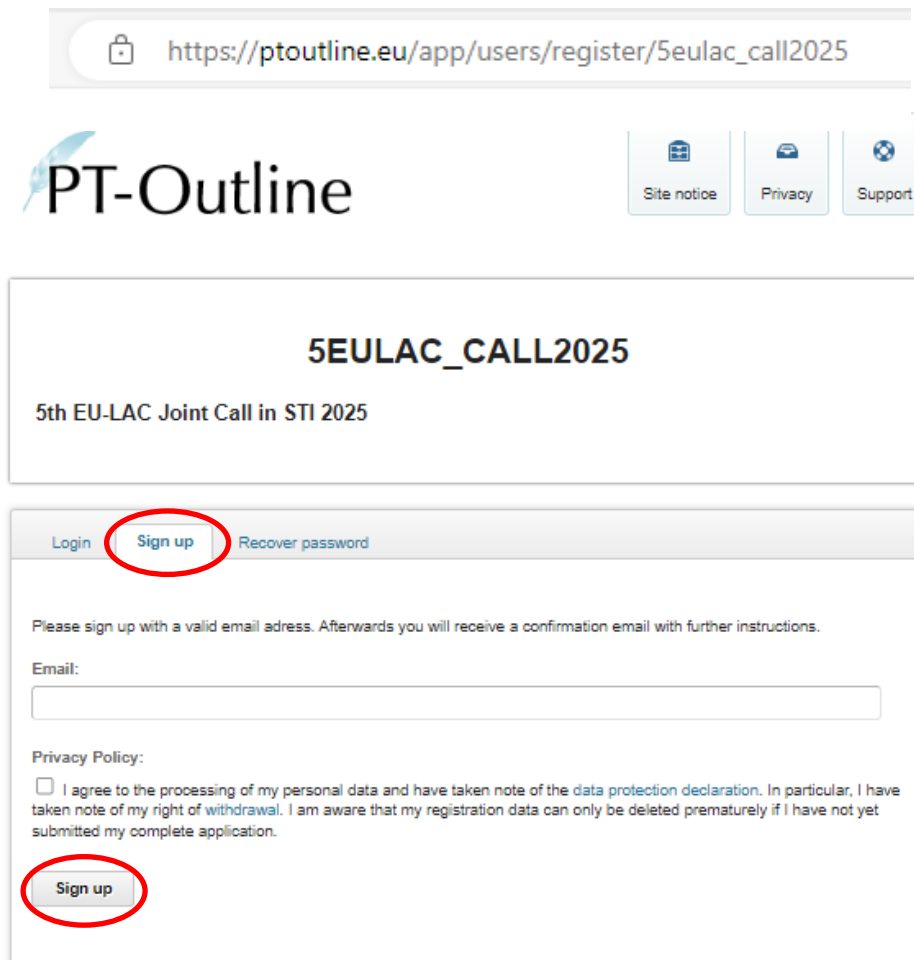
Email:

Password

[Login](#)

[Forgot your password?](#)

Registration: Before you can log into the electronic proposal submission system, you need to register. Please click on the icon “Sign up”, enter your E-mail address and follow the instructions. During the registration process you will receive a password via the indicated E-mail address. In case you do not receive it, first please check your SPAM folder and contact the Call Secretariat if needed. After login you can enter data and information about your research project.



https://ptoutline.eu/app/users/register/5eulac_call2025

PT-Outline

Site notice Privacy Support

5EULAC_CALL2025

5th EU-LAC Joint Call in STI 2025

Login **Sign up** Recover password

Please sign up with a valid email address. Afterwards you will receive a confirmation email with further instructions.

Email:

Privacy Policy:

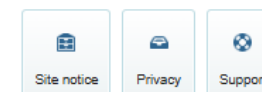
I agree to the processing of my personal data and have taken note of the [data protection declaration](#). In particular, I have taken note of my right of [withdrawal](#). I am aware that my registration data can only be deleted prematurely if I have not yet submitted my complete application.

Sign up

The application form is structured in seven different sections or pages (access buttons on the top):

Overview, General Information, Project coordinator, Project Partners, Project description, Checklist and Final Check & Submission.

Step 1: On the page **Overview** you can find general information and the documents of the 5th EU-LAC Joint Call



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EULAC_2025-003

Overview

General Information

Project Coordinator

Project Partner

Project description

Checklist for the coordinator

Final Check and Submission

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5th EU-LAC Multi Thematic Joint Call 2025

This is the online submission tool, for information about the EU-LAC Interest Group (IG) and the 5th Joint Call 2025, please visit <https://www.eucelac-platform.eu/joint-actions>.

Call Documents

The following call documents are available for download on the [EU-LAC IG website](#):

Call Text
Guidelines for Applicants
Project Description Template (form to be filled in offline): Please download the form and upload it as pdf or word file through the PT-Outline submission tool (section "project description")

Additional national/regional funding guidelines (available for download on the [EU-LAC IG website](#)):

- ARGENTINA (SICYT)
- AUSTRIA (BMBWF)
- BOLIVIA (MINEDU)
- BRAZIL (CNFq)
- BRAZIL (CONFAP)
- DOMINICAN REPUBLIC (MESCYT)
- GERMANY (BMBF)
- PANAMA (SENACYT)
- PERU (CONCYTEC)
- POLAND (NCBR)
- PORTUGAL (FCT)
- ROMANIA (UEFISCDI)
- SPAIN (AEI)
- SPAIN (ISCIII)
- TÜRKIYE (TÜBİTAK)
- URUGUAY (ANII)

outlines

submitted (1)

EULAC_2025-003

in process (0)

Here you are able to add new outlines if necessary.

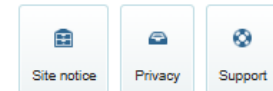
Call details

Call acronym
5EULAC_CALL2025

Call deadline
22-05-2025 17:00 CEST

Step 2: On the page **General Information** you must include the basic information on the project: keywords, project acronym, project title, project summary, expected start date, duration and topic.

PT-Outline



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EULAC_2025-003

- Overview
- General Information**
- Project Coordinator
- Project Partner
- Project description
- Checklist for the coordinator
- Final Check and Submission

outlines

submitted (1)

EULAC_2025-003

in process (0)

Here you are able to add new outlines if necessary.

[create new](#)

Call details

Call acronym
5EULAC_CALL2025

Call deadline
22-05-2025 17:00 CEST

EU-LAC Joint Call Secretariat 2025

Sabina Guaylupo & Laura Bonora
Foundation for Science and Technology (FECYT)
Spain
uecelac@fecyt.es

General Information

All fields marked with * are mandatory for completing this form.

Keywords *
(from 5 up to 7)

Project acronym *
(max. 15 characters)
characters left: 16

Project title (long title) *

Scientific abstract *
(Do not exceed 2,000 characters including spaces. Please give a comprehensive and readable summary of the most important aims and methods of the project. Please note that if the project is selected for funding this abstract is to be published on the funding organisations' websites.)
characters left: 2000

Step 3: The page **Project Coordinator** compiles the full information of the project coordinator.

PT-Outline

- Site notice
- Privacy
- Support

cover page session timeout: 17:53 CET

EULAC_2025-003

- Overview
- General Information
- Project Coordinator**
- Project Partner
- Project description
- Checklist for the coordinator
- Final Check and Submission

outlines

submitted (1)

EULAC_2025-003

in process (0)

Here you are able to add new outlines if necessary.

[create new](#)

Call details

Call acronym
5EULAC_CALL2025

Call deadline
22-05-2025 17:00 CEST

EU-LAC Joint Call Secretariat 2025

Sabina Guaylupo & Laura Bonora
Foundation for Science and Technology (FECYT)
Spain
uecelac@fecyt.es

Project Coordinator

All fields marked with * are mandatory for completing this form.

Affiliation

Organisation legal name *

Organisation acronym *

Organisation website

Institute *

Street, No. *

Zip code *

City *

Country *

Step 4: The page **Project Partner** compiles the full list of project partners. Click on the “Add partner” button to include additional partners.

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EULAC_2025-003

- Overview
- General Information
- Project Coordinator
- Project Partner**
- Project description
- Checklist for the coordinator
- Final Check and Submission

outlines

submitted (1)

EULAC_2025-003

in process (0)

Here you are able to add new outlines if necessary.

[create new](#)

Call details

Call acronym
5EULAC_CALL2025

Call deadline
22-06-2025 17:00 CEST

EU-LAC Joint Call Secretariat 2025

Sabina Guaylupo & Laura Bonora
Foundation for Science and Technology (FECYT)
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ueolac@fecyt.es

Anneken Reise & Uta Kiwitt-Lopez
DLR Project Management Agency
Germany
Anneken.Reise@dlr.de

! Outline can not be modified anymore

Project Partner

test, test [Delete form](#)

[add project partner](#)

Project Partner 1

All fields marked with * are mandatory for completing this form.

Please note that when you have saved the partner 1 information, a button will appear in the top of the page to add additional partners.

Affiliation

Organisation legal name *

Organisation acronym *


Website

Institute *

Street, No. *

Zip code *

Step 5: Page Project description. You have to access the [Project Description Template](#) for providing a complete project description. Please download it, complete all the requested information and submit it either in pdf or Word format.



Site notice Privacy Support

cover page
session timeout: 17:55 CET

EULAC_2025-003

- Overview
- General Information
- Project Coordinator
- Project Partner
- Project description
- Checklist for the coordinator
- Final Check and Submission

outlines

submitted (1)
EULAC_2025-003
in process (0)

Here you are able to add new outlines if necessary.
create new

Call details

Call acronym
5EULAC_CALL2025

Call deadline
22-05-2025 17:00 CEST

EU-LAC Joint Call Secretariat 2025

Sabina Guaylupo & Laura Bonora
Foundation for Science and Technology (FECYT)
Spain
uecelac@fecyt.es

Anneken Reise & Uta Kiwitt-Lopez

Outline can not be modified anymore

Project description

Essential steps to submit your proposal:

- Please make sure you read and understand the guidelines of the regional/national requirements of the corresponding funding organisations participating in the 5th EU-LAC Joint Call 2025 before you submit your proposal.
- Only the Project Description Template provided by the EU-LAC IG will be accepted.**
- Complete all sections in the Project Description Template.** Verify that the form contains all information requested while respecting the length limitations and format specifications (Calibri 11, single spaced).
- Please verify that the numbering of project partners is identical to the electronic form.
- Make sure that the information entered in the Project Description Template is consistent with the information entered into the electronic forms** (e.g. chosen topic, information about partners, entries of budget).
- Please verify that the national/regional funders regulations of all funding organisations involved in this proposal are respected.**
- For partners requesting no funding, a written statement must be enclosed** (see below), declaring that this partner will be able to maintain the participation in the project, securing its own funding.

- The Project Description Template needs to be signed by the coordinator.** Digital signatures or scanned signatures will be accepted. A stamp of the Coordinator's institution (e.g. the relevant university institute or company) is recommended.
- Please convert your Project Description Template into a single pdf or word file not exceeding 10 Megabytes.** By uploading a second file in the same section, you will overwrite earlier uploaded versions. The file will be automatically renamed during the upload.

Proposal Form / Project Description Template
Please upload the duly filled out form (PDF or Word file, max. 10 MB).
[eulac_2025-003_proposal.pdf](#)

Datei auswählen Keine Datei ausgewählt

CV Coordinator
Provide a brief CV of the Coordinator including a list of the most relevant publications (up to 5) in the last five years (maximum 3 pages). **Annex to the proposal form**
(pdf, xls,.xlsx, doc, docx, rtf, txt, png, jpg, gif, mpg, zip, max. 5 MB)
[eulac_2025-003_cv_coord.pdf](#)

Datei auswählen Keine Datei ausgewählt

CV Partner 1
Provide a brief CV of the Group Leader of each partner including a list of the most relevant publications (up to 5) in the last five years (maximum 3 pages). **Annex to the proposal form**
(pdf, xls, .xlsx, doc, docx, rtf, txt, png, jpg, gif, mpg, zip, max. 5 MB)
[eulac_2025-003_cv_partner1.pdf](#)

Datei auswählen Keine Datei ausgewählt

CV Partner 2
Provide a brief CV of the Group Leader of each partner including a list of the most relevant publications (up to 5) in the last five years (maximum 3 pages). **Annex to the proposal form**
(pdf, xls, .xlsx, doc, docx, rtf, txt, png, jpg, gif, mpg, zip, max. 5 MB)
[eulac_2025-003_cv_partner2.pdf](#)

Datei auswählen Keine Datei ausgewählt

Step 6: Checklist page for the coordinator. Please complete all the requested information.

cover page session timeout: 17:57 CET

EULAC_2025-003

- Overview
- General Information
- Project Coordinator
- Project Partner
- Project description
- Checklist for the coordinator
- Final Check and Submission

outlines

submitted (1)

EULAC_2025-003

in process (0)

Here you are able to add new outlines if necessary.

[create new](#)

Call details

Call acronym
5EULAC_CALL2025

Call deadline
22-05-2025 17:00 CEST

EU-LAC Joint Call Secretariat 2025

Sabina Guaylupo & Laura Bonora
Foundation for Science and Technology (FECYT)
Spain
uecelac@fecyt.es

Anneken Reise & Uta Kiwit-Lopez
DLR Project Management Agency
Germany
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Outline can not be modified anymore

Checklist for the coordinator

All fields marked with * are mandatory for completing this form.

To make sure that your proposal will be eligible, please collect the required information before the final submission of your proposal. Guidance is being provided through the call text, the guidelines for applicants and your regional/national call contact point.

Verified *

*I (as the coordinator) declare that I verified the "guidelines for applicants".

ok

Submission of the same research project to other calls: *

Is this submitted proposal subject to another evaluation process?

Yes

No

If YES, please specify:

[Save](#)

Step 7: On the **Final Check & Submission** page you will be able to check at any time if the proposal adjusts to the application requirements (this revision is done automatically when the proposal is submitted). Additionally, a pdf file can be generated before submitting the proposal in order to detect and correct mistakes. The proposal will be submitted for evaluation by clicking the “Verify Submission” button. If everything is correct you will be able to generate a pdf file for saving or printing purposes. Please be aware that once submitted, the proposal cannot be modified.

cover page session timeout: 17:58 CET

EULAC_2025-003

- Overview
- General Information
- Project Coordinator
- Project Partner
- Project description
- Checklist for the coordinator
- Final Check and Submission**

outlines

submitted (1)

EULAC_2025-003

in process (0)

Here you are able to add new outlines if necessary.

Final Check and Submission

! Outline can not be modified anymore

[download datasheet](#)

Uploaded files:
eulac_2025-003__proposal.pdf
eulac_2025-003_cv_coord.pdf
eulac_2025-003_cv_partner1.pdf

Here, you can download a file containing all the information you entered into the electronic submission system. As this is part of your application, it is recommended to download and archive this file for your information.

Binding Submission

- The proposal can only be submitted after filling in all required fields in all sections.
- Please check your submission and click "verify submission".
- Then, please finalise your submission by clicking "submit now".
- After finally submitting your proposal you cannot make any further changes.**



Annex 1 – Call Secretariat and Call Contact Persons

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