**APPLICATION FORM (PART A)**

European Forest Institute Grant Process

**G-07-2024**

**Characterization of European forest disturbances**

**INSTRUCTIONS**

The Application Form consists of two parts:

* Part A is for administrative information
* Part B is for the technical description of the project

The Application Form must be prepared as per the instructions below and in the call submission guidelines.

You are not allowed to change any part of the Application form (Part A), except that these instructions can be deleted in the submitted document.

The following formatting rules must be adhered to:

Font: Calibri

Minimum font size: 11 pt

Line spacing: 1

Orientation: Portrait

Page size and margins: Pages size A4, all margins (top, bottom, left, right) should be at least 2 cm (not including any footers or headers)

PART A: ADMINISTRATIVE INFORMATION

1. **PROJECT INFORMATION**

|  |  |
| --- | --- |
| Project name: |  |
| Project acronym: |  |
| Duration in months: |  |

1. **PARTICIPANTS**

**A2.1. COORDINATOR**

|  |
| --- |
| Coordinator is the legal entity that: * Submits the Application
* Acts as the single contact point with the European Forest Institute for administrative and financial aspects of the Project
* Receives payments by the European Forest Institute related to the Grant
* Coordinates all the tasks and activities in the project

Only one legal entity can have the role of the Coordinator. Any other implementing entities are considered as participating organizations and are identified in section A2.2 below. |

|  |  |  |  |
| --- | --- | --- | --- |
| Official name  | Abbreviation | Address  | Type of Organisation |
|  |  |  |  |

|  |
| --- |
| *Contact person for the Coordinator (organisation) - this is the person that EFI will communicate with in relation to the application* |
| Title | First Name | Family Name | Position  | Email address |
|  |  |  |  |  |

**A2.2 OTHER PARTICIPANTS (ORGANISATIONS)**

|  |
| --- |
| *Copy the rows below if there more than three (3) other Participants (organisations) in the project.*  |
| # | Official name  | Abbreviation | Address  | Type of Organisation |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**A.3 GENDER EQUALITY PLANS**

*All Participants (organisations) that are**a Public body, Public research organisation, Public higher education establishment, Private research organisation, or Private higher education establishment, must to be eligible have (i) a Gender Equality Plan, or (ii) another strategic document such as a development plan or an inclusion or diversity strategy, covering the elements listed below.*

|  |  |  |
| --- | --- | --- |
| Please mark X to indicate Yes or No | Yes | No |
| One or more of the Participants (organisations) is a Public body, Public research organisation, Public higher education establishment, Private research organisation, or Private higher education establishment |  |  |
| If you have indicated Yes above, please mark X to indicate Yes or No: | **Yes** | **No** |
| All Participants (organisations) that are a Public body, Public research organisation, Public higher education establishment, Private research organisation, or Private higher education establishment have (i) a Gender Equality Plan, or (ii) another strategic document such as a development plan or an inclusion or diversity strategy, covering the elements listed below:* publication: a formal document published on the Participant’s website and signed by the top management;
* dedicated resources: commitment of resources and expertise in gender equality to implement the plan;
* data collection and monitoring: sex and/or gender disaggregated data on personnel (and students, for the establishments concerned) and annual reporting based on indicators;
* training: awareness-raising/training on gender equality and unconscious gender biases for staff and decision-makers.
* content-wise, recommended areas to be covered and addressed via concrete measures and targets are:
	+ work-life balance and organisational culture;
	+ gender balance in leadership and decision-making;
	+ gender equality in recruitment and career progression;
	+ integration of the gender dimension into research and teaching content; measures against gender-based violence, including sexual harassment.
 |  |  |

If requested by EFI, I will provide evidence of what has been stated above.

**A.4 ETHICS DECLARATION AND SELF-ASSESSMENT**

**Please mark X to indicate Yes or No below:**

|  |  |  |
| --- | --- | --- |
| The project activities to be conducted comply with:* the highest ethical standards
* applicable international, European Union and national law
 | Yes | No |
|  |  |
| 1. Does the project activities involve Human Embryonic Stem Cells?
 | Yes | No |
|  |  |
| If YES: | Please explain briefly in the box below. Describe any potential risks associated with it and the mitigation measures. |
|  |
| 1. Does the project activities involve human participants?
 | Yes | No |
|  |  |
| If YES: | Please explain briefly in the box below as to what kind of participants are expected and details on recruitment, inclusion and exclusion criteria and informed consent procedures. Describe any potential risks associated with it and the mitigation measures. |
|  |
| 1. Does the project activities involve the use of human cells or tissues (other than those covered by question 1)
 | Yes | No |
|  |  |  |
| If YES: | Please explain briefly in the box below. Describe any potential risks associated with it and the mitigation measures. |
|  |
| 1. Does the project activities involve processing of new or previously collected personal data (including use of pre-existing data sets or sources, merging existing data sets)?
 | Yes | No |
|  |  |  |
| If YES: | Please explain briefly in the box below as to the type of personal data will be processed and measures to be undertaken to safeguard the rights and freedoms of the participants/data subjects. Describe any potential risks associated with it and the mitigation measures. |
|  |
| 1. Does the project activities involve animals?
 | Yes | No |
|  |  |  |
| If YES: | Please explain briefly in the box below numbers of animals to be used, nature of the experiments, and procedures and techniques to be used and procedures to be undertaken to ensure animal welfare. Describe any potential risks associated with it and the mitigation measures. |
|  |
| 1. Will some of the project activities be carried out in non-EU countries?
 | Yes | No |
|  |  |  |
| If YES: | Please explain briefly in the box below the countries involved and the details on activities to be carried out. Describe any potential risks associated with it and the mitigation meaures. |
|  |
| 1. Does the project activities involve the use of substances or processes (or technologies) that may cause harm to the environment, to animals or plants (during the implementation of the activities or further to the use of the results, as a possible impact)?
 | Yes | No |
|  |  |  |
| If YES: | Please explain briefly in the box below. Describe any safety measures to be implemented, potential risks associated with it and the mitigation measures. |
|  |
| 1. Does the project activities deal with endangered fauna and/or flora / protected areas?
 | Yes | No |
|  |  |
| If YES: | Please explain briefly in the box below providing details on endangered fauna and/or flora /protected areas. Describe any safety measures to be implemented, potential risks associated with it and the mitigation measures. |
|  |
| 1. Does the project activities involve the use of substances or processes (or technologies) that may cause harm to humans, including those performing the activity (during the implementation of the activity or further to the use of the results, or the deployment of the technology as a possible impact)?
 | Yes | No |
|  |  |
| If YES: | Please explain briefly in the box below. Describe any health and safety procedures to be implemented, potential risks associated with it and the mitigation measures. |
|  |
| 1. Does the project activities involve the development, deployment and/or use of Artificial Intelligence-based systems?
 | Yes | No |
|  |  |
| If YES: | Please explain briefly in the box below as to how the participants and/or end-users will be informed about this and if any ethics approvals are required. If AI based system/technique could potentially stigmatise or discriminate against people, interact, replace or influence human decision-making processes, or lead to negative social and/or environmental impacts, then describe measures to avoid this. Describe any other potential risks associated with it and the mitigation measures.  |
|  |
| 1. Are there any other ethics issues that should be taken into consideration when carrying out the project activities?
 | Yes | No |
|  |  |
| If YES: | Please explain briefly in the box below. Describe any potential risks associated with it and the mitigation measures. |
|  |

If requested by EFI, evidence of what has been stated above will be provided.

**A.5 DECLARATIONS**

**Please mark X in the box to the right to confirm.**

|  |  |  |
| --- | --- | --- |
| 1.
 | We accept the terms and conditions set out in the Call for grant and the Grant submission guidelines, including its annexes, and waive all other terms |  |
|  | We declare to have the explicit consent of all Participants (organisations) on their participation and on the content of this application |  |
|  | We confirm that the information contained in this application is correct and complete |  |

**Date:**

**Name:**

**Position:**

**Signature**