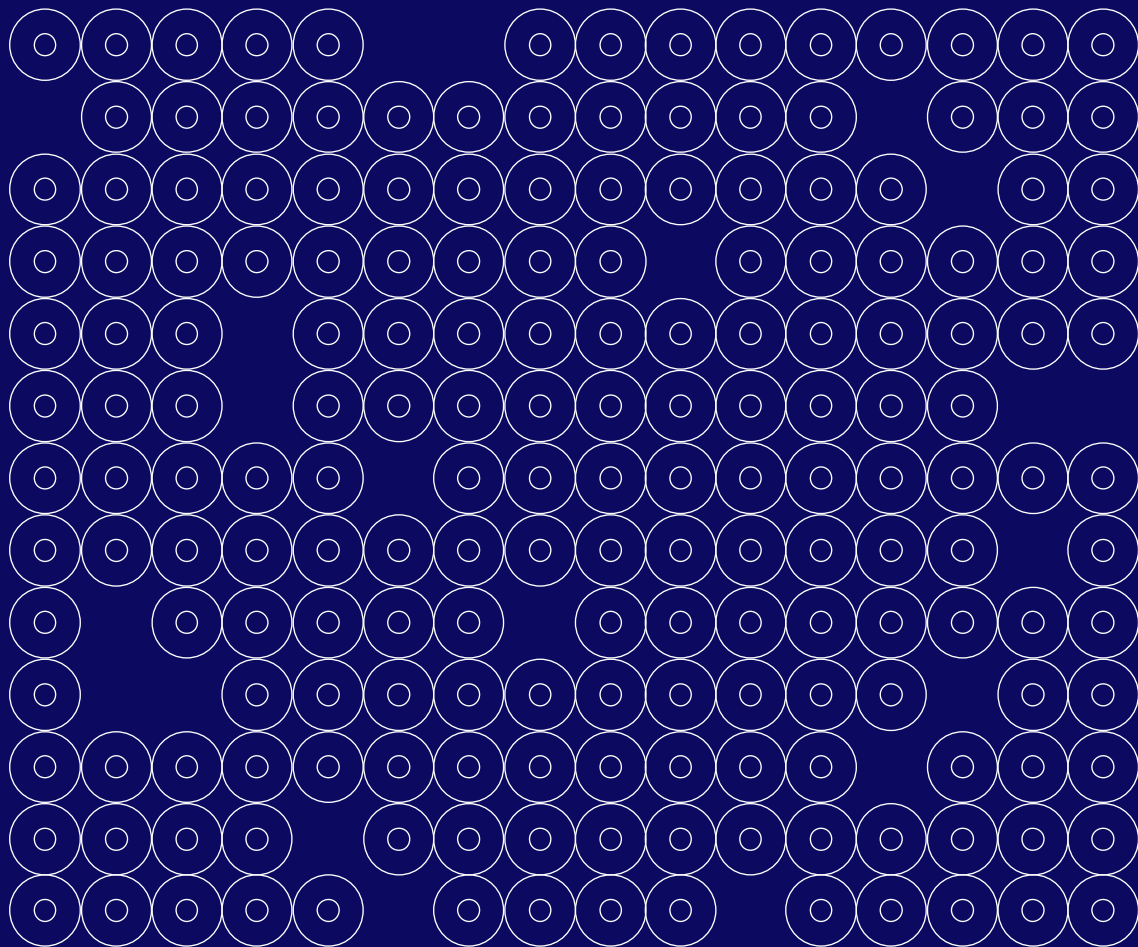


# JPIAMR General Call Procedures 2022

Version 2022-11-14





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## **Introduction**

The JPIAMR General Call Procedures (the Procedures) is a framework for participation in, and execution of JPIAMR calls, including the management of jointly funded transnational projects and networks, as well as project reporting and dissemination of call results. The Procedures are incorporated as an annex to the call Memorandum of Understanding (MoU) and Consortium Agreements (CA) between the Funding Partner Organisations (FPO) comprising the Call Steering Group (CSG).

The Procedures serve as an instruction for the preparation and execution of JPIAMR calls in order to ensure that JPIAMR call processes are maintained to the highest standard and that all calls follow a common and known and transparent process. The Procedures are intended to guide the funding organisations when setting up, managing and evaluating JPIAMR transnational calls. The Procedures have been adopted by the JPIAMR Management Board and are reviewed annually by the JPIAMR Core Call Steering Group (CCSG).

# 1. Governance

This section describes the governance of JPIAMR calls and the rules and mandate for the different JPIAMR call bodies involved.

## 1.1 The JPIAMR Management Board

The JPIAMR Management Board (MB) is the decision-making body of JPIAMR with responsibilities for all JPIAMR activities. The MB adopts the [JPIAMR Strategic Research and Innovation Agenda \(SRIA\)](#) which guides the MB in the selection of call topic areas, as well as the [JPIAMR Roadmap of Actions](#) which includes future planned calls.

## 1.2 The JPIAMR Scientific Advisory Board

The JPIAMR Scientific Advisory Board (SAB) gives scientific input to the MB on scientific matters, including but not limited to the SRIA, Roadmap of Actions and JPIAMR calls. Members of the SAB cannot apply to JPIAMR calls as coordinators of projects (JPIAMR Terms of Reference). However, they can participate as partners in a project.

## 1.3 The JPIAMR Secretariat

The JPIAMR Secretariat supports the MB in strategic planning and supervision of calls and organises the JPIAMR CCSG. The JPIAMR Secretariat promotes funder participation and financial commitment in JPIAMR calls and manages the call process until the formation of the CSG of a specific call. The JPIAMR secretariat is also responsible for monitoring scientific and administrative aspects of the funded projects including outcome, outputs and impact of funded consortia. Furthermore, it supports the CSG and Joint Call Secretariat (JCS) for all calls in implementing the Procedures. The JPIAMR Secretariat is responsible for central communication of the call, including pre-announcements, publication of the call text, and communication of project results and outcomes. This is done in collaboration with the JCS and participating national FPOs.

## 1.4 The JPIAMR Core Call Steering Group

The JPIAMR Core Call Steering Group (CCSG) is composed of representatives from previous JCS on a mandate from the MB. The task of the group is to support the JPIAMR call process and develop and update the Procedures and other support documents including the Guidelines for Applicants and Guidelines for Reviewers. The CCSG will follow the development process of the call documents and ensure that the documents are in compliance with the Procedures. In case individual calls require substantial modification of Procedures, the CCSG should be consulted. CCSG is coordinated by the JPIAMR Secretariat.

## 1.5 Call Steering Group

A Call Steering Group (CSG) is responsible for the governance of a specific call and is composed of one representative from each FPO participating in the call. National/regional and international FPOs provide funding commitment to the call and fund eligible participants in funded projects from their respective country/region, or a group of eligible countries according to FPO rules. The CSG is the decision-making body

for the call and responsible for the call documents, and for the management, communication strategy and overall implementation of the call. The CSG informs the CCSG in case of substantial modification of the procedures, or in case of unexpected events and conditions arising during the implementation of the call. At least one member of the CCSG should attend the CSG meetings. All CSG members agree to adhere to the conditions of the Memorandum of Understanding (MoU).

### **1.6 The Joint Call Secretariat**

The Joint Call Secretariat (JCS) assumes responsibility for the operational management of the call from the JPIAMR Secretariat after the formation of the CSG. It is hosted and organised by one (or several) of the FPOs participating in the call. The JCS chairs the CSG meetings of the call, including drafting of call text, MoU and other support documents, and is responsible for managing the review process. The JCS constitutes the main point of contact for applicants, reviewers, members of the Ethics Review Board and funding organisations of the call for the duration of the call until the funding decision. For calls that are co-funded by the European Commission, the tasks of the JCS can be shared between different funding organisations according to the Grant Agreement and Consortium Agreement.

### **1.7. The Ethics Review Secretariat (ERS)**

The Ethics Review Secretariat (ERS) administers the Ethics Review Process, which includes setting up the Ethics Review Board (ERB), assigning the proposals recommended for funding to the ERB, organising ERB meetings, collecting the final consensus reports and sending them to the JCS, and providing minutes and information on ethics decisions to the JCS/CSG. It is hosted and organised by one (or several) of the FPOs participating in the call.

### **1.8 The JPIAMR peer review system of proposals**

All proposals submitted in response to JPIAMR calls are subject to peer review. The JPIAMR peer review system consists of experts (reviewers) involved in the scientific Peer Review Panels (PRP), external reviewers, observers, and the ERB.

#### *1.8.1 Scientific peer review*

The Peer Review Panel (PRP) is composed of independent scientists, experts, representatives from industry, patient organisations or other stakeholders with recognised expertise on the call topic. A reviewer cannot be part of a consortium applying to the call (see section 3).

PRP members are nominated and appointed by the CSG. The exact composition of expertise needed depends on the scope and the objectives of the call. The PRP is responsible for the final evaluation of pre-proposals/full-proposals at the PRP meetings according to the JPIAMR Reviewers Guidelines. The PRP chair can suggest adding external reviewers to review specific proposals if certain expertise areas are missing in the PRP, subject to the approval of the CSG. External reviewers will follow the same evaluation criteria as the PRP members, but they will not attend the PRP meeting.



Members of the JPIAMR MB or SAB may not serve as external reviewers or be members of the PRP.

The CSG may appoint external independent observers to monitor the call process. They may be representatives of FPOs, or external experts. External observers may attend CSG and PRP meetings and have access to all call documents. CSG members are entitled to join the PRP meeting as observers. Observers should not be present at the PRP or CSG meeting during evaluation, ranking or funding decisions on a given proposal if they are subject to a Conflict of Interest (see section 3) and cannot apply to the call.

All contacts with reviewers and collection of reviews are managed by the JCS.

#### *1.8.2 Ethics review (mandatory for ERA Net cofunded calls)*

The ERB is composed of independent scientists, experts, or representatives from industry, patient organisations or other stakeholders with recognised expertise on ethics and previous experience in national or international committees. An ethics reviewer cannot be part of a consortium applying to the call. ERB members are nominated and appointed by the CSG.

The Ethics Review Board (ERB) is responsible for the ethics evaluation of proposals according to the ethical issues and EU regulations. The ERB does not substitute the national ethical boards and procedures, and additional ethical authorisations might be required by some funding organisations. The ERB is in charge of (i) evaluating the potential ethical issues raised in the proposals recommended for funding and of (ii) identifying the ethical authorisations needed to pursue the proposed research program according to the JPIAMR Ethics Review Guidelines.

All contacts with reviewers and collection of reviews are managed by the ERS.

## **2. Confidentiality of Information**

Terms of Confidentiality for JPIAMR calls is regulated in the MoU for the call. The basic principle is that all details regarding the evaluation process and funding decisions are considered confidential until the grant decision is published on the JPIAMR and FPO websites.

The name of the reviewers will not be publicly disclosed but the names are available on request when the final decisions are made. Information regarding which reviewer reviewed a specific proposal, as well as the content of the panel discussion during the evaluation meetings must remain confidential even after the publication of the grant decision. The applicants will receive a summary evaluation report representing the PRPs assessment.

Confidentiality applies to the members of all bodies. All requests for information about a proposal or evaluation, during the evaluation process, must be forwarded to the JCS of the specific call. Applicants, or others, will not receive any information regarding concurrent applications. The external Reviewers, PRP members, ERB members and independent observers will sign a confidentiality agreement before undertaking the evaluation process (see Section 3).

### 3. Conflict of Interest management

This section describes the JPIAMR guidelines for managing Conflicts of Interest (Col) during the call management and evaluation process.

The general rules of Col apply to the members of all JPIAMR call bodies. MB members cannot be part of a consortium applying to a call. Past MB members cannot apply to a call or take part in a consortium if they have been involved in MB decisions on the call topic during their tenure. SAB members, unless they are subject to Col as a result of active participation in formulating the call text, are allowed to apply to a call and take part in, but not coordinate a consortium applying. Members of the CSG, JCS, ERB and PRP for any given call may not be an applicant in any proposal submitted to that call.

Reviewers must refrain from reviewing a pre-proposal or full proposal and disclose a Col if any of the Col criteria are met. PRP, ERB, CSG members and other Observers should not be present at the PRP or CSG meeting during evaluation, ranking or funding decisions on a given proposal if any of the Col criteria are met.

A disqualifying Col exists if a reviewer:

- was involved in the preparation of a proposal to the same call;
- is a current representative of a JPIAMR MB
- is a past representative of the JPIAMR MB involved in discussions regarding the call
- is a member of the CSG, JCS, or an observer of the call

A Col preventing participation in the handling or review of a certain application exists if the PRP member, CSG member, ERB member or Observer:

- published together with any of the applicants within the last five years
- supervised any of the applicants
- is affiliated with the same research institute, university, company as any of the applicants
- is currently collaborating with any of the applicants
- has a close family relationship, or stands to profit professionally, financially or personally if the application is funded
- has other professional or personal dependencies that compromises their impartiality in the evaluation of a proposal (in their own view or in the eyes of any external third party).

Prior to participating in the review process, external reviewers, members of the PRP, CSG, ERB and independent observers will be required to sign a confidentiality agreement and conflict of interest declaration, see Annex 1. The PRP, ERB, CSG and observers must report to the JCS whether they have any of the above mentioned Col, or any other association with the proposals based on a list containing the coordinator, partners and their institutions. Col should be reported in the online application and review system for all applications in the call. If a reviewer recognises a Col, the reviewer must inform the JCS immediately so that a substitute, or alternate reviewer for individual applications, can be found.

Once the reviewer has confirmed in the system that he/she does not have a CoI, access will be given to the proposals on an evaluation platform.

If, after agreeing to act as a reviewer, a reviewer is not able to complete this task, the JCS must be informed immediately. The reviewer may not delegate the task to another person or themselves find a replacement. Reviewers can however suggest other experts to the JCS.

If a CoI is detected later in the process, the JCS must be informed as soon as possible. If CoI concerns a reviewer, the JCS will assign a new reviewer to the proposal.

It is the responsibility of the JCS to introduce the definition of CoI before the beginning of the PRP and ERB meeting. The CoI must be recorded by the JCS in the PRP and ERB meeting protocols. In the event of doubt, the JCS must be consulted. The ultimate responsibility for monitoring and recording CoIs is with the JCS.

In all types of CoI, the person(s) disclosing a CoI must follow CoI guidelines outlined in the Peer Review Guidelines or Ethical Review Guidelines.

## **4. Ethical considerations and review (mandatory for ERA Net cofunded calls)**

JPIAMR will only fund research of the highest ethical standards complying with European Directive<sup>1</sup> and the relevant national/regional laws, rules, and regulations. Each applicant to a JPIAMR call must comply with both JPIAMR ethical considerations and the national/regional/local regulations in question. All proposed activities undertaken in countries outside the EU must also comply with EU regulations. Further guidance on ethical considerations are outlined in the JPIAMR Ethics Review Guidelines.

Within the application submission system, consortia are required to complete an ethics issues table, as well as supply an ethics self-assessment, a statement presenting the ethics issues. Each consortium should explain how ethics issues will be treated in the proposed research project in the proposal form on ethics and legal issues and describe which participant(s) is/are responsible for the ethics issue. If an ethics permit is required, the applicants should include the status of the permit (not applied/under review/permit granted and date of submission/approval). This statement also pertains to data protection, human participation, and use of animals.

### **4.1 Responsibility of funding organisations**

FPOs are responsible to review the statements of their applicants in each consortium to check for compliance with national/regional law, rules, and regulations during the pre-proposal and full proposal eligibility checks.

The ethical review performed in the framework of the JPIAMR Calls does not substitute the national ethical boards and procedures, and additional ethical authorisations might be required by some FPOs according to national regulations. If identified, deviations from national ethics approvals must be reported to the ERS and other FPOs of the consortium.

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<sup>1</sup> [https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm)

## 5. Gender dimension

JPIAMR strives to ensure that gender equality is taken into consideration for all aspects of JPIAMR calls. The JCS and the CSG take responsibility to ensure that an appropriate gender balance of PRP members and external reviewers is maintained. Gender equality is also an important consideration in research projects. The JCS will analyse the gender balance in the submitted pre- and full-proposals and awarded consortium using the information reported by the applicants in the application form.

Consortia, where relevant, should describe how the gender dimension, i.e. how sex and/or gender analysis is considered in the project's content according to requested information in application forms and guidelines

For guidance on methods of sex/gender analysis and the issues to be considered, please refer to the EC recommendations.<sup>2</sup>

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<sup>2</sup>[https://research-and-innovation.ec.europa.eu/strategy/strategy-2020-2024/democracy-and-rights/gender-equality-research-and-innovation\\_en](https://research-and-innovation.ec.europa.eu/strategy/strategy-2020-2024/democracy-and-rights/gender-equality-research-and-innovation_en)

## 6. Preparation and launch of JPIAMR calls

The JPIAMR Roadmap of Actions defines a plan for future JPIAMR calls. A formal decision on the definition of call topic priority area is taken by MB before the call process is initiated. The JPIAMR Secretariat is responsible for initiating the discussion on objectives and priorities of the upcoming call according to the timeline below. Please note that this timeline is indicative and may be subject to change (check the call text, Grant Agreement and Consortium Agreement for more information for the specific call).

### 6.1 Pre-launch call guidance timeline

<i>Year before launch of call</i>	
March	MB define the call topic at JPIAMR MB meeting
April	JPIAMR Secretariat issues an expression of interest to JPIAMR members A call text outline is drafted by the JPIAMR Secretariat
May	CSG is formed and JCS appointed
June – September	Call text is drafted by the CSG, coordinated by the JCS. CCSG will be consulted in case of major changes in specific call documents.
October	JCS/CSG finalise call text and MoU
October	JCS sends call text for external communication to the JPIAMR Secretariat for preparation of promotion material
End October	The JPIAMR Secretariat shares the pre-announcement promotional material and communication plan with the CSG. The CSG sends amendments and approves the promotional material within two weeks of receiving the information.
End October	Financial commitment by CSG members requested
November	Pre-announcement of the call, aligned with European Antibiotic Awareness Day
December	MoU signed by CSG members
December	JCS updates call text and sends update to JPIAMR Secretariat
December	JPIAMR Communication Officer distributes promotion kit to CSG regarding the call
December	Nominations of reviewers from CSG members and JPIAMR reviewers database
<i>Year of launch of call</i>	
January	Launch of the JPIAMR call

Some of the steps in the process of preparing a call are described in more detail below.

## **6.2 Formulation of drafts of call text**

Based on call topic area, decided by the MB and input from participating countries, the JPIAMR Secretariat will formulate a first draft which will be transferred to the JCS upon formation of the CSG. The scope of a call should be aligned to the JPIAMR Strategic Research and Innovation Agenda. External experts may be consulted in the process but due to CoI considerations all input should be recorded by JCS for future reference. The first draft should be sent to the CSG members for feedback as soon as possible.

## **6.3 Call of interest to participate and formation of CSG**

A first inquiry about interest to participate in an upcoming call is issued by the JPIAMR Secretariat. Committed FPOs constitute the CSG for the call. All members interested in the call must designate a FPO contact to represent the party at CSG meetings, during the call preparation process and to act as a FPO contact for communication purposes.

## **6.4 Appointment and role of the JCS**

The JCS is appointed either through a decision in the ERA-Net co-fund Consortium Agreement (CA) or selected by the CSG. The JPIAMR Secretariat also investigates the interest among the funding agencies to act as the JCS. The decision on which agency/agencies will act as the JCS is taken at the first CSG meeting organised by the JPIAMR Secretariat. The JCS then assumes responsibility to arrange for preparatory meetings.

The JCS should collect the following information from FPOs participating in the call:

- National guidelines, including eligibility requirements for coordinators and partners, including details of eligible costs (personnel, materials, consumables, equipment, travel expenses, etc.)
- Contact information
- Confirmation of funding amount

The CSG should define a timeline for the call that is suitable for all participating partners. This information should be shared with the JPIAMR Secretariat.

The JCS is responsible to develop the call and adapt call documents to the call while respecting the Procedures and implement the evaluation system (process, mechanisms and tools). The call documents and evaluation system must finally be approved by the CSG. The JCS is also responsible for organisation of peer-review/CSG/ meetings including CoI processes, communication activities in collaboration with the JPIAMR Secretariat, and to provide data regarding the selection process to the JPIAMR Secretariat for publication and reporting purposes.

## **6.5 Appointment and role of the Ethics Review Secretariat (mandatory for ERA Net cofunded calls)**

The ERS is appointed either through a decision in the ERA-Net co-fund Consortium Agreement (CA) or selected by the CSG. The JPIAMR Secretariat also investigates the interest among the funding agencies to act as the ERS. The decision on which



agency/agencies will act as the ERS is taken at the first CSG meeting organised by the JPIAMR Secretariat.

The ERS administers the Ethics Review Process, which includes setting up the ERB, assigning the proposals recommended for funding to the ERB, organising ERB meetings, collecting the final consensus reports and sending them to the JCS, organising and providing minutes of ERB meetings and providing information on ethics decisions to the JCS/CSG. It is hosted and organised by one (or several) of the FPOs participating in the call.

## **6.6. Finalisation of call text and support documents**

The call documents comprise:

- Call text
- Call MoU
- Application support documents and systems (Application Forms, the online submission system and the partner search tool, if applicable)
- Evaluation support documents (Peer Review guidelines, eligibility check documents, Col disclosure and recording, review forms and submission system for PRP reviewers/external reviewers/ERB)

The JCS, or any FPO responsible to establish the call documents, will collect all feedback and set up CSG meetings and teleconferences to finalise the call text and supporting call documents. All CSG members must have committed their budget to the call within a reasonable time-frame (normally in October), with a deadline set by the JCS.

### *6.6.1 Call text*

The call text provides all specific information regarding the call. The call should outline the following:

- Call title and acronym
- Aim of the call, including topics of the call
- Application information, including eligibility, submission instructions, the call timeline, financial modalities and funding prerequisites, indicative funding provided by the national FPOs, ethics application requirements
- Evaluation information, including evaluation criteria
- Decision information
- Reporting requirements and other obligations of JPIAMR grantees
- National contact information
- National rules and requirements
- Guidelines for Consortium Agreements for project participants

### *6.6.2 Call MoU*

The governance, management and procedures of the call, and financial and other responsibilities of FPOs are regulated in the call MoU. The main body of the MoU has precedence over the Procedures. In certain calls (e.g. where the EU Commission

provides funding) some parts of the call may be regulated in a Consortium Agreement or an EU Grant Agreement. The MoU template is updated from call to call by the CCSG.

The JCS will prepare the draft MoU based on the CCSG MoU. The draft MoU must be sent to the CSG members at least one month (early October) before pre-announcement of the call to allow for a two-week consultation with CSG member legal services. A final draft of the MoU must be in place before the pre-announcement.

### *6.6.3 Application support documents and systems*

Each call should provide application documents and systems for submission that will be available on the JPIAMR call webpage:

- **Application forms**  
The JPIAMR Application forms include the compulsory pre-proposal application form, full proposal application form, ethical form and additional forms that may be specific to individual calls.
- **Online submission system**  
The online submission system should be set up and available by the launch of the call. A link to the submission system must be included on the JPIAMR call webpage.

### *6.6.4 Evaluation support documents*

- **Eligibility check documents**  
The JCS should prepare the general eligibility check documents that will be shared with the CSG to conduct national eligibility checks.
- **CoI disclosure and recording**  
The CoI disclosure can be done either online or in paper format. The JCS should ensure that templates for disclosing CoI are available to the PRP, ERB, CSG and observers.
- **Peer Review Guidelines**  
The Peer Review Guidelines provide reviewers with an overview of the call and the review process to the reviewers. The Peer Review Guidelines should comprehensively describe all information needed by reviewers to conduct their review, and should be supported by the call text.
- **Review forms and submission system for PRP reviewers/external reviewers**  
The submission of review information can be done online. The JCS should ensure that templates for submission of review information are available to the PRP.
- **Ethics Review Guidelines**  
The Ethics Review Guidelines provide an overview of the call and the review process to the members of the ERB. The Ethics Review Guidelines, and the call text, comprehensively describe all information that the ERB needs to conduct their ethics evaluation of the applications.

- Review forms for ethics review  
The submission of review information from the ERB should be done online. The ERS should ensure that template for submission of ethics review information is available to the ERB.

## **6.7 Preparation of communication materials and communication of the call**

The call text and supporting documentation, in draft form, should be shared with the JPIAMR Secretariat at least one month before the pre-announcement to allow for the preparation of communication materials, as described in Annex 2.

The JPIAMR Secretariat will prepare the pre-announcement material and a call communication plan. The communication plan will be shared with CSG members three weeks before the opening of the call. Where possible, the pre-announcement will be linked with European Antibiotic Awareness Day.

## **6.8 Setting up the peer review system for JPIAMR calls**

The peer review system for JPIAMR calls includes the following steps.

### *6.8.1 Identification of potential scientific reviewers*

The composition of the PRP and appointment of reviewers is the responsibility of the CSG. The PRP is appointed based on nominations by the CSG members (first name, last name, Research Institution, city, country, expertise, website, e-mail address and phone number) and by using the list of experts/peer reviewers maintained in a database by the JPIAMR secretariat. The JCS will combine the suggestions from the CSG. The final list of reviewers must be approved by the CSG. The required number of reviewers should be calculated based on the number of expected applications. Each PRP member may read and evaluate up to 15 proposals. The exact number of allocated proposals will be determined after the submission deadline when the total number of eligible proposals is known. At least three panel members should evaluate each proposal. The composition of the PRP might be slightly modified between the two evaluation steps (in function of the number and topic of selected proposals).

### *6.8.2 Selection of scientific reviewers*

The CSG and the JCS will nominate reviewers and the Chair and Vice Chair. The JCS will invite reviewers. In the invitation, reviewers that are not in the JPIAMR review database will be asked if they agree to be contacted by the JPIAMR secretariat with the scope to be a reviewer in the framework of a future Call. The group of reviewers should be, as far as possible, gender and geographically balanced, including experts from countries participating and not participating in the call. It is recommended that the Chair and Vice Chair of the PRP have adequate experience of conducting peer review panels and chairing international meetings. The CSG must approve the selection of Chair, Vice Chair and appointed reviewers.

General guidelines for reviewers in PRP:

- High recognition in the field

- A gender balance with at least 40 percent of each gender, if possible. The gender balance should be representative of the scientific community in the research field
- A geographical balance whereby one country does not represent more than 15% of the reviewers, if possible.
- No more than two reviewers from the same university/institute/ company
- No more than one reviewer from the same research group
- Academic researchers should have, at least, a position as an associate professor/ professor, or equivalent.
- Preferably, the Chair and Vice Chair have previous experience in participating in a review panel as chair or member

The PRP members must receive the JPIAMR Peer Review Guidelines that include information on the review procedure, review criteria and Conflicts of Interest.

The names of the members of the PRP will be made accessible upon request after the final funding decision has been taken. However, the identity of the individuals reviewing a particular proposal, the written reviews, and the discussions at the PRP meeting will remain confidential. This shall not apply for disclosure or use of confidential information as required to comply with applicable laws, regulations or with a court or administrative order. Prior to appointment, the PRP members will be asked to agree to this procedure.

### *6.8.3 Identification and selection of potential Ethics Review Board members (mandatory for ERA Net cofunded calls)*

The composition of the ERB and appointment of ERB members is the responsibility of the CSG. The ERB is appointed based on nominations by the ERS/CSG. The required number of ERB members should be calculated based on the number of applications anticipated to be selected for funding. Each member may read and evaluate up to 10 applications selected for funding. At least two ERB members should evaluate each application.

The group of ERB members should be, as far as possible, gender and geographically balanced, including experts from countries participating and not participating in the call. The ERS will combine the suggestions from the CSG in a list to be approved by the CSG. The CSG must provide objections to ERB members six weeks before ERB meeting.

## **6.9 Setting up the launch of the call**

The JCS will set up an electronic submission and evaluation system for the call and adapt it to the specific requirements of the call. The electronic submission tool may be hosted by a different FPO than the JCS. Proposal templates are made available by the JCS through the JPIAMR website ([www.jpiamr.eu](http://www.jpiamr.eu)).

The launch of the call should be synchronised with promotional communication by the JPIAMR Secretariat through the JPIAMR website and other digital channels, as well as communicated nationally by all CSG members. (See Communication Plan)

## 7. Management and evaluation of a JPIAMR research project call

The JPIAMR research project call is an opportunity to foster and support multi-national translational research collaborations. JPIAMR research projects should aim to conduct world-class research in one or more AMR priority topic areas of the JPIAMR SRIA.

The JPIAMR Research project calls support consortia of at least three researchers from at least three different participating countries. The initial funding period is three years.

General conditions and rules for participation and eligibility of applicants are described in the Call text. All proposals must be submitted by the consortium coordinator in electronic format via the electronic submission tool. No other means of submission will be accepted. Proposals must include signed Letters of Intent (LoI) from all participating partners (coordinator, partners and non-funded partners). A template for LoI is integrated in the proposal template.

Research project proposals are evaluated in a three-step process, two reviews by the PRP (pre-proposals and full proposals) and an ethics evaluation by the ERB. The JCS adapts and manages the evaluation system described below, the ERS manages the ethics evaluation. The CSG decide on the content of all call text documents, including application form, evaluation form for proposals, guidelines for reviewers, ethics review guidelines and the technical platform for submitting proposals and reviews. The JPIAMR Core Call Steering Group must approve the documents if important deviations from JPIAMR call procedures are reported.

### 7.1 JPIAMR Research project call guidance timeline

<i>Year of launch of call</i>	
January	Launch of the JPIAMR Joint transnational call
March	Submission deadline for pre-proposals
March	Selection of PRP members
April	Formal eligibility check of pre-proposals
April	Collection of CoI declarations from reviewers
April	Pre-proposals made accessible for peer review
April/May	Internal evaluation deadline (reviewers' evaluations submitted)
May	Pre-proposal PRP meeting
May	Decision on full proposal invitation by CSG

May	Full proposal invitation sent to project coordinators
July	Submission deadline for full proposals
July	Formal eligibility check of full proposals
July	Full proposals made accessible for peer review
September	Internal evaluation deadline (reviewers' evaluations submitted)
September	Summary of written evaluations sent to CSG and PRP
September	PRP meeting, final ranking & CSG meeting
October	Fundable proposals made available to the ERB
October/November	Final funding recommendation or rejection via email to applicants
November	National administrative procedures
November	JCS sends official final call results to the JPIAMR Secretariat for preparation of communication material
November	Announcement of call results
December/January	Earliest start of funding

Please note that the timing could be adapted in function of the number of proposals received, obligations linked to the European Commission (EC approval, ERB meeting...) or in case of any other unforeseen events.

## 7.2. Launch of call

The launch of the call is synchronised by the JPIAMR Secretariat (See Communication Plan) and the CSG members.

The pre-proposal stage is open from 45 to 75 days from the launch of the call until the submission deadline (60 days minimum for co-funded call).

The JCS will provide support to the applicants regarding overall eligibility, submission procedures, the electronic submission system and application forms as long as the call is open. National contact points of CSG members will provide support to applicants on specific national rules, eligibility and requirements (e.g. budget and eligible costs) as long as the call is open.

### 7.3 Widening

In order to promote inclusiveness and ensure global participation, relevance and impact of the submitted projects in and outside Europe, the Joint Call will implement widening mechanisms before the evaluation of the full proposals:

- **At the pre-proposal stage**, the widening mechanism will apply to under-represented countries. The list of underrepresented countries will be defined in the Call text. Consortia including a research team from an under-represented country can increase the total number of partners of the consortium.
- **At the full proposal stage**, the widening mechanism will be restricted to non-funded partners and partners supported by under-subscribed organisations, i.e. FPOs that will most likely not use the budgets they committed to the call. The CSG will decide on the final list of under-subscribed organisations after the evaluation of pre-proposals. Consortia which are invited to the second stage of the call and which include fewer than the maximum number of partners allowed can increase the initial size of their consortia **by adding one new partner** eligible for funding by an under-subscribed organisation from the list **or** by adding one new partner not requesting funding. Consortium coordinators will be notified of this option in their invitation letter to submit a full proposal.

### 7.4 Communicate updates and reminders about the call deadline

Communication of updates to the call and reminders about the deadline of the call will be continuously conducted by the JPIAMR Secretariat and the national funders. CSG members are requested to inform the JPIAMR Secretariat regarding communications activities and where possible tag @JPIAMR and use call specific hashtags in social media updates and vice versa.

### 7.5 Call closure for applicants

The call should close at 14:00 on a weekday (preferably Tuesday or Wednesday to allow for support to applicants before and after deadline). Applications submitted after the call deadline will normally be rejected, with the exception of specific CSG approval (for example when a technical problem has been reported ahead of the call closure).

### 7.6 JPIAMR Evaluation criteria for research projects

The purpose of this template for evaluation criteria of JPIAMR research projects is to streamline the evaluation of all JPIAMR project calls in order to create continuity and familiarity with JPIAMR review process for FPOs, applicants and reviewers.

Research projects are evaluated with respect to being in scope of the call or not, and by the following evaluation criteria:

- Fit to the scope of the call
- Excellence
- Impact
- Quality and efficiency of the implementation

Within these three main evaluation criteria, the call text defines specific sub-criteria. Examples of sub-criteria are described below but may be adapted by the CSG, depending on the call specificities. The CCSG should be informed of all changes to the evaluation criteria.

The description of the evaluation criteria and sub-criteria in the Call text has precedence over Guideline for Reviewers and the Procedures.

Criteria:

1. Fit to the scope of the call – YES/NO. Please note that evaluation of the full application has to be done for all applications, independent of the answer.
2. Excellence
  - a. Clarity and pertinence of the objectives.
  - b. Credibility of the proposed approach and methodology, in relation to the research objectives.
  - c. Soundness and research base of the concept.
  - d. Novelty, ambition, timeliness, and innovation.
  - e. Excellence of the consortium
3. Impact
  - a. Impact of the proposal to improve the treatment of bacterial and fungal infections. Justification of the choice of pathogen should be robust and demonstrate strength of need.
  - b. Potential of the expected results for clinical, public health, and animal health, agriculture, or environmental benefit.
  - c. Potential for fostering a long-term international network of researchers. For example, bringing together specific know-how and/or innovative technologies, gathering a critical mass of patients or biological material, sharing of resources (models, databases, biobanks, etc.), and international comparisons.
  - d. Potential reach of the project results, including dissemination and communication measures. Accessibility of the proposed innovative strategy (different geographical areas, different populations.) **(Only for full-proposals)**
  - e. Appropriateness of end user and stakeholder participation/engagement, for example, policy makers, industry, patient organisation, health and veterinary care, farmers etc. **(Only for full-proposals)**
4. Quality and efficiency of the implementation
  - a. Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks within the given timeframe.
  - b. Adequate distribution of the tasks between the project partners considering the needed expertise
  - c. Strength of the transnational collaboration (balanced geographical distribution of the tasks)
  - d. Social and gender equity, cultural sensitivity and economic viability of the project consortium and research proposal, including integrating demographic and socioeconomic factors where appropriate.



- e. Quality of the proposed Open Science practices, data management, Intellectual Property management, and Freedom to Operate where appropriate. ***(Only for full-proposals)***
- f. Appropriateness of the management and governance structures and procedures, including risk and innovation management. ***(Only for full-proposals)***
- g. Potential exploitation (including strategy to identify and address potential barriers) and relevance of the outcomes of the findings beyond the current project. (long term strategy) ***(Only for full-proposals)***
- h. Contingency plan, including risk assessment and mitigation (including of unforeseen circumstances like Covid-19). ***(Only for full-proposals)***
- i. Justification of the requested budget and cost-effectiveness of the project (appropriate distribution of resources in relation to project's activities, partner responsibilities and time frame). ***(Only for full-proposals)***

### 7.7 Grading system for research projects

JPIAMR uses a grading system from 0 to 5 to evaluate the proposal's performance with respect to each of the different evaluation criteria (Excellence, Quality and efficiency of the implementation and Impact). The grading system used is:

- **0: Failure/insufficient value.** The proposal fails to address the criterion in question, or cannot be judged because of missing or incomplete information.
- **1: Poor.** The proposal shows serious weaknesses in relation to the criterion in question.
- **2: Fair/weak.** The proposal generally addresses the criterion, but there are significant weaknesses that need corrections.
- **3: Good.** The proposal addresses the criterion in question well but a number of improvements are possible.
- **4: Very good.** The proposal addresses the criterion very well, but minor improvements are possible.
- **5: Excellent.** The proposal successfully addresses all aspects of the criterion in question.

Evaluation scores will be awarded for the three main criteria, and not singularly for the different aspects listed below the criteria, although these different aspects will be considered in scoring the main criteria. In order for an application to be considered fundable, the threshold score for individual criteria is set at three (3) (of a maximum of five (5)). The overall threshold for the score for all three criteria together is set at nine (9). The maximum score that can be reached from all three criteria together is 15 points. The preparation of information to be provided to the applicant following review are outlined in the JPIAMR Reviewer Guidelines.

### 7.8 Ethics Evaluation Criteria (mandatory for ERA Net cofunded calls)

The ERB should assess the ethical self-assessment and the ethical issues table that is part of the full proposal form. The information will be reviewed with regards to the following ethics issues:

### *Human embryos & fetuses*

Research on human embryos and fetuses (mainly human embryonic stem cells (hESC)). Research on human embryos and fetuses is non-fundable in JPIAMR calls, in accordance with the declaration of the European Commission [2013/C 373/02](#).

### *Human beings*

Research involving work with human beings ('research or study participants'), regardless of its nature or topic. Examples: collection of biological samples, personal data, medical interventions, interviews, observations, tracking or the secondary use of information provided for other purposes, e.g. other research projects, officially collected information, social media sites, etc.

### *Human cells or tissues*

Research using, producing or collecting human cells or tissues. You may obtain cells or tissues: from commercial sources; as part of this research project; from another research project, laboratory or institution; from a biobank.

### *Personal data*

Research which involves processing of personal data, regardless of the method used (e.g. interviews, questionnaires, direct online retrieval etc.). 'Personal data' means information relating to an identified person. Examples: name, address, identification number, pseudonym, occupation, e-mail, CV, location data, Internet Protocol (IP) address, cookie ID, phone number, data provided by smart meters, data held by a hospital or doctor.

### *Animals*

Research involving animals including genetically modified organisms.

### *Non-EU countries*

Research involving non-EU countries. This is the case where research activities are conducted, partially or wholly, in a non-EU country; participants or resources come from a non-EU country or material is imported from or exported to a non-EU country.

### *Environment, health & safety*

Research that may adversely affect the environment or the health & safety of the researchers involved. This may be due to any of the following: the experimental design of the research itself; undesirable side effects of the technologies used, genetically modified microorganisms.

### *Dual use*

Research involving goods, software and technologies covered by the EU Export Control Regulation No 482/2009. These dual use items are normally used for civilian purposes but may have military applications, or may contribute to the proliferation of weapons of mass destruction.

### *Exclusive focus on civil applications*

Only research that has an exclusive focus on civil applications is eligible for funding i.e. research intended for non-military activities.

### *Potential misuse of research results*

Research involving or generating materials, methods, technologies or knowledge that could be misused for unethical purposes. Although such research is usually carried out with benign intentions, it has the potential to harm humans, animals or the environment.

### *Other ethics issues*

New ethical issues and concerns that are currently not covered by the Ethics Issue Table (e.g. new developments in the fields of neurobiology, man-machine interaction, developments in nanotechnology, genetic enhancement, the creation of androids and cyborgs, etc.).

## **7.9 Review process**

In general, the review process for pre-proposals and full proposals is as follows:

### *7.9.1 Pre-proposals*

#### *7.9.1.1 Eligibility check*

After the closure of the call, the JCS will have one week to check all pre-proposals to ensure that they meet the formal call criteria (date of submission; number and country distribution of participating research groups; inclusion of all necessary information in English, page length etc.).

In parallel, the JCS will forward the proposals to the CSG members who will have seven to ten days to perform a verification of compliance with national/regional rules (eligibility check) including ethical considerations. Pre-proposals not meeting the formal requirements will be rejected without further review.

Pre-proposals that include only one non-eligible partner and still comply with other eligibility rules (i.e. minimum of three eligible partners from three countries participating in the call) might undergo peer review, as this non-eligible partner can be exchanged in the revision phase (upon approval by the CSG). However, pre-proposals with more than one non-eligible partner will be rejected.

#### *7.9.1.2 Selection of PRP, assigning reviewers to proposals and PRP members individual evaluation*

- Applications are assigned to reviewers after collection of Col.
- Each proposal is evaluated by three PRP members. One of the panel members is appointed as “rapporteur”. The rapporteur will be in charge of writing the evaluation summary after the PRP meeting. This summary will be sent to the applicants.
- It is advised that the Chair and Vice-Chair have an overview of all applications submitted to the call (except in presence of Conflicts of Interest).
- External reviewers may also be appointed for certain proposals upon suggestion from the PRP Chair.
- Proposals are reviewed for three to four weeks.

- Each reviewer grades and ranks all of their allocated proposals according to section 7.7, at least 10 days before the PRP evaluation meeting.

#### *7.9.1.3 PRP Evaluation meeting (First PRP meeting)*

- The Chair (or Vice Chair) leads the discussion of each proposal.
- The rapporteur gives a brief summary of the strengths and weaknesses of the proposal.
- The reviewing panel members give feedback on the proposal discussed.
- The discussion of each proposal is opened to the entire PRP.
- The PRP makes a ranking list based on the evaluation criteria and grades after all individual proposal discussions.

#### *7.9.1.4 Invitation to submit full proposals*

The CSG decides upon the suggestions from the PRP which pre-proposals to invite for full proposal submissions. The JCS will invite the project coordinators of the selected pre-proposals to submit full proposals for the second evaluation step. A full proposal template will be sent to the coordinator by the JCS at the same time as the invitation to submit a full proposal.

Applicants with pre-proposals not selected to submit a full proposal will be informed by the JCS.

Full proposal-stage is open for submission for at least 30 days after invitation. The JCS will provide the FPOs with copies of the full proposals. Please note that in some countries proposals can be made public according to national laws after funding decision upon request when applying for public funding. Countries who are in this situation must inform the Call secretariat during the Call text drafting since the consent of the applicants must be obtained at the submission time.

#### *7.9.1.5 Modification for full proposal*

Modification of the composition of the consortium or modification of the work plan is normally not allowed between the two evaluation stages. However, modifications can be allowed under some specific circumstances, for example:

- Changing the consortium is normally restricted to one research group applying for funding (i.e., only one research group may be added, removed or exchanged) and in the following cases:
  - where a research group from the pre-proposal has been declared non-eligible by the respective funding agency
  - where the modification is based on the feedback from the pre-proposal evaluation by the PRP.
  - a partner from an under-subscribed country is added (widening)
  - in case of unforeseen events (lab delocalisation, illness or death of a PI)

In any of these examples, the total number of partners should respect the maximum number of partners allowed.

- Research groups not applying for funding (external collaborators) can be included, excluded or changed if justified in the full-proposal. Please note that the total number of partners should respect the maximum number of partners allowed.
- Changes to the work plan should be based on recommendations done during the pre-proposal evaluation or they must be well justified in the full proposal.
- Changes to the budget of individual research groups are allowed. However, this requires approval by the respective FPO and must be scientifically justified.

All changes in the consortium composition must be approved by the JCS and by the respective FPO (if any).

## *7.9.2 Full proposals*

### *7.9.2.1 Eligibility check and forwarding proposals to reviewers*

The JCS will check the submitted full proposals to ensure that they meet the formal criteria for the call. The JCS will forward the proposals to the CSG members who will perform a verification of compliance to national/regional rules (eligibility check) including ethical considerations. CSG members verify that the workplan and budget have not changed substantially from the pre-proposal unless changes have been suggested by the PRP.

### *7.9.2.2 PRP members individual evaluation*

All reviewers in the PRP must have performed and submitted their individual assessment at least one week before the PRP meeting. This also applies to external reviewers that have done an individual assessment. The JCS will make the evaluations available to the PRP and CSG members before the meeting. The PRP meet to discuss each proposal taking into account the grades and comments of the reviewers, and their own expertise. All PRP members will have access to all applications where they have no CoI. The PRP meeting is described in the Reviewer Guidelines.

All information to reviewers should be outlined in the Reviewer Guidelines.

Members of the CSG can be present at the PRP meeting as observers. An observer does not take part in the discussion of an individual application but follows the process. The Rapporteur will write the final statement for each proposal based on the discussions at the meeting. The joint final written statement may be modified by the JCS if necessary (in discussion with the Chair or Vice-Chair). The statement will be sent to the applicants after the final suggestion for funding proposals by the CSG. All information regarding the preparation of final statements can be found in the Reviewer Guideline.

### *7.9.2.3 Decision on ranking list and fundable projects*

The CSG will determine the total number of projects recommended for funding according to the ranking made by the PRP and taking into account the national/regional/EC budgets available. The Chair and Vice Chair of the PRP meeting may be asked to join the CSG meeting to confirm the PRP's views and provide scientific advice but cannot take part in funding discussions.

Each eligible and selected applicant (coordinator and partners) will be funded by the FPO of the country from which the applicants have applied, or from countries eligible for receiving funding in the case of funding from development agencies. National administrative regulations will apply (virtual common pot model).

The CSG funding recommendations should normally follow the ranking list (mandatory for Calls supported by the EC). If proposals have similar scores, the proposals coming from participating EU Member States or associated countries that still have available funding will be given precedence to maximise the number of selected projects.

If, for certain FPOs the number of high priority full proposals is higher than the budget can support, the CSG will discuss adjustments of the potential funding of the respective full proposals provided that this does not compromise the science that was the basis of the proposal's position in the rank order list. If possible, funding blocks will be removed by funders mobilising more funds in the call, or by transfer of costs between partners within a consortium.

The use of EC top-up funding is regulated in a specific ERA-net Consortium Agreements.

#### *7.9.2.4 ERB members individual evaluation (mandatory for ERA Net cofunded calls)*

- Each applicant will provide a self-assessment of ethical issues of the project in the full application.
- Each proposal recommended for funding by the CSG, will be assessed by two independent ethics experts of the ERB. One of the ERB members is appointed as "rapporteur". The rapporteur will be in charge of writing the ethics evaluation report after the ERB meeting. This summary will be sent to the applicants.
- The proposals will be shared with the ERB at least two weeks before the Ethics Review meeting.

#### *7.9.2.5 ERB meeting (mandatory for ERA Net cofunded calls)*

- The Chair (or Vice Chair) of the ERB leads the discussion of each application selected for funding.
- The rapporteur gives a brief summary of the ethics issues in the application.
- The ERB members discuss the ethics issues.
- The ERB members classify the studies in each proposal as being subject to:
  1. **Ethics clearance:** The project has no identified ethical issues or all ethical issues have been properly addressed.
  2. **Conditional ethics clearance:** Ethical Issues need to be addressed prior to the start of the respective studies. In the case that a project is considered to need additional monitoring, the ERB should include monitoring recommendations.
  3. **Ethics denial:** The project is not suitable for funding due to serious ethics issues (research excluded from funding).
- One week after the ERB meeting the rapporteurs of the proposals will send a written consensus report to the ERS which will consider both evaluations and the discussion during the ERB meeting. The report will include the ethics issues that need to be addressed before or during lifetime of the project and any

authorizations that need to be obtained and monitoring recommendations to JPIAMR if applicable.

- The ethics consensus reports of the ERB will be forwarded to the ERS that will forward them to the JCS who will include the feedback to applicants in the funding decision notification letters.

### **7.10 National funding decision**

After CSG has finalised the list of projects in the call the JCS will provide protocol/minutes of the PRP and CSG meetings to FPOs for national funding decisions. Projects can be funded for an initial period of three years. Awards will be made on a national basis by the relevant FPOs and administered according to their respective terms and conditions, taking into account all other applicable regulations and legal frameworks, including the regulations of the European Commission when applicable. All individual grants must start before June 30<sup>th</sup> the year after the launch of the call.

Each funding organisation should add the following information to the contracts or equivalent:

- A consortium Agreement should be made by the funded project consortium and provided upon request to national funding agencies
- Scientific and financial reporting and dissemination of results shall be submitted in accordance with JPIAMR rules (Call text). A mid-term and a final scientific report, an ex-post report two month and three years respectively after the project ends
- When publishing and disseminating research results the following text should be used: This project (project acronym/name) has been supported by (name of the national funder) under the framework of the JPIAMR - Joint Programming Initiative on Antimicrobial Resistance with support of European Union's Horizon 2020 research and innovation programme under grant agreement No 963864".
- The funded PI, if project coordinator, has an obligation to represent the consortium externally and to act as first point of contact towards the JPIAMR being responsible for monitoring, reporting, intellectual property rights (IPR) issues and sharing of data and resources.

### **7.11 Communication of call outcome**

All communication of call results with national funders is synchronised by the JPIAMR Secretariat. After approval from the CSG the JCS will inform the proposal coordinators about the final funding recommendation by the CSG and the coordinators will inform the partners in the consortium.

### **7.12 Information to be given to the JPIAMR by the JCS after the final decision**

Once the final funding decision has been taken, the JCS, should provide the following information to the JPIAMR secretariat:

- Information needed to fill the deliverables required by the European Commission: In particular, the JCS should assist the JPIAMR secretariat to complete the two templates designed by ERA-LEARN (the Call information table summarizing the

data related to the Joint Call and the project information table summarizing the data related to the funded projects). The JPIAMR secretariat will then forward those documents to the European Commission via the ERA-LEARN platform for monitoring and evaluation. Those documents will be regularly updated by the JPIAMR secretariat in alignment with the EC guidelines.

- A list of the reviewers who agreed to serve as potential experts in future calls, and their e-mail address. The JPIAMR secretariat will later contact those experts and ask for consent to add them to JPIAMR reviewers' database.



## 8. Management and evaluation of a JPIAMR network and network Plus call

The JPIAMR network call is an opportunity for leading scientists and experts within the AMR field to establish networks to enhance resource alignment and maximise existing and future efforts to combat AMR. The networks may produce white papers, prospective views, guidelines, and/or best practice frameworks in order to identify key questions to be addressed or identify potential solutions to overcome barriers to AMR research studies. Supported networks should be guided by a network project plan and within a 12-24 months' timeframe provide outputs that will be of value to the broader AMR research community.

A JPIAMR network should involve key opinion leaders with an internationally competitive track record in AMR research and policy. It should be led by an individual with the energy and commitment to drive a collaborative and output-directed process. This individual does not necessarily need to be the most senior person in the network. A typical arrangement would entail small workshops at the beginning and end of the process, with sub groups established to achieve more focused work through remote-working.

A network needs to have at least 10 partners from 10 different countries. In cases where Network Plus calls are conducted, the number of partners required may vary from call to call.

Networking proposals are evaluated in a one step process. The JCS adapt and manage the evaluation system described below. The CSG decide on the content of the call text, application form, evaluation form, guidelines for reviewers and technical platform for submitting proposals and reviews. The JPIAMR Core Call Steering group must be consulted in deviations from JPIAMR call procedures.

### 8.1 Network call guidance timeline

#### *Year 1*

January - June	MB establish the call topic
June	JPIAMR secretariat issues an expression of interest to participate in the call to JPIAMR members
September - December	Establishment of the JCS and CSG

#### *Year 2*

January - February	Call text draft is formulated by JCS
February - March	Feedback on call text draft by CSG
February - March	MoU draft is formulated by JCS

March	JCS finalises Guidelines for Applicants
March	MoU is signed by CSG members
March	JCS sends call text to the JPIAMR Secretariat for preparation of communication materials and activities.
April	JPIAMR Secretariat shares communication materials with CSG
April – May	Launch of the JPIAMR Network call
June	Submission deadline
June	Formal check of eligibility
June	Proposals made accessible for peer review
August	Internal evaluation deadline (reviewers' evaluations submitted)
September	PRP meeting
October	Deadline for written evaluations
October	Final ranking decision by CSG
October - November	Final funding recommendation via email to applicants
October - November	National administrative procedures
October-November	JCS sends official final call results to the JPIAMR Secretariat for preparation of communication material
November	Announcement of call results
January to June of the following year	Start of funding

Some of the steps in the process of preparing a Network call are described in more detail below.

## **8.2 Launch of the call**

The launch of the call is synchronized by the JPIAMR Secretariat (See Communication Plan).

The call is open for 45-75 days.

The JCS will provide support to the applicants regarding overall eligibility, submission procedures, the electronic submission system and application forms as long as the call

is open. National contact points of CSG members will provide support to applicants on specific national rules, eligibility and requirements (e.g. budget and eligible costs) as long as the call is open.

### **8.3 Communicate updates and reminders about the call deadline**

Communication of updates to the call and reminders about the deadline of the call will be continuously conducted by the JPIAMR Secretariat and the national funders. CSG members are requested to inform the JPIAMR Secretariat regarding communications activities and where possible tag @JPIAMR and use call specific hashtags in social media updates.

### **8.4 Call closure**

The call should close at 14:00 on a weekday (preferably Tuesday or Wednesday to allow for support to applicants before and after deadline. Applications submitted after deadline are managed according rules in Guidelines for Applicants.

### **8.5 Eligibility check of proposals**

After closure of the call, the JCS will check all proposals to ensure that they meet the formal call criteria (date of submission; number and country distribution of participating research groups; inclusion of all necessary information in English, page length etc.).

The JCS will forward the proposals to the CSG members who have seven to ten days to verify the compliance to country/regional rules (eligibility check) including ethical considerations. Proposals not meeting the formal requirements will be rejected without further review.

### **8.6 Review process**

In general, the review process is as follows:

#### *8.6.1 Individual evaluation*

- Each proposal is evaluated by at least three PRP members. One of the panel members is appointed as rapporteur. External reviewers may also be appointed for a certain proposal. Proposals are reviewed for four weeks.
- Each reviewer grades and ranks all of their allocated proposals according to the JPIAMR Peer Review Guidelines and must send them in to the JCS four weeks before the meeting.
- Grades are collected and compiled by the JCS and sent out to all PRP members before the PRP meeting.

#### *8.6.2 PRP Evaluation meeting*

- The Chair (or Vice-Chair) leads the discussion of each proposal.
- The rapporteur gives a brief summary of the strengths and weaknesses of the proposal.
- The review panel members give feedback on the proposal discussed.

- The discussion of each proposal is opened to the entire PRP.
- The PRP makes a ranking list based on the evaluation criteria and grades after all individual proposal discussions.

## 8.7 JPIAMR evaluation criteria for research networks

The evaluation criteria of network calls are outlined below:

- Excellence
- Impact
- Implementation

Within the three main evaluation criteria, the call text may define specific evaluation sub-criteria. Some sub-criteria are mentioned below but may be adapted for each call depending of the call specificities. Please check the call text for a complete list of the evaluation sub-criteria used for the call. The further description of the criteria is developed in the reviewer guideline, applicant guideline and call text.

### 1. Excellence

- a. Clarity and pertinence of the objectives of call, the JPIAMR strategic research agenda, and relevant global or international AMR action plans, including the UN 2030 Sustainable Development Goals.
- b. Credibility of the proposed approach with respect to relating to, or incorporation of existing networks, and/or previous experiences and results thereof.
- c. Soundness of the concept, with respect to inclusion of key experts, stakeholder perspectives (e.g. industry, health care, patients, policy level), both new and well-established researchers, and geographical coverage of JPIAMR member states and beyond.
- d. Network potential to establish new and broader partnerships for collection and aggregation of new knowledge, joint analysis of scientific problems, and the development of innovative solutions with relevance for JPIAMR member states.

Competence and experience of participating research partners in the field(s) of the proposal (previous work in the field, expertise).

### 2. Impact

- a. Potential of the expected output to direct and/or support future AMR research, education, and clinical practice.
- b. Potential of the expected output for uptake by industry to support innovation and development of new therapies, diagnostics, and infection control measures.
- c. Potential of the expected output to provide guidance or an evidence-base for public health, animal health, regulatory, environmental and/or other AMR relevant policies.
- d. Added-value of transnational network: Potential to pool talent and resources in new constellations, harmonisation of data, sharing of specific know-how and/or innovative technologies, support policy alignment, knowledge transfer, and capacity building in JPIAMR member states and beyond.

- e. Potential for JPIAMR to exploit, share, and disseminate the network output for the purpose of engaging in collaborations with international organisations and national governments and agencies.
3. Quality and efficiency of the implementation
    - a. Coherence and effectiveness of the work plan, including detailed process description, well-defined output and time plan, appropriateness of the allocation of roles of participants, tasks, and resources.
    - b. Complementarity of the participants within the network.
    - c. Appropriateness of the management structures and procedures, including network administration.
    - d. Concept for sustainability of network after end of the project.
    - e. Budget and cost-effectiveness of the network (rational distribution of resources in relation to network's activities, coordinator's responsibilities and time frame).

### 8.8 Grading system for networks and network plus

JPIAMR uses a grading system from 0 to 5 to evaluate the proposal's performance with respect to each of the different evaluation criteria (Excellence, Quality and efficiency of the implementation and Impact). The grading system used is:

- **0: Failure/insufficient value.** The proposal fails to address the criterion in question, or cannot be judged because of missing or incomplete information.
- **1: Poor.** The proposal shows serious weaknesses in relation to the criterion in question.
- **2: Fair/weak.** The proposal generally addresses the criterion, but there are significant weaknesses that need corrections.
- **3: Good.** The proposal addresses the criterion in question well but a number of improvements are possible.
- **4: Very good.** The proposal addresses the criterion very well, but minor improvement is possible.
- **5: Excellent.** The proposal successfully addresses all aspects of the criterion in question.

Evaluation grades are awarded for the three (3) main criteria, and not singularly for the different aspects listed under the criteria. The threshold for individual criteria will be three (3). The maximum grade that can be reached from all three (3) criteria together is fifteen (15) points.

The preparation of information to be provided to the applicant following review are outlined in the JPIAMR Peer Review Guidelines.

### 8.9 Evaluation and selection of network proposals (PRP meeting)

The task of the PRP is to evaluate and rank the proposals according to the evaluation criteria. The panel should consist of six to ten experts and equal numbers of scientific and policy/stakeholder experts within the scope of the call to cover both aspects of science and policy. The CSG decide the composition of PRP based on nominations collected by the JCS. The PRP will be as far as possible, gender and geographically

balanced, including experts from countries participating and not participating in the call. The PRP meeting will be conducted according to the Reviewers Guidelines.

### **8.10 Form of support**

Each network can apply for support of its activities. The coordinator will be funded by the national funding agency and coordinate the funding to the other partners, e.g. travels. Additional funding will be available for networks that organise the start-up meeting and the final and common review seminar. This funding scheme is not for laboratory research.

In the case of a Network Plus call applicants also apply for activities for implementation and include an implementation plan in the proposal.

The network should be open to include additional members during the funding period if a need for expertise arise that was not foreseen at the time of the application.

Funding will cover the costs of meetings and travel required to deliver the networks objectives:

- Funding is expected to cover at least two small workshops, with further work to be undertaken through email, tele-, video- or web-conferencing.
- For Network Plus calls implementation activities can be funded.

In general, this funding will not provide support for:

- Direct laboratory research activities or equipment;
- salaries of tenured investigators, although funds to support an administrative or scientific coordinator for the activity will be permitted.
- Student grants or stipends

### **8.11 National funding decision**

The CSG will determine the number of networks to fund based on the recommendation from PRP and taking into account the national/regional/EC budgets available. The Chair and the Vice-Chair may be invited to the CSG meeting to confirm the PRP's views.

The coordinator of the network will be funded by the funding agency where the institution of the coordinator is located accordingly to its national rules. If for some reason this is not possible, funding will be allocated to one or two other partners within the network after negotiation with the involved funding agencies and the CSG. Funding will cover the costs of meetings and travel required to deliver the networks objectives.

The JCS informs the coordinator of the final funding suggestion and the coordinator inform the other partners of the network.

## 9. Post-award processes

### 9.1 Project Consortium Agreement (PCA)

The consortium partners of each funded project are required to set up and sign a project consortium agreement (PCA) in order to deal with a.o. issues related to the role, tasks and responsibilities within the consortium, the protection of intellectual property, and where applicable how the consortium will address the ten principles of [Socially Responsible Licensing \(SRL\)](#). The PCA needs to be in accordance with the national funding rules of the respective funding organisations.

The PCA must address (as a minimum), the following points:

- common start date and duration of the research project;
- organisation and management of the project;
- role, tasks, and responsibilities of each partner;
- the resources and funding;
- confidentiality and publishing;
- Intellectual Property Rights (if applicable);
- how the ten principles of Socially Responsible Licensing will be addressed (if applicable);
- 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 FPO and should be excluded from the PCA. The PCA together with any other information required by national/regional regulations must be made available on request to the national funding organisations.

The FPOs understand that their national or regional grant contracts (if any) should include terms of the mandatory requirement for the consortium partners of the funded projects to enter into a PCA.

JPIAMR recommends the [DESCA website](#) for further information on the development of a simplified consortium agreement under the Horizon 2020 Framework.

### 9.2 Post-award administration of projects

According to §5 in the MoU, the CSG is responsible for the overall governance of the call, including approving post-award changes of funded projects, e.g. change of partners, change of project plan, extensions etc.

The administration of post-award changes must be coordinated with the FPOs involved in the project subject to change.

Changes should be initiated by the coordinator of the project based on a decision of the project members (based on decision rules in the PCA). The request for change should be submitted in writing to the post-award secretariat (PAS).

#### *9.2.1 Post-award secretariat (PAS)*

The PAS is organised by the organisation responsible for project monitoring.

The tasks of the PAS include:

- Information on post-award administration to project coordinators
- Collection of requests for changes from funded projects
- Proposing a change of project for approval by the FPOs involved in the project and obtaining their approval.
- Checking that the proposed changes are in line with the call text, and with the EC monitoring rules for calls co-funded by EC
- Informing FPOs and JPIAMR secretariat of approved changes of the different projects.
- Managing post-award questions from the project partners/ project coordinators

#### *9.2.2 Guidelines for approval of changes of projects*

It is JPIAMR policy to try to accommodate necessary changes to the research project work plan/ time plan if requested by the consortium.

Criteria for approval of changes of projects

- Changes must be in compliance with national/regional regulations and guidelines.
- Changes must be approved by the members of the funded project according to the decision rules of the PCA.
- Conditions must be met which ensure the completion of the JPIAMR project according to the approval of the new coordinator/members of project and work plan (budget, objectives and deliverables) by the FPOs.
- Extension of the project co-funded by EC cannot be approved beyond ERA-Net reporting deadlines to the EC.

Procedure for approval of changes of projects

- The consortium should inform themselves of national/regional regulation and guidelines for changes of projects by contacting their national contact point/FPO.
- The consortium submits a request for change to PAS signed by the coordinator, Annex 3. Preferably, the request should be received at least two months before the date of the requested change.
- The PAS updates FPOs involved in the project and the JPIAMR secretariat that a modification request has been submitted.
- The PAS proposes a change of project to the FPOs involved in the project and obtains their decision.
- The PAS informs the coordinator and the FPOs of the outcome, and advises the coordinator to proceed the request nationally.
- The PAS informs FPOs and JPIAMR secretariat of approved changes of the projects.



- The Funded Consortium updates the PCA and work plan with the approved changes.

#### *9.2.2.1 Criteria for approving no-cost extension*

It is JPIAMR policy to facilitate a national FPO decision of a no-cost extension to a grant supporting a JPIAMR research project beyond the initial project period (normally 36 months). If approved by all the funders involved in the project, the JPIAMR project time frame is considered extended for all consortium partners including mutual responsibilities of reporting to the JPIAMR

#### *9.2.2.2 Criteria for approving change of workplan, coordinator, partner or affiliation in a research consortium*

Any change of workplan, coordinator, partner or affiliation in a research consortium must be approved by the FPO funding that partner. Changes must also be approved by the members of the consortium according to the decision rules of the PCA. A letter of approval from the involved institutions should be included.

### **9.3 Project reporting requirements**

On behalf of the project consortium, the coordinator will be required to submit reports (mid-term and final reports) to JPIAMR according to [The Monitoring policy for JPIAMR funded projects and networks](#).

The post-award secretariat (PAS) will contact the coordinator one month in advance of reporting deadlines and provide them with a link to the JPIAMR reporting system. The coordinator must submit a scientific report on the joint project, on behalf of the project consortium, within 2 months of the end of the project. Funded partners in a consortium may also need to submit reports individually to their funding organisation if required by national/regional regulations. The project coordinator is also expected to submit an ex-post report two years after the closure of the project.

### **9.4 Network reporting requirements**

The funded networks need to submit a final report to JPIAMR secretariat no later than two months after the ending of the network and give a presentation of achieved results at the final workshop. The coordinator will also write a short description of the network and its achievements to be published in the workshop report. The coordinator of the network submits the report on behalf of the network as well as present the network. Two years after the end of the funding, an ex-post evaluation of the networks will be performed.

# Annex 1. Template for Confidentiality / Conflict of Interest Declaration

Name:

## ***Declaration of confidentiality***

All details of the evaluation are confidential. The JPIAMR will publish the grant decision on the JPIAMR and respective national funding agency' websites. All requests for information that reviewers may receive about proposals or the evaluation procedure must be forwarded to the JCS of the call.

Reviewers may not contact or communicate with applicants or partner organisations of any of the proposals in relation to the application.

Reviewers are not allowed to disclose the names of other reviewers participating in the evaluation. The reviewer will be held personally responsible for maintaining the confidentiality of any documents relating to the review process. Reviewers may not show the contents of proposals or information on applicants to third parties (e.g. colleagues, students, etc.).

I hereby declare that I will not disclose any detail of the evaluation process and its outcomes or any proposal submitted for evaluation. I understand that I have to maintain the confidentiality of any documents or electronic files sent and to return, erase or destroy all confidential documents or files upon completing the evaluation, unless otherwise instructed.

## ***Conflict of interest declaration***

I declare that the information provided in this declaration of interests is correct and complete, and that I will immediately notify any change to the CSG. Failing to do so will lead to the termination as a reviewer.

Declare publications together with any of the applicants within the last five years

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Declare supervision of any of the applicants

Declare affiliation with the same institution as any of the applicants, or the institution is based in the same town as any of the applicants

Declare current collaborations with any of the applicants

Declare close family relationships, or stands to profit professionally, financially or personally if the application is funded

Declare other professional or personal dependencies that compromises impartiality in the evaluation of a proposal

## **Annex 2. Call communication plan**

The communication of the joint calls is the responsibility of the JPIAMR Secretariat in coordination with the JCS and the CSG. The following annex outlines the communication stages. The CSG members has a key role in promoting the call on a national level using the material provided by JPIAMR Secretariat.

### **Pre-announcement**

The pre-announcement of the project research calls opening in January, normally takes place on the antibiotic's awareness day in November. For network calls the pre-announcement takes place five weeks before the actual launch of the call. The pre-announcement should have the same design as all other call communication materials, including presentations, templates, images, shared messages and other communication material. Material created by the JPIAMR Secretariat will be shared with participating funders. National funding agencies should notify the JPIAMR Secretariat to align the content of their National messaging with the central communication from JPIAMR. National FPOs should provide information to JPIAMR Secretariat by November 1<sup>st</sup>, regarding agencies social media pages, handles and contacts to be used and referred to in communication activities. Core information in the pre-announcement includes: title of the call, participating funding agencies, anticipated budget, and call opening and closing dates (if available).

By the pre-announcement the JPIAMR Secretariat should share a call communication plan with the CSG. This must include information on the points of contact, the timeline of the actions.

### **Launch of the call**

For the launch of the call the following communication materials should be prepared by JPIAMR Communications and were indicated by JCS:

- Call webpage, including information on the call provided by the JCS: title, scope of the call, expected outcomes, suggested focal areas, participating agencies & eligibility, information and application document, a link to the application system, a link to the partner search tool, information provided by National agencies (where appropriate) and contact information for the JCS
- Images and messaging for social media use.
- Call slides.
- Newsletter with information on the call.
- Any other communication material that may be appropriate, for example, video, webinar information etc.

### **Communicating call results**

Results from JPIAMR calls are communicated by the JPIAMR Secretariat, as well as by the JCS and the national funders. It is important to align central and National communications to optimise visibility of JPIAMR funding. A plan for communication of call results should be prepared to by the JPIAMR Secretariat and aligned with the CSG

and national funding agencies. Material to be released regarding call results should be communicated to the CSG at least one week before release.

### **Guiding principles**

- Communication of JPIAMR funded projects and networks should not be conducted before approval from the national funders in order to ensure that all funding decisions are completed. When call results have been confirmed by the JCS, the JPIAMR Secretariat may contact the project coordinator to obtain information for communication materials. JCS needs to notify JPIAMR Secretariat by e-mail that coordinators may be contacted for communication purposes.
- The communication activities for each call will be tailored depending on the results of each call and context.
- The CSG should act as a point of contact for all communication activities for a given call. If another contact point should be added for individual agencies, this should be communicated to the JPIAMR Secretariat by email with contact details.
- National FPOs will inform the CSG and JCS when a funding decision has been made
- All participating funding agencies can use the messages and materials created and used by the JPIAMR Secretariat.
- The JPIAMR Secretariat will decide on the type of communication activities depending on context, goals and prerequisites. The CSG will be contacted in advance of communicating information regarding the call in order to promote and align call messaging.

### **Key communication components**

- The content of templates, images and other communication material should be checked by the JCS and the CSG before publishing.
- The draft call text should be shared with the JPIAMR Secretariat at least six weeks before pre-announcement. This is not the final text but is needed in order to prepare communications. The final call text should be shared with the JPIAMR Secretariat as soon as possible.
- Press releases, articles for online publication and other kinds of featured content that is created by the JPIAMR Secretariat should be shared with the funders for feedback and translation, with the maximal amount of time possible.
- Digital templates, images, video and other material for online communications should be made available by the JPIAMR Secretariat to members of the CSG.

JPIAMR will constantly develop and improve the methods of communicating calls and disseminate results from funded calls.

Key channels used by JPIAMR in relation to call communication are:

- Twitter
- LinkedIn
- Facebook
- Selected hashtags
- Selected tagging of funders and organisations linked to a call
- WhatsApp (if outreach activities beyond Europe, Mid-East and North America)

- Video via YouTube and/or social media
- Webinars, workshops and other forms of video-based meetings
- Newsletter
- Webpages
- Other forms of digital tools and content, such as: Podcasts, infographics, etc.
- Physical meetings with researchers and events to present information about calls
- Physical material such as flyers, posters, one pagers, folders, etc. (cost and time-intensive)
- PowerPoint slides

### Annex 3. Research Project change request form

JPIAMR RESEARCH PROJECT CHANGE REQUEST FORM			
<b>Project acronym:</b>		<b>Project start and end date:</b>	
<b>JPIAMR Call name:</b>	<i>Please indicate call name and number as appropriate</i>		

CONSORTIUM partners				
	<i>Name</i>	<i>Institution</i>	<i>Funder's acronym</i>	<i>Starting date</i>
<b>Coordinator:</b>				
<b>Partners:</b>	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
(Extend table if necessary)				

### Reason for change

- No-cost extension  
New requested end date:
- Change of workplan
- Change of coordinator in a research consortium
- Change of partner in a research consortium
- Change of affiliation in a research consortium

### ***Procedure for approval of changes of projects***

- The consortium should inform themselves of national/regional regulation and guidelines for changes of projects by contacting their national contact point/Funding Partner Organisation (FPO).
- The consortium submits the request for change to post award secretariat (PAS) (email address) signed by the coordinator. Preferably, the request should be received at least two months before the date of the requested change.
- The PAS updates FPOs involved in the project and the JPIAMR secretariat that a modification request has been submitted.
- The PAS proposes a change of project to the FPOs involved in the project and obtains their decision.
- The PAS informs the coordinator and the FPOs of the outcome, and advises the coordinator to proceed the request nationally.
- The PAS informs FPOs and JPIAMR secretariat of approved changes of the projects.
- The Funded Consortium updates the PCA and work plan with the approved changes.

### **EXPLANATION/JUSTIFICATION AND IMPACT ON THE CHANGE OF PROJECT**

*Please provide:*

- *brief reason for the change including the reason(s) why the change is needed. For example why the project was not / cannot be completed within the original period of performance including factors that were beyond the control of the project partners*
- *brief description how the change affects the project and work plan of other consortium members*
- *ethical considerations (e.g. need for extension of ethical approvals)*
- *updated project timeline*



*PLEASE NOTE: This form does not replace any such similar form or process that the national funder may require in order to process this change request. All requests should follow the national funders procedures for making extension requests in full*

**COORDINATOR'S SIGNATURE**

On behalf of the [acronym] Consortium I confirm that the requested change for the named partner above is supported by the Consortium and that the project can be completed within the extended project period according to the agreed budget, objectives and deliverables.

I confirm that if the change is granted, I shall inform the consortium members of it. I understand that the [acronym] Consortium Agreement has to be updated accordingly.

***Typed name***

***Signature***

***Date***

*After coordinator signature, scan and submit to the PAS via e-mail.*