



**1st Joint Action of the Joint Programming Initiative on
“A Healthy Diet for a Healthy Life”**

**The JPI HDHL Knowledge Hub
on**

“Determinants of Diet and Physical Activity” (DEDIPAC KH)

**Electronic Submission System – ESS
Guidelines to submit the Expression of Interest (EoI)**

Submission deadline of the EoI Letter for membership in the DEDIPAC KH

December 20th 2012, 01.00 p.m. CET

<http://www.jpighdl.eu/?q=content/joint-actions-0>

For further information please contact your National Contact Point Person (see ToR ANNEX B) or the Joint Action Secretariat:

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Introduction

The DEDIPAC KH will be implemented in a three-step procedure. Following the submission of the expression of interest letters and the national eligibility evaluation to select the members, the work of the DEDIPAC Hub will start on the occasion of a special networking meeting to facilitate the design, development, writing and submission of one transnational programme proposal. The DEDIPAC KH proposal will be evaluated in a peer-reviewed process by internationally renowned experts in the field, the Evaluation Panel (EP). In case, the proposal will require revisions, the Hub Coordinator (HC) will be invited to resubmit a revised DEDIPAC KH programme proposal.

Details of the first step process are listed below.

1. Expression of Interest (Eol)

Within the first stage of implementation, interested research groups or consortia must submit an Expression of Interest (Eol) letter, written in English, by means of an Electronic Submission System (ESS) available online at the following link:

<http://www.jpighdl.eu/?q=content/joint-actions-0>.

The ESS will provide to registered applicants a template to describe their expertise in the area of DEDIPAC and an Eol letter that should be downloaded, signed by the research group/consortium leader and his Institution, and uploaded in the ESS before submitting the Eol.

The signed Eol letter stating that the applicants have full institutional support to fulfil their tasks within the DEDIPAC KH is mandatory.

The ESS is open to applicants from **November 1st 2012** to **December 20th 2012, 01.00 p.m. CET**

The Eol should express the willingness of the applicant(s) to join the DEDIPAC KH as an active and contributing member. The applying research groups or consortia are expected to join the JPI HDHL DEDIPAC KH to enhance its scientific excellence and/or to provide capacity building activities. The applicants should state and describe in the Eol template provided by the ESS:

- their particular scientific expertise in one or more areas of the DEDIPAC KH action plan (see also DEDIPAC KH ToR);
- how and by what means and activities they plan to contribute to;
- their putative role (member, Hub Coordinator, Thematic Area/WorkPackage Leaders) and planned activities in the Hub;
- their most significant previous and ongoing research projects related to the DEDIPAC KH, publications and patents that can be considered as in kind contribution to the Hub.

Excellence in research and/or capacity building as well as motivation and added value of working within a pan-European network will be considered.

The selection and appointment of research groups to become a member of the DEDIPAC KH will be based on a national selection process.

Applicants must check the national regulations of their country and contact their national contact points (see ToR Annex B) prior to submit the Expression of Interest.

The contents and overall quality of the submitted EoIs will be checked for the coherence with both, the general DEDIPAC KH criteria (see DEDIPAC ToR) and the specific national eligibility rules. The selection will be performed by the respective national funding organisations.

The final list of eligible research groups, validated and approved by the members of the DEDIPAC KH Steering Committee will be communicated to the interested research groups via email by February 4th, 2013. A formal letter stating the decision will be subsequently provided.

Applicants are strongly recommended to take note that a **1st Networking Meeting of the appointed DEDIPAC KH members will be held on March 7th and 8th, 2013**.

This will be a mandatory meeting for future DEDIPAC KH members, since it will mark the start of the DEDIPAC KH work.

2. Instructions to fill in the EoI in the ESS.

Research groups/consortia interested in applying to become a member of DEDIPAC KH must use the ESS available online (<http://www.jpihdhl.eu/?q=content/joint-actions-0>) and are recommended to read carefully the documents available in the welcome page of the ESS before starting the submission procedure described below:

1st step: applicants must register for expression of interest. Those people already registered in the JPI HDHL Meta Data Base must register again but they can enter the same data.

2nd step: applicants have to choose a name and acronym to identify their EoI;

3rd step: applicants must add the research group/s information using the template which appears clicking the link **“add research group”** in the Expression of Interest page.

In case of consortia of applicants the form must be filled in with information about one member of the consortium at a time identifying the consortium leader and the partners. The filled in information is collated automatically in the generated application.

In case of single groups the person responsible for the application must identify himself as leader.

Please remember to save from time to time the information of each member and come back Home to add new members.

4th step: after the description of their expertise/contribution applicants have to upload the signed letter that can be downloaded from the welcome page of the ESS.

Please remember that the signed EoI letter is mandatory so be sure to click **“upload”** after the file selection.

5th step: clicking the confirmation box in “submit letter” applicants can submit both the signed EoI letter and the description of their expertise/contribution at once. A summary of what has been submitted is available clicking **“view expression of interest”** in the Expression of Interest page.

6th step: using “Recall submission” in the Expression of Interest page or login in the ESS welcome page applicants can enter again in their application for reviewing, modifying/integrating it until the deadline.

For assistance in using the ESS and further information please contact your National Contact Point Person (see ToR ANNEX B) or the ESS help desk at the link available at the ESS welcome page.