

# Western Balkans Mobility Scheme

## *A POLICY ANSWERS Pilot Programme*

### Guide for applicants

**!!Please note that the deadline of this scheme is prolonged until 26 June 2024, 17:00 CEST!!**

#### Preface:

This guide contains two chapters, the first, chapter 1, dealing with more general information on the application process as Questions and Answers and the second, chapter 2, providing you with a detailed guideline on how to apply at <https://ptoutline.eu/app/wbms>. In the annex you find the current draft of the financial support contract, which we provided for transparency reasons already in this guide. Please note, that this is only a draft and subject to changes.

Please consult the POLICY ANSWERS website with all call-related documents at <https://www.westernbalkans-infohub.eu/calls/western-balkans-mobility-scheme/> before you start the application process.

If your questions are neither answered at the POLICY ANSWERS website nor within this guide for applicants, please contact the Joint Call Secretariat at DLR-PT (e-mail: [calls-europe@dlr.de](mailto:calls-europe@dlr.de)).

Since the projects within this scheme are supported by the European Commission according to the Financial Support to Third Parties (FSTP) regulations, the call will be carried out in the light of the same basic principles which govern European Commission calls<sup>1</sup>:

- (1) Excellence: The proposal(s) selected for funding must demonstrate a high quality in the context of the topics and criteria set out in the call.

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<sup>1</sup> “Guidance note on financial support to third parties under H2020” ([https://www.ffg.at/sites/default/files/downloads/page/h2020guidancenote\\_financialsupport2thirdparties.pdf](https://www.ffg.at/sites/default/files/downloads/page/h2020guidancenote_financialsupport2thirdparties.pdf))

- (2) **Transparency:** Funding decisions must be based on clearly described rules and procedures, and all applicants should receive adequate feedback on the outcome of the evaluation of their proposals.
- (3) **Fairness and impartiality:** All proposals submitted to a call are treated equally. They are evaluated impartially on their merits, irrespective of their origin or the identity of the applicants.
- (4) **Confidentiality:** All proposals and related data, knowledge and documents are treated in confidence.
- (5) **Efficiency and speed:** Evaluation of proposals and award of the financial support should be as rapid as possible, commensurate with maintaining the quality of the evaluation, and respecting the legal framework.

## 1. General information for applicants

### 1.1. What is the main objective of the POLICY ANSWERS project?

Funded within Horizon Europe, the project entitled POLICY ANSWERS - R&I POLICY making, implementation AND Support in the WEsteRn BalkanS (<https://www.westernbalkans-fohub.eu/about/>) was launched on 1 March 2022. Positioned well in line with the EU's Western Balkans (WB) Agenda on Innovation, Research, Education, Culture, Youth and Sport (WB Innovation Agenda), POLICY ANSWER monitors and supports policy coordination within the EU-WB cooperation, but also provides capacity building and pilot actions in the WB to contribute to the region's EU integration process and to strengthen their innovation ecosystems.

### 1.2. What is the Western Balkans Mobility Scheme (WBMS)?

This pilot regional mobility scheme launched by POLICY ANSWERS has a call budget of EUR 100,000. It should build the foundation for a follow-up measure to be funded by regional, economy-level or international stakeholders. The aim of this scheme is to enhance regional cooperation and sustained support in mobility-driven R&I and - by fostering the interconnectedness of the WB - to support sustainable economic growth, a common regional market, societal resilience and convergence of the WB with the EU. Enhanced cooperation and sustained support in mobility-driven R&I are also pivotal for equipping the WB with the requisite tools and knowledge to address shared challenges, such as climate change and digital transformation, while fostering a generation of innovators who can reshape the region's future.

### 1.3. Who is eligible to participate in the WBMS?

Only early-career researchers (ECR) affiliated to a research institution from one of the six Western Balkan economies are eligible within the WBMS. These economies are Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia.

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\* This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

**1.4. What research topics are eligible for funding within the WBMS?**

In order to boost the regional cooperation all thematic research areas are eligible (including Social Sciences and Humanities (SSH) and arts-based research). Applications that address the twin transition (green and digital) of the WB and priorities mentioned in research strategies of economies resp. S3 strategies are particularly welcome. The project must have a civilian purpose.

**1.5. Are the WBMS applications similar to Horizon Europe applications?**

No, in no way. The application process is much simpler and will be implemented as one-stage procedure. In order to lessen the efforts for applicants and to reflect the limited funding sum of about EUR 5,000 per project, all data will be inserted by the applicant in an online form. No additional project description has to be uploaded. The inserted data covering the project description are limited to around 12.000 characters (including blanks, this would result in about four usual pages).

**1.6. How do I submit a proposal?**

Please visit <https://ptoutline.eu/app/wbms> and sign up to the WBMS call management system. During your registration, you will be asked for your e-mail address, which will be used as your login. Your password will be sent to the e-mail address you provided. The password is case-sensitive and cannot be changed by you. When you return to the login page, you can log in and start using the application. All forms are interactive. Please save each page before proceeding to the next. Please use only English characters since non-English characters, such as č, ć, š, đ and ž may not be displayed correctly in the final application.

**1.7. What are the eligibility criteria?**

The eligibility criteria for the applicant, the application as such and the requested costs are provided in the WBMS call text which you can access at <https://www.westernbalkans-infohub.eu/calls/western-balkans-mobility-scheme/>.

**1.8. Which costs are eligible?**

Eligible costs are supported by:

- (1) an "allowance unit cost" of EUR 75 per day of the stay - resulting in EUR 2,250 per month (30 days) - to compensate for all travel costs and living allowances of the recipient (including cost for visa etc.);
- (2) any cost that occurs at the host institution like accession fees, consumables etc.;
- (3) costs for exploitation of project results (visibility, publication of scientific article, etc.);

Costs of category (2) and (3) are accounted for as direct costs only (with VAT) that have to be actual, economic and necessary.

Health, accident and personal liability insurances for the time of mobility have to be taken out by the recipients at their own expense.

The financial support may not be used to cover costs that are already covered by other sources. The financial support is not renewable.

**1.9. I'm working at an institution which is part of the POLICY ANSWERS consortium. Am I eligible?**

This depends: All team members of the POLICY ANSWERS project are not eligible to apply. So, if you work e.g. at the Mihajlo Pupin Institute you are eligible as long as you are not involved in the project.

**1.10. What is the deadline for the submission of applications?**

The deadline for submission of applications is ~~31 May 2024, 17:00 CEST~~ **prolonged until 26 June 2024, 17:00 CEST.**

**1.11. In addition to the online submission procedure, should I submit a paper copy of the application?**

No. Only electronic submissions will be considered. However, please note that after submission of your application in PT-Outline, please remember that there is still one task to do in order to apply successfully for a WBMS project: The cover pages of the application must be printed, signed by the early-career researcher as well as by the counsellor, scanned and send as pdf-file to [calls-europe@dlr.de](mailto:calls-europe@dlr.de).

**1.12. Do I need the legal representatives of the home or host institution to sign the WBMS application?**

No, we tried to make the application procedures as simple and hassle-free as possible. So, it is only the early-career researcher as applicant and the counsellor to sign the first page of the application form. But please note, that for the contract negotiations we will need the signature of the legal representatives from the home and the host institution on Letters of Confirmation which will be part of the financial support contract.

**1.13. Can I submit more than one application?**

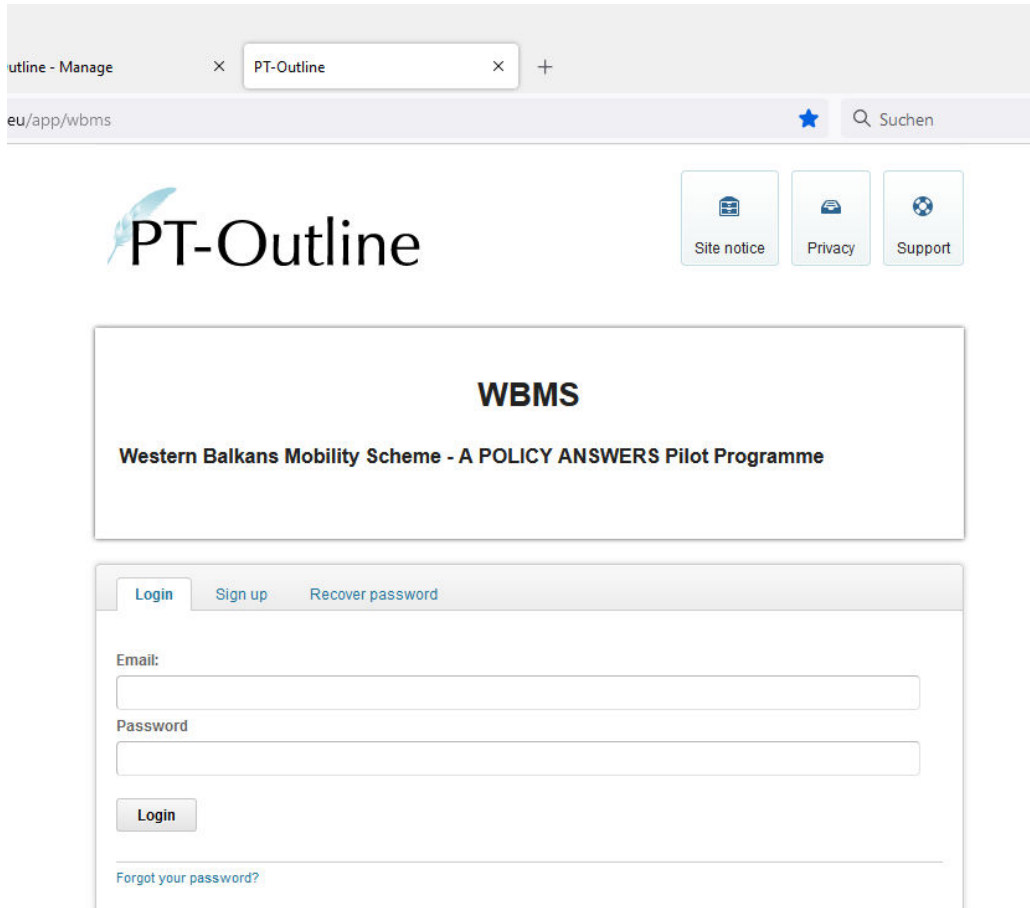
No, each applicant is only allowed to submit one application. This limitation is made in order to ensure that all applications submitted could be implemented as applied. It could not be expected that the early career researcher is able to implement more than one project in the provided very short implementation period.

**1.14. What does it mean that the maximum requested budget must not exceed EUR 5,000?**

EUR 5,000 is the maximum amount of funding per project that can be provided from the WBMS budget. However, there is no limit on the total costs for the project's implementation, meaning that contributions from other sources can be used to make up the total project budget.

- 1.15. What are the review criteria for the WBMS applications?**  
The review criteria are outlined in the in the WBMS call text which you can access at <https://www.westernbalkans-infohub.eu/calls/western-balkans-mobility-scheme/>.
- 1.16. Is it allowed to visit more than one research infrastructure?**  
No, this would complicate the administrative procedures and the overall structure of the WBMS project.
- 1.17. Is it allowed to visit the same research infrastructure several times in the course of the project?**  
Yes, if this is necessary to reach the aims of the WBMS project then this is allowed.
- 1.18. Is it allowed to visit research infrastructures in more than one other economy?**  
No, this would complicate the administrative procedures and the overall structure of the WBMS project.
- 1.19. Is it relevant for this scheme in which economy I was born?**  
No, it is relevant in which economy the home institution is located to which you are affiliated to.
- 1.20. Is it allowed to have more than one grantee in a project?**  
No, each project has to be implemented by one early-career researcher only.
- 1.21. How many applications will be funded?**  
Since the call budget is around EUR 100,000 and the maximum funding sum EUR 5,000 we expect to fund around 20 WBMS projects.
- 1.22. What are the main regulations laid down in the financial support contract?**  
In the annex you find the current draft of the financial support contract, which we provided for transparency reasons already in this guide. Please note, that this is only a draft and subject to changes.
- 1.23. Do I have to upload any attachments to the application?**  
Yes, it is mandatory to upload the CVs of the early-career researcher and the counsellor (the counterpart at the host institution) in EUROPASS format before submitting the application.

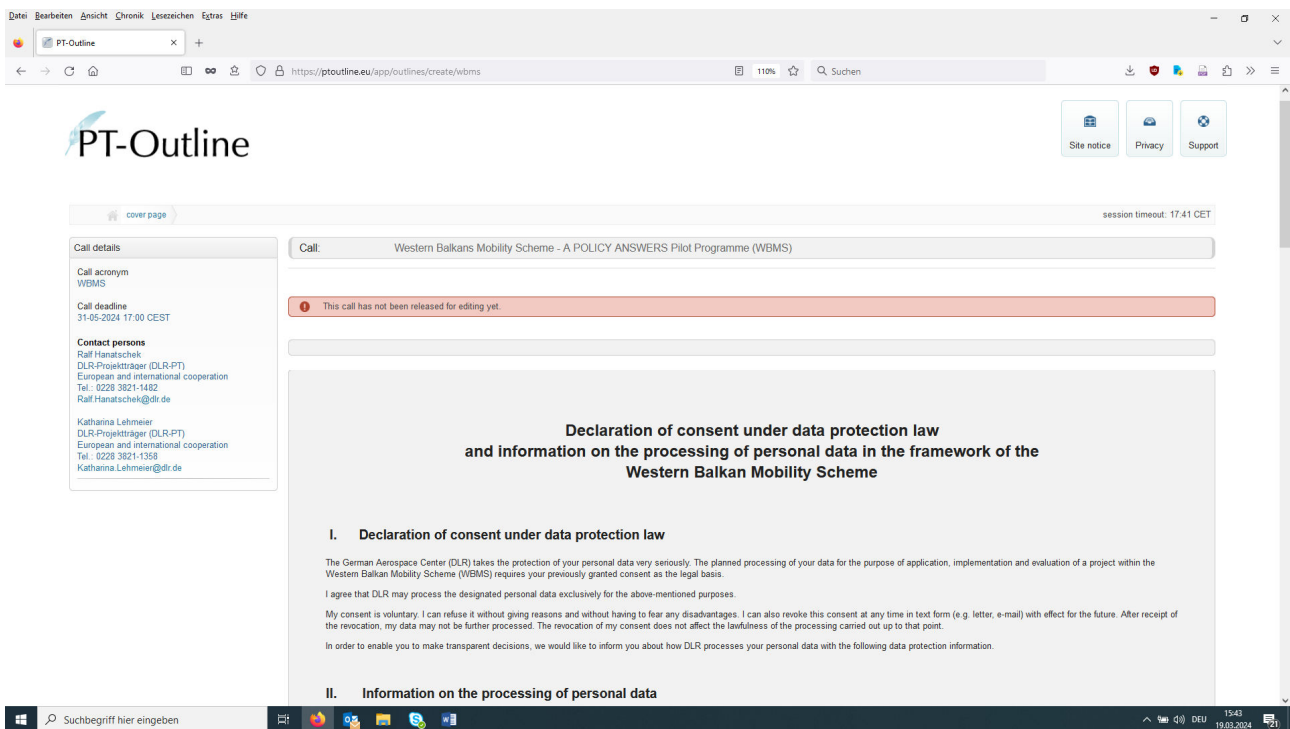
## 2. The online application procedure for submitting a WBMS application



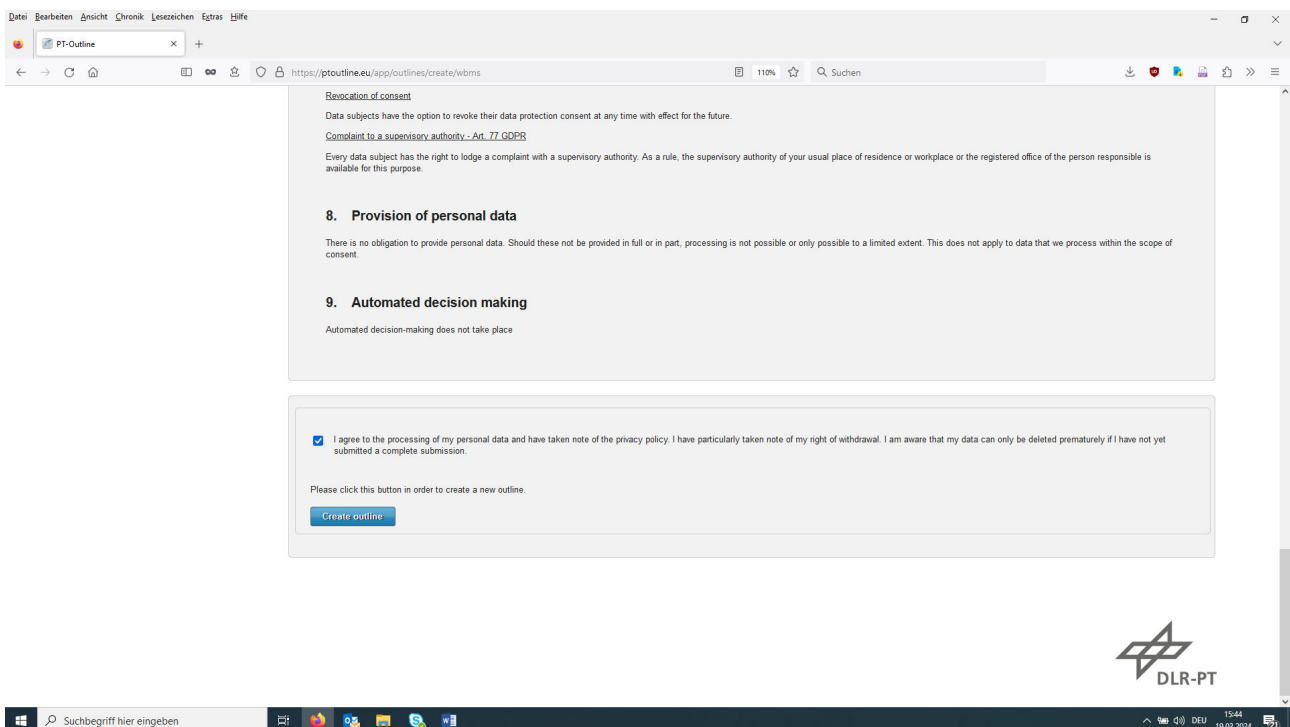
The screenshot shows a web browser window with the following elements:

- Browser tabs: "Outline - Manage" and "PT-Outline".
- Address bar: "eu/app/wbms".
- Search bar: "Suchen".
- PT-Outline logo.
- Navigation links: "Site notice", "Privacy", "Support".
- WBMS header: "WBMS Western Balkans Mobility Scheme - A POLICY ANSWERS Pilot Programme".
- Login form with tabs: "Login", "Sign up", "Recover password".
- Form fields: "Email:" and "Password".
- Login button.
- Link: "Forgot your password?".

During your registration via the sign-in dialogue, you will be asked for your e-mail address, which will be used as your login. Your password will be sent to the e-mail address you provided. The password is case-sensitive and cannot be changed by you. When you return to the login page, you can log in and start using the application. All forms are interactive. Please save each page before proceeding to the next. Please use only English characters since non-English characters, such as as č, ć, š, đ and ž may not be displayed correctly in the final application.



The screenshot shows the PT-Outline web application interface. The browser address bar displays <https://ptoutline.eu/app/outlines/create/wbms>. The page title is "PT-Outline". On the left, there is a sidebar with "Call details" for "Western Balkans Mobility Scheme - A POLICY ANSWERS Pilot Programme (WBMS)". The main content area shows a "Declaration of consent under data protection law and information on the processing of personal data in the framework of the Western Balkan Mobility Scheme". The form includes sections for "I. Declaration of consent under data protection law" and "II. Information on the processing of personal data". A red error message states: "This call has not been released for editing yet." The Windows taskbar at the bottom shows the date and time as 15:43 on 19.03.2024.

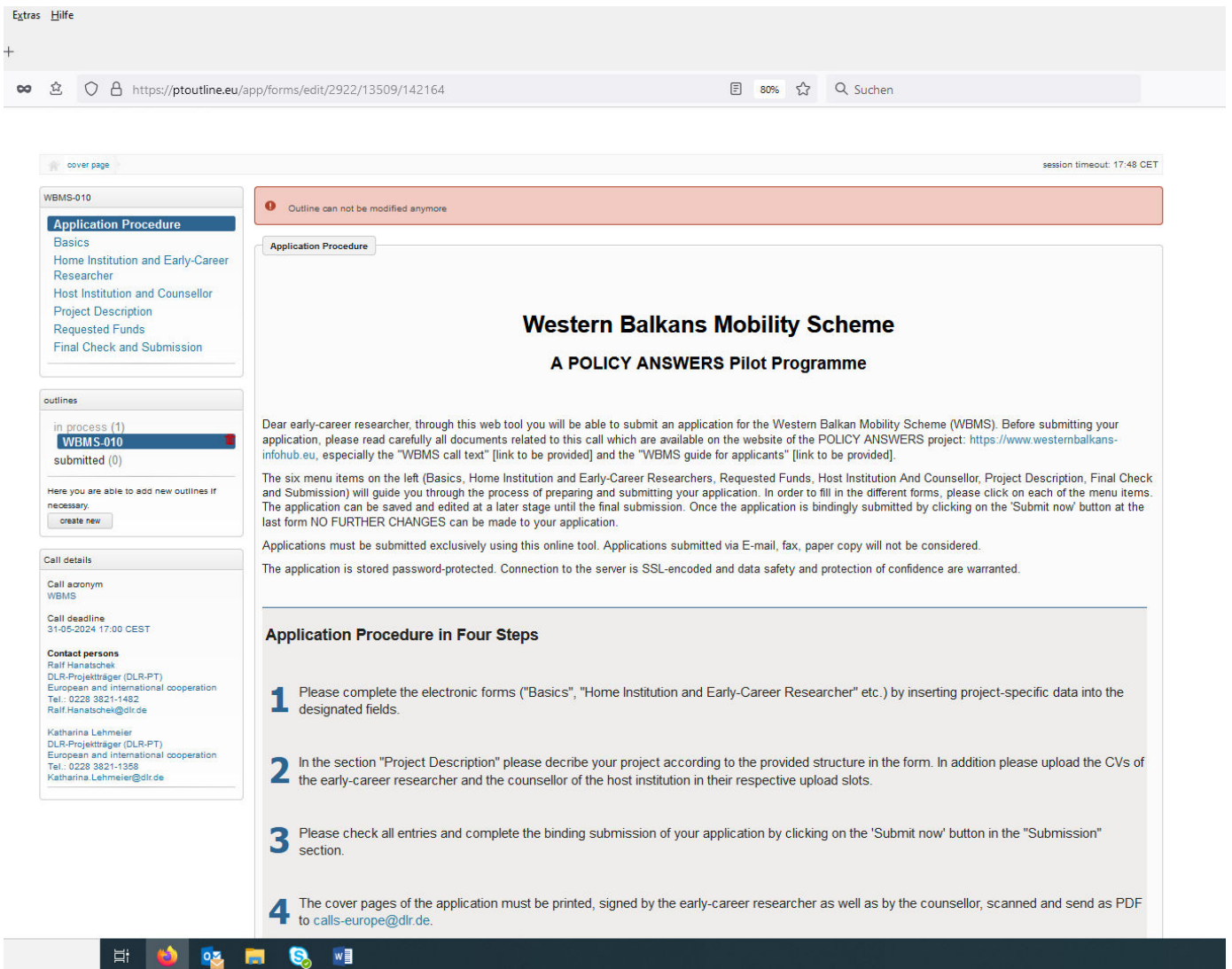


This screenshot shows the continuation of the consent form. It includes sections for "Revocation of consent", "Complaint to a supervisory authority - Art. 77 GDPR", "8. Provision of personal data", and "9. Automated decision making". At the bottom, there is a confirmation box with a checked checkbox: "I agree to the processing of my personal data and have taken note of the privacy policy. I have particularly taken note of my right of withdrawal. I am aware that my data can only be deleted prematurely if I have not yet submitted a complete submission." Below this is a "Create outline" button. The DLR-PT logo is visible in the bottom right corner. The Windows taskbar at the bottom shows the date and time as 15:44 on 19.03.2024.

After logging in you have to accept the GDPR by ticking the confirm box.

7





Extras Hilfe

https://ptoutline.eu/app/forms/edit/2922/13509/142164

session timeout: 17:48 CET

WBMS-010

**Application Procedure**

- Basics
- Home Institution and Early-Career Researcher
- Host Institution and Counsellor
- Project Description
- Requested Funds
- Final Check and Submission

outlines

in process (1)

**WBMS-010**

submitted (0)

Here you are able to add new outlines if necessary.

create new

Call details

Call acronym  
WBMS

Call deadline  
31-05-2024 17:00 CEST

Contact persons  
Ralf Hanatschek  
DLR-Projektträger (DLR-PT)  
European and international cooperation  
Tel.: 0228 3821-1482  
Ralf.Hanatschek@dlr.de

Katharina Lehmeier  
DLR-Projektträger (DLR-PT)  
European and international cooperation  
Tel.: 0228 3821-1355  
Katharina.Lehmeier@dlr.de

Outline can not be modified anymore

## Western Balkans Mobility Scheme

### A POLICY ANSWERS Pilot Programme

Dear early-career researcher, through this web tool you will be able to submit an application for the Western Balkan Mobility Scheme (WBMS). Before submitting your application, please read carefully all documents related to this call which are available on the website of the POLICY ANSWERS project: <https://www.westernbalkans-infohub.eu>, especially the "WBMS call text" [link to be provided] and the "WBMS guide for applicants" [link to be provided].

The six menu items on the left (Basics, Home Institution and Early-Career Researchers, Requested Funds, Host Institution And Counsellor, Project Description, Final Check and Submission) will guide you through the process of preparing and submitting your application. In order to fill in the different forms, please click on each of the menu items. The application can be saved and edited at a later stage until the final submission. Once the application is bindingly submitted by clicking on the 'Submit now' button at the last form NO FURTHER CHANGES can be made to your application.

Applications must be submitted exclusively using this online tool. Applications submitted via E-mail, fax, paper copy will not be considered.

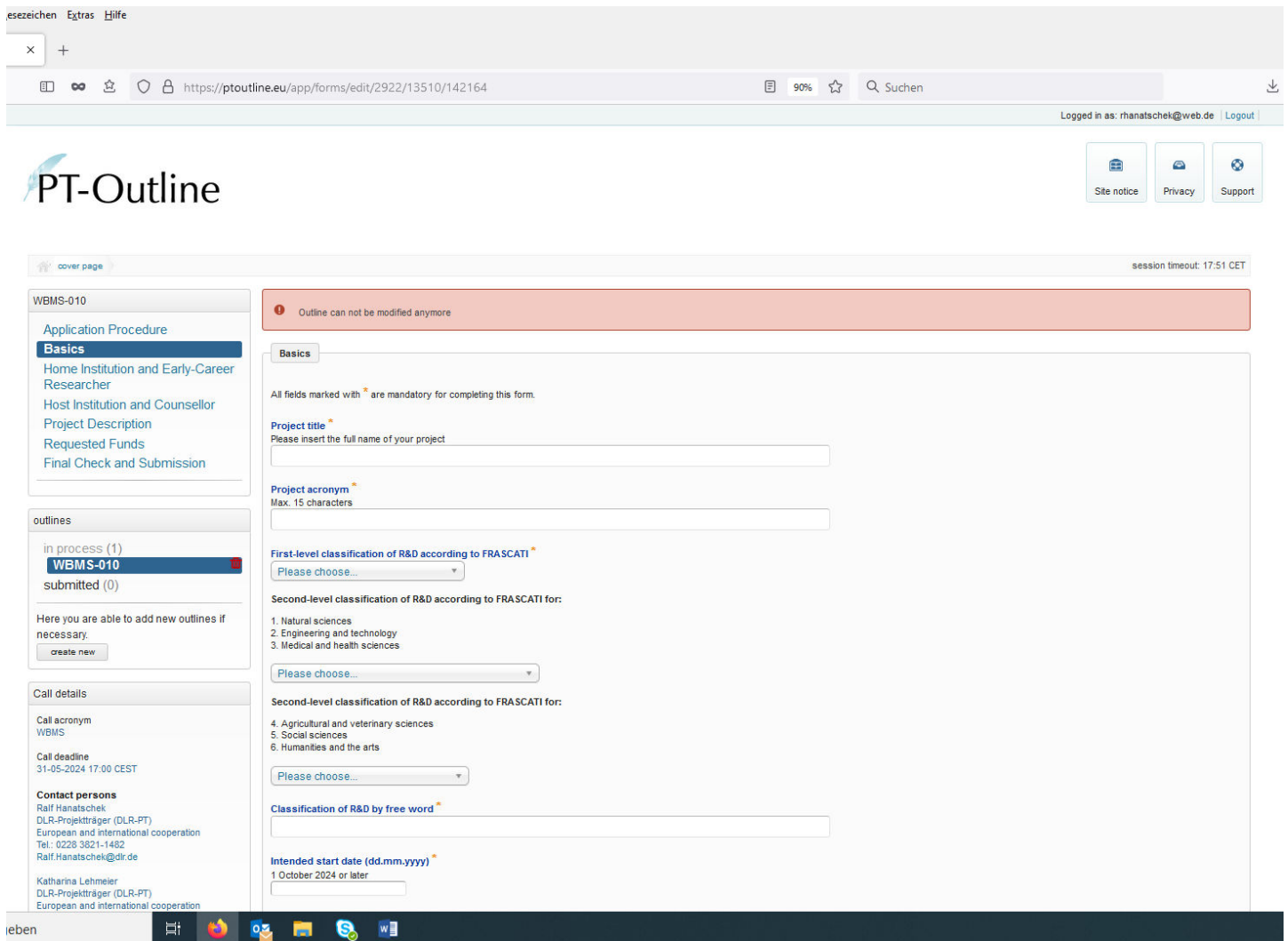
The application is stored password-protected. Connection to the server is SSL-encoded and data safety and protection of confidence are warranted.

#### Application Procedure in Four Steps

- 1 Please complete the electronic forms ("Basics", "Home Institution and Early-Career Researcher" etc.) by inserting project-specific data into the designated fields.
- 2 In the section "Project Description" please describe your project according to the provided structure in the form. In addition please upload the CVs of the early-career researcher and the counsellor of the host institution in their respective upload slots.
- 3 Please check all entries and complete the binding submission of your application by clicking on the 'Submit now' button in the "Submission" section.
- 4 The cover pages of the application must be printed, signed by the early-career researcher as well as by the counsellor, scanned and send as PDF to [calls-europe@dlr.de](mailto:calls-europe@dlr.de).

This page gives a general overview of the individual menu items and some general information on the Western Balkans Mobility Scheme and outlines the four steps to the successful application.

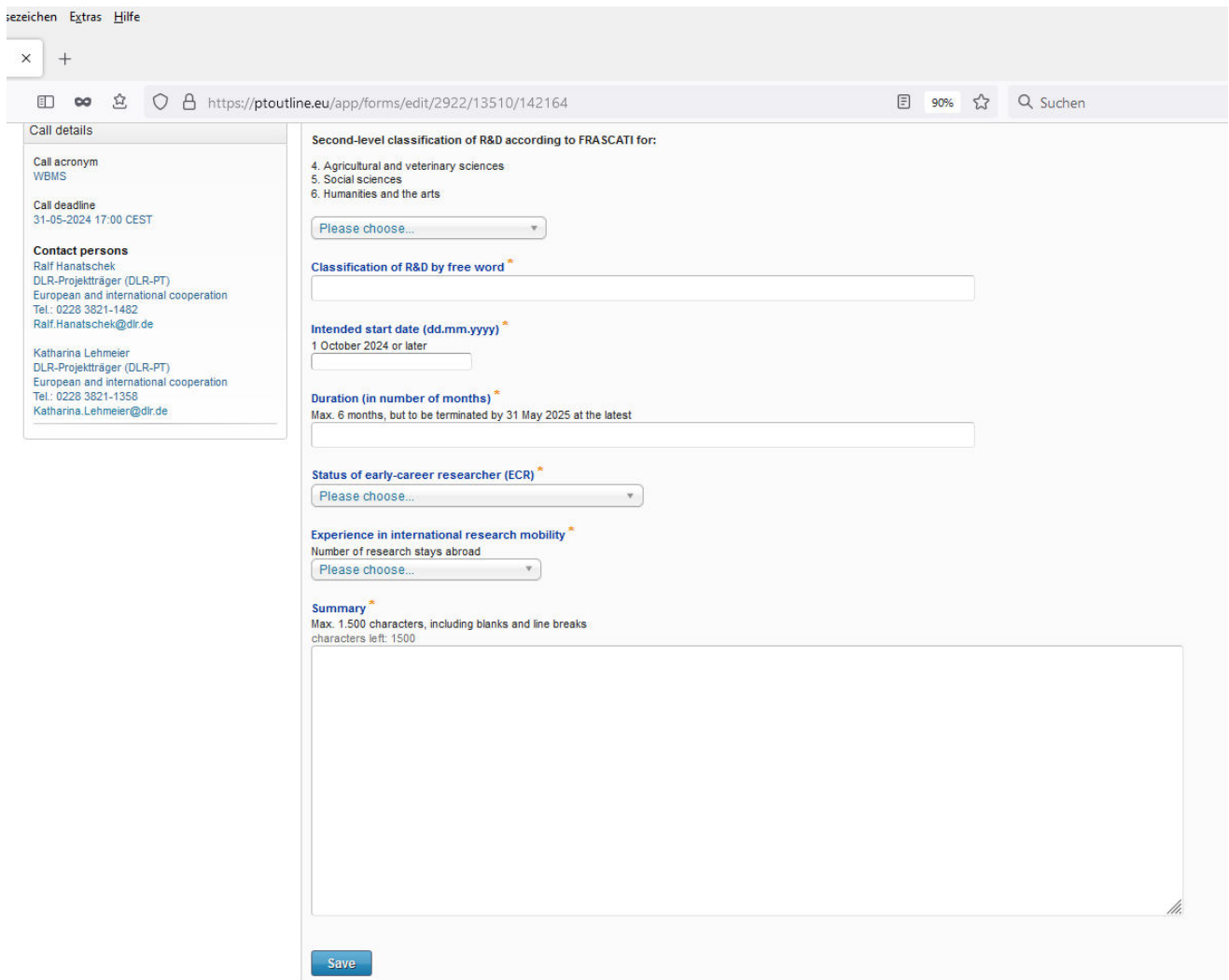




The screenshot shows the PT-Outline web application interface. At the top, there is a navigation bar with 'PT-Outline' and utility links like 'Site notice', 'Privacy', and 'Support'. The main content area is titled 'WBMS-010' and contains a 'Basics' form. A red warning banner at the top of the form states 'Outline can not be modified anymore'. The form includes a sidebar with navigation options like 'Application Procedure', 'Basics', 'Home Institution and Early-Career Researcher', etc. The 'Basics' form fields include:
 

- Project title**: A text input field with a red asterisk indicating it is mandatory.
- Project acronym**: A text input field with a red asterisk and a note 'Max. 15 characters'.
- First-level classification of R&D according to FRASCATI**: A dropdown menu with 'Please choose...' selected.
- Second-level classification of R&D according to FRASCATI for:** A list of six categories (1-6) with a dropdown menu below it.
- Classification of R&D by free word**: A text input field with a red asterisk.
- Intended start date (dd.mm.yyyy)**: A date input field with a red asterisk and a note '1 October 2024 or later'.

On this page, you can start entering information about your planned project. The screenshot above shows the upper part of the Basics form. Basic project data include an acronym and the title of your WBMS project. Please indicate to which thematic R&I area according to the Frascati classification your project belongs. Please note assigning the correct thematic area will be necessary on two levels: A broader one and a detailed one. This information is not only relevant for statistical reasons but will be a decisive factor when assigning reviewers to your proposal.



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**Call details**

Call acronym  
WBMS

Call deadline  
31-05-2024 17:00 CEST

**Contact persons**

Ralf Hanatschek  
DLR-Projektträger (DLR-PT)  
European and international cooperation  
Tel.: 0228 3821-1482  
Ralf.Hanatschek@dlr.de

Katharina Lehmeier  
DLR-Projektträger (DLR-PT)  
European and international cooperation  
Tel.: 0228 3821-1358  
Katharina.Lehmeier@dlr.de

**Second-level classification of R&D according to FRASCATI for:**

4. Agricultural and veterinary sciences  
5. Social sciences  
6. Humanities and the arts

Please choose...

**Classification of R&D by free word\***

**Intended start date (dd.mm.yyyy)\***

1 October 2024 or later

**Duration (in number of months)\***

Max. 6 months, but to be terminated by 31 May 2025 at the latest

**Status of early-career researcher (ECR)\***

Please choose...

**Experience in international research mobility\***

Number of research stays abroad

Please choose...

**Summary\***

Max. 1.500 characters, including blanks and line breaks  
characters left: 1500

Save



The screenshot above shows the lower part of the Basics form. The planned starting date is only indicative and will be determined once the contract is concluded, if your application is selected for funding. However, all WBMS projects have to be completed until 31 May 2025 at the latest in order to ensure the evaluation of the WBMS. Since the WBMS is a POLICY ANSWERS pilot programme this evaluation process and the preparation of policy recommendations is of high importance in order to find regional, economy-level or international donors for a possible follow-up measure.

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**WBMS-010**

- Application Procedure
- Basics
- Home Institution and Early-Career Researcher
- Host Institution and Counsellor
- Project Description
- Requested Funds
- Final Check and Submission

outlines

in process (1)

WBMS-010

submitted (0)

Here you are able to add new outlines if necessary.

[create new](#)

**Call details**

Call acronym  
WBMS

Call deadline  
31-05-2024 17:00 CEST

**Contact persons**

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European and international cooperation  
Tel.: 0228 3821-1358  
Katharina.Lehmeier@dlr.de

! Outline can not be modified anymore

**Home Institution and Early-Career Researcher**

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

**Information about the home institution**

**Legal name \***

**Short name \***

**Description of the home institution \***  
Max. 1.500 characters, including blanks and line breaks  
characters left: 1500

**Registration number**

**Link to registry**

**Accreditation number \***

**Link to accreditation registry**

**Organisation type \***

Please choose...

**Other organisation type**  
If you choose "other" for field "Organisation type" (above), please specify

**Street, no. \***

The screenshot above shows the upper part of the Home Institution and Early-Career Researcher form. Here information is requested first about the home institution to which the applicant is affiliated.

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**Postal code \***

**Town \***

**Economy \***  
\* this designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

Please choose...

**Organisation website \***

**Information about the early-career researcher**

**Title \***  
Please choose...

**Family name \***

**First name \***

**Gender \***  
Please choose...

**Street, no. \***

**Postal code \***

**Town \***

**Economy \***  
\* this designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

Please choose...

**Phone \***  
 First, enter your country code, e.g. +49, after the slash enter your phone number e.g. +49/1234567890

**E-mail (business) \***

**E-mail (private)**

Save

This is the lower part of the Home Institution and Early-Career Researcher form in which secondly information about the applicant, the early-career researcher him-/ or herself has to be filled in.

Extras Hilfe

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**WBMS-010**

- Application Procedure
- Basics
- Home Institution and Early-Career Researcher
- Host Institution and Counsellor**
- Project Description
- Requested Funds
- Final Check and Submission

outlines

in process (1)

**WBMS-010**

submitted (0)

Here you are able to add new outlines if necessary.

[create new](#)

Call details

Call acronym  
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DLR-Projektträger (DLR-PT)  
European and international cooperation  
Tel.: 0228 3821-1358  
Katharina.Lehmeier@dlr.de

**Host Institution and Counsellor**

Outline can not be modified anymore

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

**Information about the host institution**

**Legal name \***

**Short name \***

**Description of the host institution and research infrastructure \***  
Max. 1.500 characters, including blanks and line breaks  
characters left: 1500

**Registration number \***

**Link to registry**

**Organisation type \***

Please choose...

**Other organisation type**  
If you choose "other" for field "Organisation type" (above), please specify

**Street, no. \***

**Postal code \***

**Town \***

Information on the Host Institution and the Counsellor is requested in the respective form. Above the upper part of the form is presented.

tline.eu/app/forms/edit/2922/13512/142164 80% Suchen

**Postal code \***

**Town \***

**Economy \***  
 \* this designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence  
 Please choose...

**Organisation website \***

**Information about the counsellor**  
 For address and contact details please use those at the host institution only (no private information necessary)

**Title \***  
 Please choose...

**Family name \***

**First name \***

**Gender \***  
 Please choose...

**Street, no. \***

**Postal code \***

**Town \***

**Economy \***  
 \* this designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence  
 Please choose...

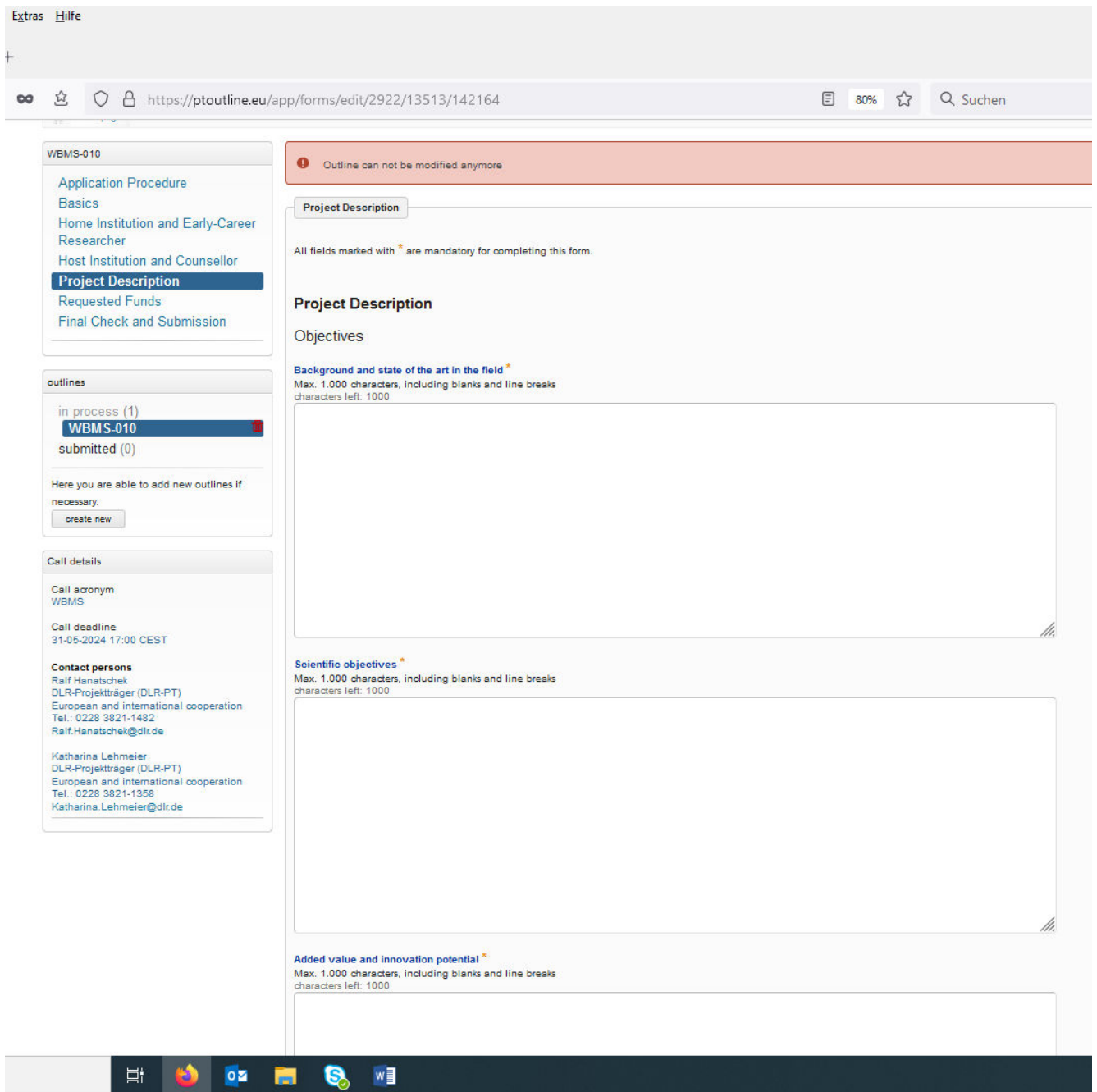
**Phone \***  
 First, enter your country code, e.g. +49, after the slash enter your phone number e.g. +49/1234567890

**E-mail \***

Save



Above the lower part of the form is presented.



The screenshot shows a web browser window with the URL <https://ptoutline.eu/app/forms/edit/2922/13513/142164>. The page title is "Extras Hilfe". A red banner at the top of the form area states: "Outline can not be modified anymore".

The left sidebar contains a navigation menu for "WBMS-010" with the following items: Application Procedure, Basics, Home Institution and Early-Career Researcher, Host Institution and Counsellor, **Project Description** (highlighted), Requested Funds, and Final Check and Submission. Below this is a section for "outlines" showing "in process (1)" with "WBMS-010" selected, and "submitted (0)". A "create new" button is present. The "Call details" section shows the call acronym "WBMS", a call deadline of "31-05-2024 17:00 CEST", and contact persons: Ralf Hanatschek (DLR-Projektträger, DLR-PT, European and international cooperation, Tel.: 0228 3821-1482, Ralf.Hanatschek@dlr.de) and Katharina Lehmeier (DLR-Projektträger, DLR-PT, European and international cooperation, Tel.: 0228 3821-1358, Katharina.Lehmeier@dlr.de).

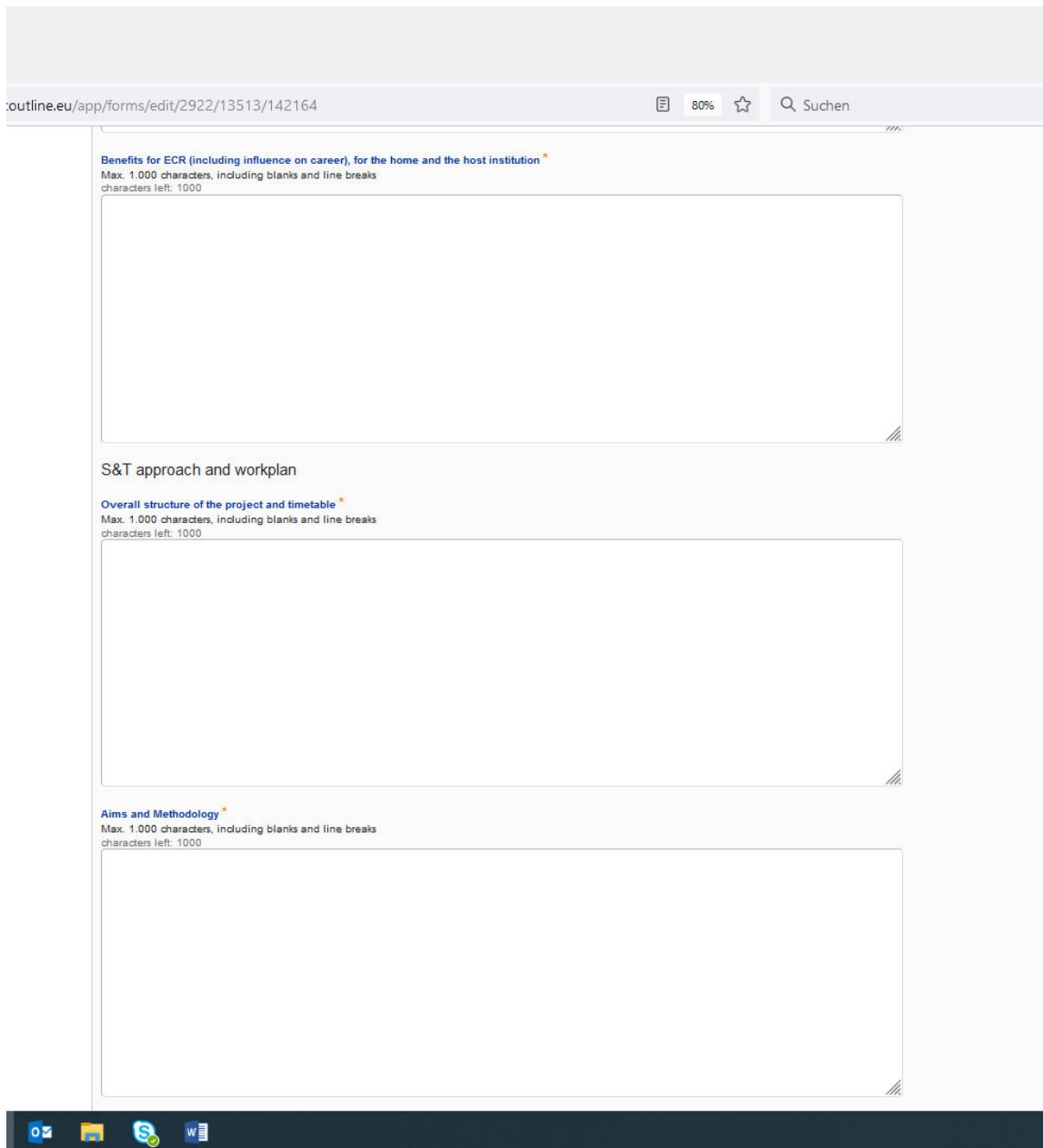
The main form area is titled "Project Description" and includes a note: "All fields marked with \* are mandatory for completing this form." The form contains three text input fields:

- Project Description** (Section Header)
- Objectives** (Section Header)
- Background and state of the art in the field \*** (Mandatory field, Max. 1.000 characters, including blanks and line breaks, characters left: 1000)
- Scientific objectives \*** (Mandatory field, Max. 1.000 characters, including blanks and line breaks, characters left: 1000)
- Added value and innovation potential \*** (Mandatory field, Max. 1.000 characters, including blanks and line breaks, characters left: 1000)

The bottom of the screenshot shows a Windows taskbar with icons for File Explorer, Firefox, Outlook, and other applications.

The screenshot above shows the upper part of the Project Description form, while...





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**Benefits for ECR (including influence on career), for the home and the host institution \***  
Max. 1.000 characters, including blanks and line breaks  
characters left: 1000

**S&T approach and workplan**

**Overall structure of the project and timetable \***  
Max. 1.000 characters, including blanks and line breaks  
characters left: 1000

**Aims and Methodology \***  
Max. 1.000 characters, including blanks and line breaks  
characters left: 1000

...this screenshot presents the middle part of this form and...

eu/app/forms/edit/2922/13513/142164 80% Suchen

**Results and milestones** \*

Max. 1.000 characters, including blanks and line breaks  
characters left: 1000

**Dissemination and exploitation**

**Dissemination and exploitation (incl. Intellectual Property Rights (IPR), if applicable)** \*

Max. 3.000 characters, including blanks and line breaks  
characters left: 3000

**Upload of CVs**

Please use the EUROPASS structure (<https://europa.eu/europass/en/create-europass-cv>) for the preparation of the CVs.

Please note that only files in pdf-format are accepted for upload. During the upload your file name will be changed. If you have uploaded a document earlier, this file will be overwritten by any subsequent upload. Your file should not exceed 20 Mb in size. It may take some minutes to complete the upload.

**Upload CV of the early-career researcher** \*

Keine Datei ausgewählt.

**Upload CV of the counsellor** \*

Keine Datei ausgewählt.



...this is the last part of the Project Description form. Please note that in addition to the description of your project, it is mandatory to upload CVs in EUROPASS format of the applicant and the counsellor.

Extras [Hilfe](#)

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**Basics**

- Home Institution and Early-Career Researcher
- Host Institution and Counsellor
- Project Description
- Requested Funds**
- Final Check and Submission

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**outlines**

in process (1)

**WBMS-010**

submitted (0)

Here you are able to add new outlines if necessary.

[create new](#)

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**Call details**

Call acronym  
WBMS

Call deadline  
31-05-2024 17:00 CEST

**Contact persons**

Ralf Hanatschek  
DLR-Projekträger (DLR-PT)  
European and international cooperation  
Tel.: 0229 3921-1492  
Ralf.Hanatschek@dlr.de

Katharina Lehmeier  
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European and international cooperation  
Tel.: 0229 3921-1398  
Katharina.Lehmeier@dlr.de

**Requested Funds**

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

**Requested funds**

Please check with the "WBMS call text" and the "WBMS guide for applicants" regarding eligibility and calculation of respectice cost. Please note that the financial support will be given as a grant with a maximum sum of EUR 5,000 per project. Please enter figures in full EURO (without cents) and with a "," as thousands separator. If you do not have any costs in a specific category please type in „0“.

**Requested funds for allowance unit costs (EUR) \***

**Description, calculation and justification of allowance unit costs \***

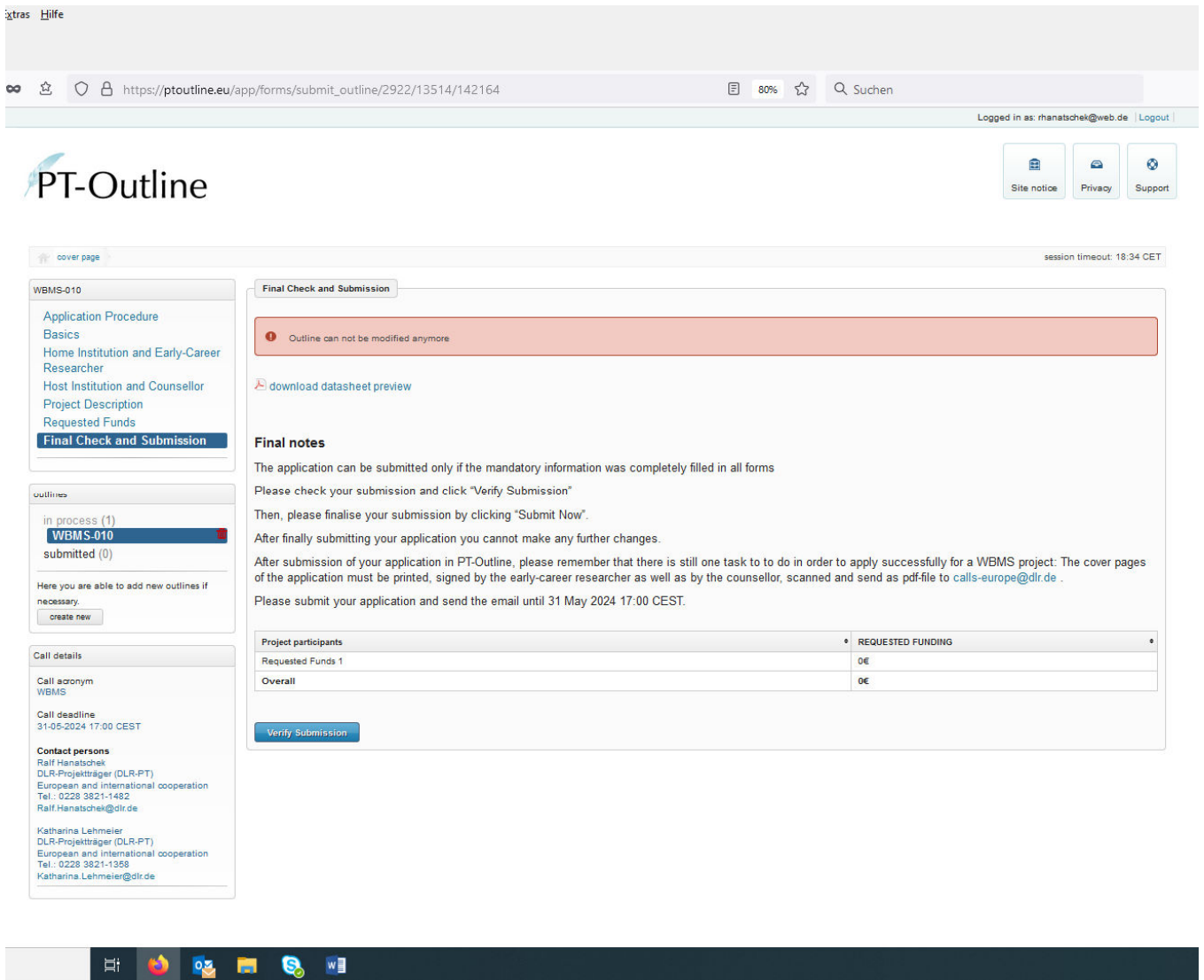
**Requested funds for costs for access to and use of research infrastructure at host institution (EUR) \***

**Description, calculation and justification of costs for access to and use of research infrastructure at host institution \***

**Requested funds for costs for exploitation of project results (EUR) \***

**Description, calculation and justification of costs for exploitation of project results \***

At the Requested Funds form you are asked to name the required funds in each of the three cost categories and give explanations how you calculated these amount as well as justifications for it. The three amounts are summed up automatically to arrive at the total sum requested.



Extras Hilfe

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Logged in as: rhanatschek@web.de | Logout

PT-Outline Site notice Privacy Support

cover page session timeout: 18:34 CET

WBMS-010

- Application Procedure
- Basics
- Home Institution and Early-Career Researcher
- Host Institution and Counsellor
- Project Description
- Requested Funds
- Final Check and Submission**

outlines

in process (1)

**WBMS-010**

submitted (0)

Here you are able to add new outlines if necessary.

create new

Call details

Call acronym  
WBMS

Call deadline  
31-05-2024 17:00 CEST

Contact persons  
Ralf Hanatschek  
DLR-Projektträger (DLR-PT)  
European and international cooperation  
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Ralf.Hanatschek@dlr.de

Katharina Lehmeier  
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**Final Check and Submission**

Outline can not be modified anymore

download datasheet preview

**Final notes**

The application can be submitted only if the mandatory information was completely filled in all forms

Please check your submission and click "Verify Submission"

Then, please finalise your submission by clicking "Submit Now".

After finally submitting your application you cannot make any further changes.

After submission of your application in PT-Outline, please remember that there is still one task to do in order to apply successfully for a WBMS project: The cover pages of the application must be printed, signed by the early-career researcher as well as by the counsellor, scanned and send as pdf-file to [calls-europe@dlr.de](mailto:calls-europe@dlr.de).

Please submit your application and send the email until 31 May 2024 17:00 CEST.

Project participants	REQUESTED FUNDING
Requested Funds 1	0€
<b>Overall</b>	<b>0€</b>

Verify Submission

The screenshot above shows the Final Check and Submission form. This is last form, in which you are provided with an overview of the requested funds. In addition, you have the opportunity to generate a data sheet preview with all the information you have entered so far. Please make sure you read and observe the instructions set out in the checklist. Before you are able to submit your application you have to verify whether you filled all mandatory fields. Only after a successful pass you are able to submit.

After submission of your application in PT-Outline, please remember that there is still one task to do in order to apply successfully for a WBMS project: The cover pages of the application must be printed, signed by the early-career researcher as well as by the counsellor, scanned and send as pdf-file to [calls-europe@dlr.de](mailto:calls-europe@dlr.de).

Please submit your application and send the email until ~~31 May 2024 17:00 CEST~~ **26 June 2024, 17:00 CEST**.

## Annex

A1 Financial Support Contract Form (DRAFT)

A2 Letters of Confirmation of Home and Host institution (DRAFT)

A3 Financial Support to Third Parties (FSTP) Annex to Financial Support Contract Form (DRAFT)