

Annex G – Guide for applicants

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Introduction

This document represents the Annex G of document D2.1 FSTP Request for Application conditions.

It is an informative guide to help you through the online application process.

1 Step-by-step application process

1.1 Online platform and access

The FSTP Request for applications is published on the official SOILCRATES website (<https://soilcrates.eu>).

All proposals must be submitted electronically via the official SOILCRATES electronic submission system (EUSurvey), which is accessible via the SOILCRATES website (<https://soilcrates.eu>).

There is no registration needed to access to the form. Administrative and contact information will be asked directly in the form. Paper or email submissions are not allowed.

You can see in Annex A of the Request for Applications Package all the questions composing the application form.

1.2 Documents to upload

INFORMATION		
Detailed Costs Breakdown	Mandatory	A template is provided during the online application or see Annex B
Gantt chart	Mandatory	Format of your choice – no template provided
Copy of the applicant's statute and/or law of establishment	Mandatory	Must be in original language
		Accepted documents per country include:
		<i>Ireland</i> • Certificate of registration in the Commercial Registry (or an equivalent document if not applicable), • Certificate of compliance with tax obligations, • Certificate of compliance with Social Security obligations
		<i>Spain</i> • Certificado de inscripción en el Registro Mercantil (o documento equivalente en caso de no ser de aplicación), • Certificado de estar al corriente de obligaciones tributarias • Certificado de estar al corriente con la Seguridad Social
		<i>France</i> • SIRET/SIREN number • Extrait de la Chambre de Commerce
		<i>The Netherlands</i> • Extract from the Chamber of Commerce (KVK)
Ethical approval	Non mandatory	Only asked to proposals involving serious and complex ethics issues – In case it is asked, it has to be issued by a Certified Ethical Committee

Table 1: List of documents to upload during the application process

1.3 Naming of the uploaded documents

Please note that it is asked to name the uploaded documents as following:

INFORMATION		
Detailed Costs Breakdown	NAME OF THE PROJECT	_BREAKDOWN OF COSTS
Gantt chart		_GANTT
Copy of the applicant's statute and/or law of establishment		_STATUS
Ethical approval from Ethics committee		_ETHICAL APPROVAL

2 Step-by-step online application

2.1 Co-creation session

First, get in touch with the Living Lab leader of your region to join one of the in person co-creation sessions.

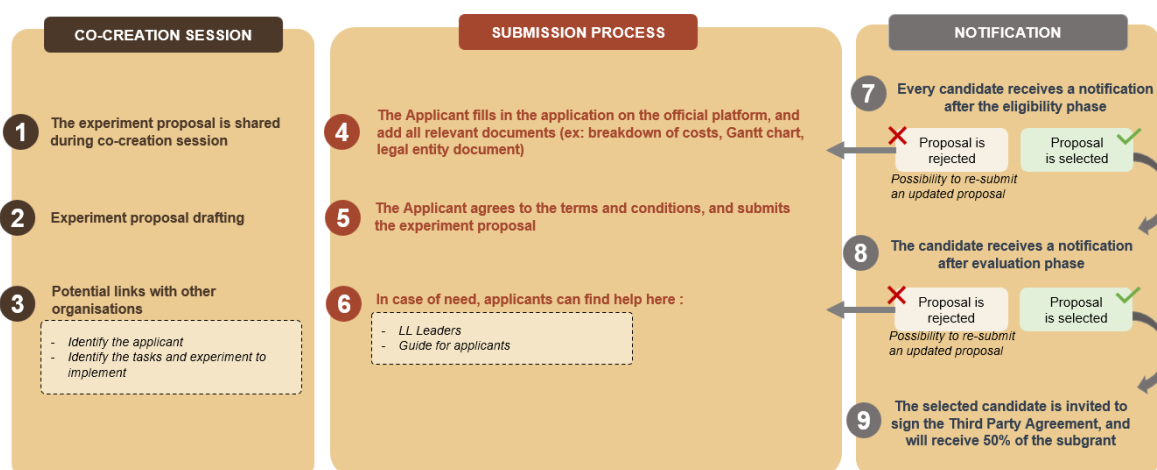
Although there is no regular schedule, a minimum of one every three months is usually set.

This session is the place to:

- share ideas about potential experiments or project that you would like to submit
- develop and draft the proposal, helped by the LL leader and scientific teams
- feed the discussion and learn about related projects and practices

Participation in the co-creation sessions is a pre-requisite to be eligible to the Request for Applications.

2.2 Recap of the application process



3 Selection process timeline

The Request for Applications is setting up a minimum of 2 application periods, with 2 review rounds each. If budget remains, other rounds of selection can be launched where it will be exhausted. (Round #5* and #6*).

Rounds of selection will take place on a regular basis, approximately every two months. The deadline to be considered in a specific round of selection is approximately 3 weeks before the Review Committee meetings.

Here is an indicative timeline. Note that, this timeline is subject to change according to availability of the Review Committee and to adapt the selection process in case of need.

Application period	Round	Deadline for submission	Review Committee Meeting	Notification of Results
1. Oct/ Nov 2025	#1	17 st September 2025	Friday 26 th September 2025	Friday 3 rd October 2025
	#2	30 th November 2025	Friday 19 th December 2025	Friday 26 th December 2025
2. Jan/Feb 2026	#3	25 th January 2026	Friday 13 th February 2026	Friday 20 th February 2026
	#4	1 st March 2026	Friday 27 th March 2026	Friday 3 rd April 2026
3. Avr/May 2026	#5*	26 th April 2026	Friday 22 nd May 2026	Friday 29 th May 2026
	#6*	31 st May 2026	Friday 26 th June 2026	Friday 3 rd July 2026

Table 2: SOILCRATES timeline submission, selection and results

4 Notification

After each round of selection, all successful and unsuccessful applicants will receive a notification, both after the eligibility assessment and after the evaluation assessment via the email address provided to SOILCRATES during the application submission.

5 Support

In case of need, feel free to reach out to the following:

- Website: <https://soilcrates.eu/>
- E-mail: contact your local Living Lab Leader or fstp@soilcrates.eu

Conclusion

This document has an informative purpose. It is here to help you through the online application process.

If any element is missing in this guide, feel free to let us know. Updated versions of this guide will be published accordingly.