

Guide for PT-Outline

for the

African-European call for proposals “Climate Services for Risk Reduction in West Africa (CS4RRA)” 2025

Version as of September 2025 (updated version)

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General Aspects

Information about the African-European CS4RRA 2025 call for proposals relevant for applicants is centrally published on

<https://jpi-climate.eu/programme/climate-services-for-risk-reduction-in-west-africa-cs4rra>.

Applicants have to prepare and submit the pre-proposal via the **Electronic Submission and Evaluation Portal (ESEP) “PT-Outline”**. The PT-Outline **registration, and the submission** of the proposal can only be carried out **by the Coordinator**:

1. In order to prepare and submit a proposal, the Project Coordinator has to **access to PT-Outline via the link** https://ptoutline.eu/app/AFR-EU_Call_CS4RRA.
2. When **accessing the ESEP for the first time**, the Project Coordinator is asked to enter her/ his e-mail address. She/he will then receive an e-mail with a link to enter the personal details. The Project Coordinator then receives the **password** and can **activate the account**.
3. The Project Coordinator can **pass on the login details** to all partners of the project consortium and thus grant everyone **access** to PT-Outline. This enables the joint development of the proposal. However, to avoid data loss, the partners should **not work in PT-Outline in parallel**.
4. A proposal must be submitted by the Project Coordinator **before the end of the deadline**. Submission **just before the deadline should be avoided**. High Internet traffic during the last days before the submission deadline of the Call may make access difficult. Differences in time zone should also be considered in this regard. In case of technical difficulties applicants are encouraged to contact the helpline well ahead of the deadline.
5. **Submission deadline for pre-proposals is 11th September 2025, 10:00 a.m. UTC.**
6. Once finally submitted, changes to the proposal will not be possible. **Delayed proposals will be considered non-eligible**. Access to PT-Outline will be closed for applicants after the deadline.
7. **After the final submission** of the proposal, the Project Coordinator will automatically receive an **acknowledgement of receipt** with the **proposal’s registration number** by e-mail.

Before filling in the forms, please read the instructions for each point carefully and follow them.

PLEASE NOTE

- In case there are any required information missing you cannot bindingly submit your proposal.
- A consortium can only submit one proposal.
- Individual consortium members can be part of other consortia.
- A person is allowed to be Project Coordinator for only one proposal.

“Overview”

PT-Outline



cover page session timeout: 15:23 UTC

AFR-EU_CALL_CS4RRA-245

Overview

I General Information
II Consortium Project Coordinator
III Project Partners
IV Additional Members of the Consortium
V Project Description & Uploads
VI Final Check & Submission

proposals

In process (1)
AFR-EU_CALL_CS4RRA-245
submitted (0)

Call details

Call acronym
AFR-EU_CALL_CS4RRA

Call deadline
11-09-2025 10:00 UTC

General email of the Call Secretariat:
Call-Secretariat@cs4rra.de

Please contact your National Contact Points for specific questions regarding the national eligibility (contacts are given in the document [Project eligibility criteria and national funding requirements](#))

Overview

Call for Proposals 2025 “Climate Services for Risk Reduction in West Africa (CS4RRA)”

The call will follow a two step-procedure. Proposals must be submitted exclusively using this online tool. Proposals submitted via email, fax, paper copy, or any other means will not be considered. **Only the coordinator of a project consortium should register.** However, the Project Coordinator is encouraged to pass on the login data (login name and password) to all partners. Doing so, the whole consortium will be able to work on the same proposal (one after another) if they wish to share the work. Thus, the generation of a proposal can be done jointly by the whole consortium.

The five menu items on the left will guide you through the process of preparing and submitting your proposal (please click on the items in order to fill in the form):

I. General Information
II. Consortium Project Coordinator
III. Project Partners
IV. Project Description & Uploads
V. Final Check & Submission

The proposal can be saved and edited at a later stage until the final submission.

All mandatory fields must be completed in order to proceed to the next section.

The deadline for submitting a preliminary proposal in Step 1 is 11 September 2025 (10:00 UTC).

Proposal submission is binding. Once the proposal has been submitted, no further changes can be made to your proposal.

The submission of a Step 2-proposal is possible upon invitation only (consortia which were successful in Step 1).

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

You have questions regarding the entries in pt-outline?
Please read the [Guide for pt-outline](#) carefully.
If you have any questions after reading the guide, please get in contact with the Call Secretariat.

Please also see additional information on the [JPI Climate website](#).

Application Procedure

- 1 Please download (1) the Call Text and Guide for Applicants ([EN](#), [FR](#)), (2) the [National Regulations](#) and (3) the Word Template for the Project Description ([EN](#), [FR](#)) with all necessary information for your application.
- 2 Please complete the five electronic forms by inserting project-specific data into the designated fields.
- 3 Please upload the project description (pdf document).
- 4 Please check all entries and complete the binding submission of the proposal by clicking on the “Submit now” button.

- ⇒ Important general information on the application procedure,
- ⇒ Relevant documents for your application to download:
 - Call Text and Guide for Applicants (in English and French),
 - National-Funding-Requirements with the funder’s eligibility criteria and national funding regulations,
 - Word Template for the Project Description.

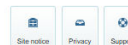
Any documents other than those requested as part of the proposal will not be admitted.

CS4RRA Call 2025: Climate Services for Risk Reduction in West Africa Guide for PT-Outline (updated version)



“I General Information”

PT-Outline



cover page

AFR-EU_CALL_CS4RRA-245

Overview

I General Information

II Consortium Project Coordinator

III Project Partners

IV Additional Members of the Consortium

V Project Description & Uploads

VI Final Check & Submission

proposals

In process (1)

AFR-EU CALL CS4RRA-245

submitted (0)

Call details

Call acronym
AFR-EU_CALL_CS4RRA

Call deadline
11-09-2025 10:00 UTC

General email of the Call Secretariat:
Call.Secretariat@cs4rra.de

Please contact your National Contact Points for specific questions regarding the national eligibility (contacts are given in the document [Funding eligibility criteria and national funding procedures](#))

session timeout: 15:29 UTC

I General Information

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

General information about the whole project

Please refer to the [Call Text and Guide for Applicants \(EN PDF\)](#) and the [National Regulations](#) before filling in the form.
Answers to your questions about pt-outline may be found in the [Guide for pt-outline](#).

Please note:

- Proposals that do not meet the respective national eligibility criteria and requirements may be declined without further review.
- Consortia must be coordinated by a partner based in Africa.
- In case of inconsistency between the information registered in the electronic submission tool and the information included in the project description, the information registered in the electronic submission tool shall prevail.

Project title *
(max. 100 characters including spaces)
characters left: 100

Project acronym *
(max. 10 characters including spaces)
characters left: 10

Keywords *
Please select 3 keywords from the list to specify your subject.
Please choose...

Keyword
Optional: select a keyword that is not included in the selection list

Research and innovation focus *
(choosing more than one focus is possible)

☐ 1. Improving Early Warning Systems
☐ 2. Improving Operational Assessment and Prevention of Climate Security Risks
☐ 3. Improving Financing Mechanisms and Institutional Integration of Climate Services

Duration of the project *
(add number of months; max 36)

Partner countries *
(specify the countries of all partners of the consortium asking for funding)
Please choose...

Associated countries *
(specify the countries of all associated partners of the consortium bringing own funding)
Please choose...

The following organizations are involved in the consortium *

☐ University
☐ Non-university research institution
☐ Company/ commercial enterprise
☐ Small or medium-sized enterprise (SME)
☐ Social NGO (e.g. foundation, association)
☐ Environmental NGO (e.g. foundation, association)
☐ Public Sector (e.g. government, authority)
☐ Other - please specify:

Abstract (coherent with information given in the project description) *
max. 1000 characters including spaces.
Summarise the main objectives, give a short description of the activities and expected results of the project.
characters left: 1000

Total funding applied for the whole project *
Take the first requested budget from each partner as a total together. The total cash funding for a project may not exceed 2,000,000 EURO.
characters left: 1000

Project Coordinator's Checklist and Consents

Checklist *

☐ The project proposal addresses the aim(s) of the call
☐ The project proposal meets the topic(s) included in this call
☐ The project proposal involves at least 3 eligible research partners from at least 2 different West African countries and 1 European country
☐ The Project Coordinator is based in a West-African country
☐ The project coordinator does not coordinate any other project applying for the CS4RRA call
☐ I have made sure that each partner involved in the project proposal has checked its eligibility to receive funding by its Funding Organisation.

Has this application already been submitted for funding under another funding program? *
If the response is positive, the Group of Funding Parties (GFP) reserves the right to adjust or suspend funding.
☐ yes
☐ no

Is the research project funded by other sources? *
If the response is positive, the Group of Funding Parties (GFP) reserves the right to adjust or suspend funding.
☐ yes
☐ no

Confirmation I *
☐ I confirm that the information given in this proposal is correct.

Confirmation II *
☐ I confirm that the proposal is endorsed by all project partners.

Save

- ⇒ This form has to be filled in by the Project Coordinator.
- ⇒ The currency unit must be € for the entire project duration and all partners.
- ⇒ The total cash funding amount to be inserted must contain also overhead costs – if applicable, according to the national regulations.
- ⇒ The Project Coordinator's checklist at the end helps you to keep track of the important requirements for applying.

“II Project Coordinator”

PT-Outline

cover page

session timeout: 15:27 UTC

APR-EU_CALL_CS4RRA-245

Overview

I General Information

II Consortium Project Coordinator

III Project Partners

IV Additional Members of the Consortium

V Project Description & Uploads

VI Final Check & Submission

proposals

in discussion (1)

APR-EU_CALL_CS4RRA-245

submitted (0)

Call details

Call acronym

APR-EU_CALL_CS4RRA

Call deadline

11-09-2025 16:00 UTC

Generate email of the Call Secretariat:

Call Secretariat@cs4rra.eu

Please contact your National Contact Points for specific questions regarding the national eligibility criteria. See also the document: [Funding eligibility criteria and national funding sources](#)

II Consortium Project Coordinator

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

Information about the Project Coordinator

Please give only information about the Project's Coordinator. Information about further project partners are to be added in the next menu item 'III Project Partners'.

First name *

Please choose...

Academic title *

Please choose...

Gender *

ORCID (weblink link) *

Family name *

First name *

Name of institution *

Acronym of institution *

Type of entity *

Please choose...

Department *

Position *

Street No. *

(street and no. where the institution is based)

Postal code *

(postal code of the city where the institution is based)

City *

(city where the institution is based)

Country *

(country where the institution is based)

Please choose...

Phone *

(including country code)

Phone

(including country code)

E-Mail *

Budget for the Project Coordinator (i.e. Partner 1)

Please check the [National Regulations](#).

The distribution of the funds will be settled amongst the funders after the funding decision.

Total budget you are requesting (in Euro) *

Please use thousand separators and whole numbers only (e.g. 100.000)

1. Personnel costs (in EURO) *

(if personnel costs)

Please use thousand separators and whole numbers only (e.g. 100.000)

2. Mobility costs (in EURO) *

(e.g. participating in or organizing of conferences, seminars, and workshops; please consider here participation in the CS4RRA kick-off, mid-term and final meetings.)

Please use thousand separators and whole numbers only (e.g. 100.000)

3. Material costs (in EURO) *

(e.g. fieldwork equipment, consumables)

Please use thousand separators and whole numbers only (e.g. 100.000)

4. Costs for knowledge sharing, research uptake, and dissemination activities (in EURO) *

Please use thousand separators and whole numbers only (e.g. 100.000)

5. Subcontracting costs (in EURO) *

Please use thousand separators and whole numbers only (e.g. 100.000)

6. Overheads (in EURO) *

Please use thousand separators and whole numbers only (e.g. 100.000)

7. Other costs (in EURO) *

Please use thousand separators and whole numbers only (e.g. 100.000)

You are requesting funding (cash and/or in-kind) from the following funding organization

☐ AGENCIE NATIONALE DE LA RECHERCHE (ANR), France
 ☐ BUNDEMINISTERIUM FÜR FÖRDERUNG, TECHNOLOGIE UND RAUMFAHRT (BMFT), Germany
 ☐ FONDS POUR LA SCIENCE, LA TECHNOLOGIE ET L'INNOVATION (FONSTI), Côte d'Ivoire
 ☐ MINISTRE OF UNIVERSITIES AND RESEARCH (MUR), Kenya
 ☐ NORDETS FÖRORDNINGSGRÄNS (NFG), Norway
 ☐ only in-kind possible: LE FOND NATIONAL POUR LA RECHERCHE ET DE L'INNOVATION POUR LE DEVELOPPEMENT (FONDRI), Burkina Faso
 ☐ only in-kind possible: RESEARCH AND GRANT INSTITUTE OF GHANA (REGI), Ghana
 ☐ the national funding organization in the Group of Funding Party
 ☐ Having own funds

Save

new:
weblink & gender

- ⇒ Here, only information on the Project Coordinator is asked for: e.g. name, address, contact details, requested funds of the Project Coordinator.
- ⇒ Other people from the Coordinator's institution participating in the consortium must be entered under "IV Additional Members of the consortium".
- ⇒ The currency unit must be € for the entire project duration. Please also give overhead costs – if applicable, according to national regulations.
- ⇒ If you are not sure where to fill specific costs, please consult the CS4RRA Call Secretariat for advice.

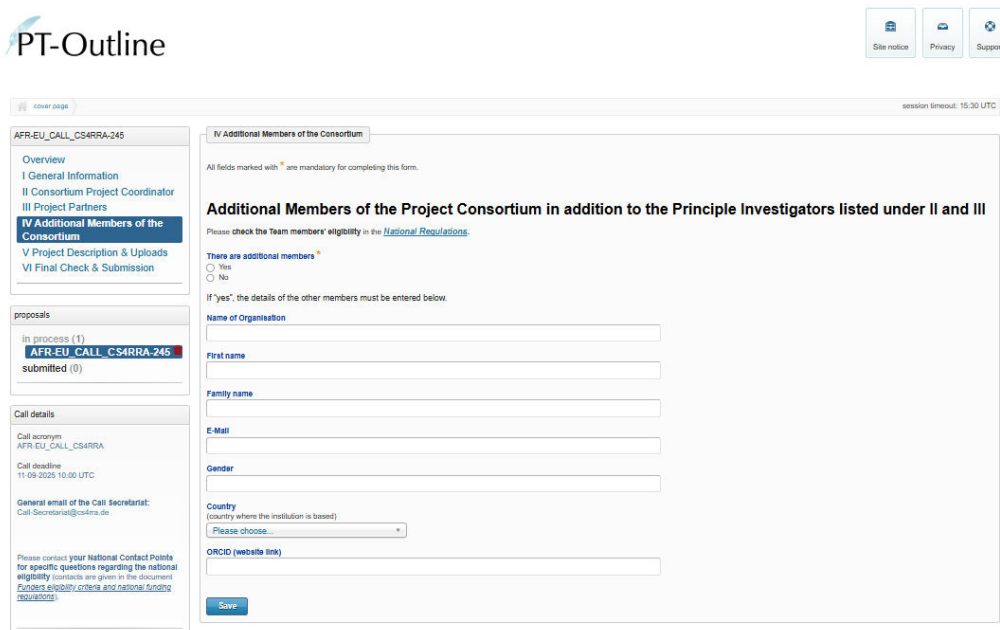
5

PT-Outline

new:
weblink & gender

- 6

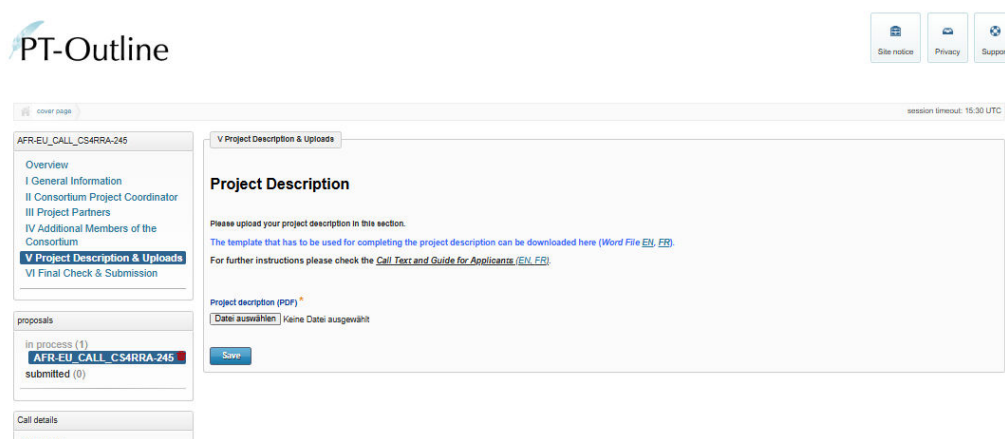
“IV Additional Members of the Consortium” *new form*



The screenshot shows the PT-Outline web application interface. On the left is a sidebar with navigation links: Overview, I General Information, II Consortium Project Coordinator, III Project Partners, IV Additional Members of the Consortium (highlighted), V Project Description & Uploads, and VI Final Check & Submission. Below this are sections for 'proposals' (in process (1), AFR-EU_CALL_CS4RRA-245 submitted (0)) and 'Call details' (Call acronym: AFR-EU_CALL_CS4RRA, Call deadline: 11-09-2025 10:00 UTC, General email of the Call Secretariat: Call.Secretariat@co4ra.de). The main content area is titled 'IV Additional Members of the Consortium'. It includes a note: 'All fields marked with * are mandatory for completing this form.' The section is titled 'Additional Members of the Project Consortium in addition to the Principle Investigators listed under II and III'. It asks to check team members' eligibility in the 'National Regulations' and provides radio buttons for 'Yes' and 'No'. If 'Yes', it asks for details of other members, with fields for Name of Organisation, First name, Family name, E-Mail, Gender, Country (a dropdown menu), and ORCID (website link). A 'Save' button is at the bottom.

- ⇒ In case there are – in addition to the PI – other persons from the partner's institution part of the consortium, they must be entered here.
- ⇒ Only after you have entered and saved the information for Partner 1, you will be able to enter the information for Partner 2 (and so on).
- ⇒ A partner can be deleted ticking the button “Delete form” on the right in the list of partners (top of the page).

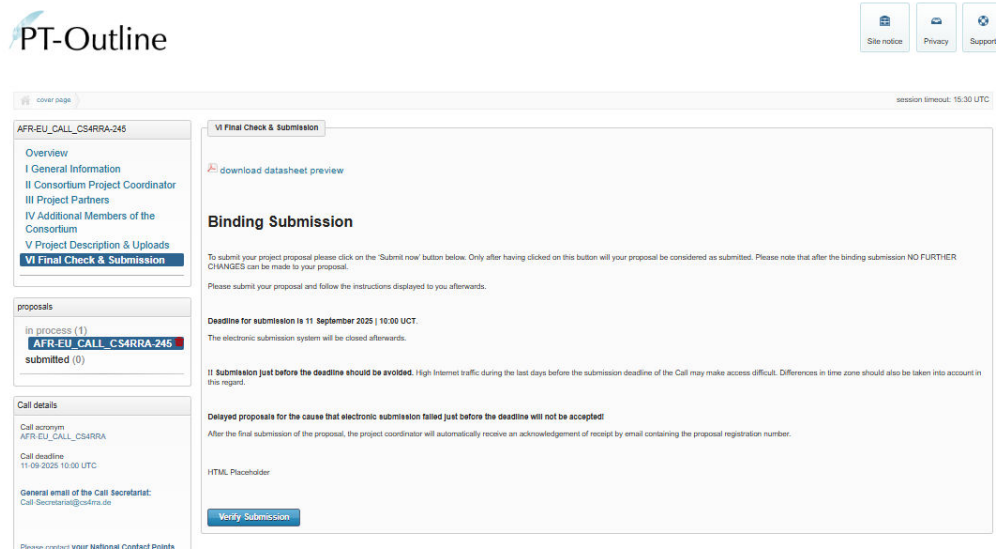
“V Project Description & Uploads”



The screenshot shows the PT-Outline web application interface. On the left is a sidebar with navigation links: Overview, I General Information, II Consortium Project Coordinator, III Project Partners, IV Additional Members of the Consortium, V Project Description & Uploads (highlighted), and VI Final Check & Submission. Below this are sections for 'proposals' (in process (1), AFR-EU_CALL_CS4RRA-245 submitted (0)) and 'Call details' (Call acronym: AFR-EU_CALL_CS4RRA). The main content area is titled 'V Project Description & Uploads'. It includes a section titled 'Project Description' with instructions: 'Please upload your project description in this section. The template that has to be used for completing the project description can be downloaded here (Word File [EN](#), [FR](#)). For further instructions please check the [Call Text and Guide for Applicants \(EN, FR\)](#).' It has a field for 'Project description (PDF)' with a file upload button and a 'Save' button.

- ⇒ For your project description you have to use the template which can be downloaded under this section (and also under “Overview”). This page contains important information on the format and layout of the proposal.
- ⇒ Only applications submitted with the correct template and in the correct format will be considered in the review process.

“VI Final Check & Submission”



The screenshot shows the PT-Outline web interface. At the top, there's a header with the PT-Outline logo and navigation links (Site notice, Privacy, Support). Below the header, there's a sidebar on the left with a list of navigation links: Overview, I General Information, II Consortium Project Coordinator, III Project Partners, IV Additional Members of the Consortium, V Project Description & Uploads, and VI Final Check & Submission (which is highlighted). The main content area is titled 'VI Final Check & Submission' and contains a 'Binding Submission' section. This section includes a 'download datasheet preview' link, a 'Submit now' button, and a 'Verify Submission' button. The 'Binding Submission' section also contains text about the submission process, including a deadline for submission (11 September 2025 | 10:00 UCT) and a warning about high internet traffic during the last days before the submission deadline.

- ⇒ Finally, a datasheet preview can be generated that displays all the information you have entered. This should be reviewed by the Coordinator and all consortium partners and adjusted if necessary.
- ⇒ Keep the sheet for your information.
- ⇒ Click on “**Verify Submission**” to see whether all mandatory information has been given and has the correct format. If not, check the hints and correct the content.
- ⇒ If everything is finally checked and filled, you can see the “**Submit now**” button.
- ⇒ You cannot change your proposal after you have submitted it. After submission, you will receive an automatically generated confirmation e-mail.

For questions, please contact

General e-mail of the Call Secretariat

run by the French Agence Nationale de la Recherche (ANR) and the German DLR Projektträger (DLR-PT)

Call-Secretariat@cs4rra.de

Your National Contact Points

Please contact your National Contact Points for specific questions regarding the national eligibility. Contacts are given in the annex to the “CS4RRA Call Text and Guide for Applicants”, which can be downloaded in PT-Outline.

Technical support

Please complete the support form available on PT-Outline or contact support-request@ptoutline.eu.