



LEAP-Agri

Frequently asked questions

Full Proposal Phase

15 September 2017

This “Frequently Asked Questions” document provides general information about the Full Proposal Phase of the LEAP-Agri Call. For more information please consult the Call text (including guidelines for applicants) and the website (www.leap-agri.com).

This FAQ is updated regularly. If your question is not answered here please contact the joint Call Secretariat in case of a general question and your national funding organisations in case of a question regarding national eligibility. A list of contact details can be found at the bottom of this document.



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FAQ – General Questions

1. What is LEAP-Agri?

LEAP-Agri is a partnership between partners from 19 European and African countries and the EU aimed at research and innovation for food and nutrition security as well as sustainable agriculture. LEAP-Agri is an ERA-NET co-fund financed by ministries and other institutions from participating countries with additional finances from the European Commission (EC) in support of the Africa-EU High Level Policy Dialogue (HLPD) on Science, Technology and Innovation (ST&I) and the implementation of the jointly funded Africa-EU Research and Innovation (R&I) Partnership. LEAP-Agri operates under the EU Framework Programme for Research and Innovation Horizon 2020. This project has two pillars: 1) Launching a Call for proposals for research projects combining Science and Impact; 2) Feeding a long term Africa-Europe FNSSA strategy and research and innovation community. The total finances available for the Call for the Call proposals amount to €27 Mio.

2. Which countries/organisations are participating in LEAP-Agri?

African countries: Algeria (DGRSTD-MESRS), Burkina Faso (FONRID), Cameroun (MINRESI), Egypt (MHESR), Ghana (STEPRI-CSIR), Kenya (MOEST), Senegal (MESR), South Africa (NRF), Uganda (UNCST);

European countries: Belgium (FWO, FNRS, BELSPO), Finland (AKA), France (ANR, AFD), Germany (BLE, DLR-PT), The Netherlands (NWO, MINEZ), Norway (RCN), Portugal (FCT), Spain (MINECO), Turkey (TUBITAK);

International organisations: CIHEAM-IAMB (based in Italy)

3. What is the aim of the Call?

The LEAP-Agri partnership is driven by concerns about how to achieve universal food and nutrition security. Access to food remains a global challenge, with hundred millions of people not having enough to eat. Nutritional imbalances in Europe and Africa are increasing, characterized by persistent undernutrition and growing diet-related diseases. It is projected that the global population will increase from 7 billion to more than 9 billion by 2050, the majority of this growth is expected to take place in Africa. LEAP-Agri operates under the EU Framework Programme for Research and Innovation Horizon 2020, and its EU-Africa High Level Policy Dialogue on Science, Technology and Innovation (ST&I), which includes the implementation of the jointly funded EU-Africa Research and Innovation Partnership focusing on food and nutrition security and sustainable agriculture (endorsed by the EU-Africa Summit 2014). The research emanating from LEAP-Agri is expected to contribute to African-European joint interests in food and nutrition security.



4. What is the objective of the Call?

The objective of the LEAP-Agri Call is to develop practical solutions in a research process aimed at improving the agricultural sector and food security in African and European population food security. Applicants are asked to submit proposals for research projects with the potential to provide solutions to improve income generation, nutrition, access to food for disadvantaged populations, to promote sustainable agriculture and sustainable food systems, and the competitiveness of African agricultural markets. Projects should take into consideration the agricultural value chain as well as different niches of agricultural production and trade covering the range of small scale producers, as well as medium and large scale producers, their contribution to local, regional and international markets, as well as the processing of food and grocery marketing, with a focus on rural and urban population food security and an added value for all partners involved.

5. What are the focus areas of the Call and does my proposal have to address all of them?

Proposals have to address one or more of the LEAP-Agri foci:

1. Sustainable agricultural production intensification, in relation with social, economic and environmental aspects, including aquaculture;
2. Population nutrition and health in relation with agriculture and food systems;
3. Access to food, expansion and improvement of agricultural markets and trade, including local and territorial dynamics.

Please note that not all funders fund all of the foci. Funding priorities of partners may differ based on the focus areas. It is therefore essential to check the respective Individual Eligibility Criteria and Funding Regulations before submitting (for details refer to point 6).

6. What character/size/duration must a LEAP-Agri project have?

A LEAP-Agri application must:

- a. Be submitted by a consortium of at least four eligible applicants from four different countries, two European and two African;
- b. Be implemented over a duration of 36 months;
- c. Have a total budget between € 300,000 and € 1,5 Mio.;
- d. May include different types of applicants (academic, public, private) in accordance with national eligibility;
- e. Must be carried out by a balanced consortium, but distribution of funding over countries may be uneven; and
- f. Must take into consideration equality and diversity dimension issues, especially gender and youth.

Please note that a LEAP-Agri full proposal may only be submitted by consortia which successfully finished the preliminary proposal stage.



7. What are Individual Eligibility Criteria and Funding Regulations?

The individual Eligibility Criteria and Funding Regulations are the national eligibility rules set by each funder in addition to the general eligibility criteria in the Call for proposals. An overview of the individual guidelines can be downloaded via the website www.leap-agri.com. Please contact your individual funder (see contact details below) for questions about the respective Individual Eligibility Criteria and Funding Regulations.

8. My country is not in the list of participating countries, can I submit a proposal anyway?

Only applicants from participating countries can submit a proposal. However, it is possible to join a research project as associated partner (AP, see below), providing no funding is requested from the project budget.

9. What should a project consortium look like?

A project consortium must consist of at least four Project Partners from four different countries (two European and two African), who are each the contact for their respective national funder and responsible for their budget and related research activities. One of the PM will function as the Consortium Project Coordinator (CPC).

10. What is a balanced consortium?

A balanced consortium must have a responsible division of tasks over the consortium which fits the aims of the project. All partners should be equally involved in the proposal development and the execution of the project. Where the distribution of finances across partners is significantly uneven (on partner allocating more than 50% of the total project budget), it has to be properly justified.

11. I work at a CGIAR center. Can I be part of the consortium?

CGIAR centers may be part of a project. In most countries, they will only be able to participate as associated partner (AP), not as Project Partners. Please consult the Individual Eligibility Criteria and Funding Regulations or contact the local funders for more details, if necessary.

12. What kind of partners can be included in a LEAP-Agri consortium?

A LEAP-Agri consortium must consist of at least four eligible partners from four participating countries, two from Africa and two from Europe. Partners may be academic, public or private (for-profit and not for-profit) providing they are eligible according to Individual Eligibility Criteria and Funding Regulations. Additional partners may be part of the consortium.



Partners from countries not participating in the Call may join a consortium as Associated Partners (AP). All applicants must be eligible for their respective national funding organisations. Associated Partners may not request financing from the LEAP-Agri project, but could be funded by other Funding Agencies, either national, regional or international, including Development Banks such as the World Bank.

13. What happens to the consortium if one of the partners is considered not eligible?

If one of the partners is not eligible the whole consortium will be considered ineligible and excluded from the selection procedure.

14. What is the definition of a LEAP-Agri Consortium Project Coordinator (CPC)?

The Consortium Project Coordinator (CPC) is the consortium leader and responsible for carrying out and managing the project, in addition to his/her own individual project. As the CPC also acts as a Project Partner, there cannot be both a CPC and another Project Partner from the same institute in the consortium. Other researchers from the same institute can be part of the project team as Project Members.

15. What are the responsibilities of the Consortium Project Coordinator (CPC)?

The CPC is a senior researcher with a solid experience of managing collaborative research projects. S/he will be the contact point for the Call Secretariat throughout the application phase and is responsible for communication with the other partners of his/her project. Finally, the CPC is responsible for the intellectual agenda and coherence as well as all the reporting duties.

16. What is the definition of a LEAP-Agri Project Partner?

A Project Partner is a consortium partner responsible for leading (research) activities at his/her institution. Please check the Individual Eligibility Criteria and Funding Regulations for more information on the requirements for a Project Partner, as not all funders have the same regulations. Other individuals are allowed as part of the Project Partner's project team as Project Members (PMs). Please consult Individual Eligibility Criteria and Funding Regulations for full information.

17. What is the definition of an Associated Partner (AP)?

Parties interested to join the project but not eligible for funding as Project Partner can be included as Associated Partners (AP). This could be a partner from one of the LEAP-Agri countries but also from another country. There are no limitations to the kind of partners that may join a project, but they should be justified within the proposed framework of the project. The participation of APs will not be financially supported by LEAP-Agri, thus they may not request any funding from the project budget, but their contribution to the project may be included as in-kind co-financing. APs are considered part



of a consortium and will be assessed as such at both the Preliminary and Full Proposal stage. A formal letter of commitment from all APs should be appended to the Full Proposal explaining their interest and role in the project and making explicit the way in which they are committed to the project activities, including financially (cash and/or in-kind).

18. Can non-academic partners be part of a consortium?

The participation of private partners and inclusion of stakeholders in the project is strongly encouraged. Whether a non-academic partner can act as Project Partner or project team member depends on the Individual Eligibility Criteria and Funding Regulations of the respective funder and needs to be checked before submission. Non-academic partners can always be included as APs.

19. Can I submit several applications?

A consortium can only submit one application. However, individual PIs may be part of more than one application.

20. Can I act as a Consortium Project Coordinator (CPC) in one proposal and as a Project Partner in another/others?

Yes, but it is not allowed to apply as a CPC in more than one proposal.

21. Can there be more than one Project Partner per country in a proposal?

There can only be one Project Partner per institution. Other researchers from the same institution can be included as project team members in the consortium. It depends on the respective funder's regulations whether more than one institution may participate in a proposal and whether more than one Project Partner is allowed from one country. Only one Project Partner per country counts towards the minimum of 4 Project Partners per application. Please check the Individual Eligibility Criteria and Funding Regulations for more information.

22. What is the role of the joint Call Secretariat?

The joint Call Secretariat (CS) has been established in order to align the necessary processes related to the Call and assessment procedure. This CS will bring together the partners DLR PT (Germany), NRF (South Africa) and NWO-WOTRO (The Netherlands). The CS is entrusted with the tasks related to the implementation of the LEAP-Agri Call, notably:

- a. Preparation for/launch of the LEAP-Agri Call for Proposals;
- b. Management of the selection procedure.



23. Do I have to have an agreement with my national funding organisation before I can submit a LEAP-Agri proposal?

Please read the Individual Eligibility Criteria and Funding Regulations carefully. You do not have to have an agreement but your application must follow the Individual Eligibility Criteria and Funding Regulations relevant to all your Project Partners in addition to the General Eligibility Requirements described in the Call for Proposals. You may contact your respective national funding organisations in order to verify eligibility if needed (see contact persons listed in the Call).

24. In addition to the proposal we submit online, do we have to submit a separate proposal to our national funding organisations?

No, but prior to submitting a Preliminary Proposal, all applicants must read their respective Individual Eligibility Criteria and Funding Regulations as some funding organisations may require you to do take additional steps.

25. Where can I find additional info about the Call?

Additional information can be found on the LEAP-Agri website (www.leap-agri.com). You can also download the [Individual Eligibility Criteria and Funding Regulations](#) as well as the full [Call for Proposals](#) from the website.



FAQ – Full Proposal Stage

26. What is a LEAP-Agri Full Proposal?

The project selection of the LEAP-Agri Call is divided in two phases: i) The Preliminary Proposal phase and ii) the Full Proposal phase. Only successful applicants of the Preliminary Proposals phase are invited to submit a Full Proposal. Please note that the current Call for Proposals is for Full Proposals only. Detailed requirements for Full Proposals and instructions on how to complete the application forms are available via the website www.leap-agri.com.

27. How can a Full Proposal be submitted and by whom?

The Call for Full Proposals has been launched on 15 September 2017. Submission is only possible for project consortia who successfully completed the Preliminary Proposal Stage. Invited applicants are given access to the online submission form for Full Proposals via the online submission system PT-Outline. Only invited applicants will be able to submit a Full Proposal. The deadline for the submission of Full Proposals will be **7 December 2017**.

28. Can I submit a Full Proposal if I have not submitted a Preliminary Proposal?

No, it is not possible to submit a Full Proposal if you have not submitted a Preliminary Proposal.

29. Can I submit a Full Proposal if my Preliminary Proposal was not successful and I was not invited to submit a Full Proposal?

No. Submission of Full Proposals is possible upon invitation only for proposals selected in the Preliminary Proposal Phase.

30. Do the partners in a Full Proposal need to be the same as in the Preliminary Proposal?

In essence we recommend that you do not change the composition of the consortium. In case of *force majeure*, changes in the consortium are possible. Adding Associated Partners is allowed and small budget changes are accepted, too. However, the maximum budget requested cannot change and you are not allowed to submit a new proposal with a newly established consortium.

If you decide to add additional PIs to strengthen your proposal, funding must be redistributed as the maximum cannot change. Also, you must make sure that your new partner(s) is/are eligible for funding from their national funding organisation(s). The eligibility of all partners of your proposal with the national funding organisations will again be checked in the Full Proposal phase. If one member in a consortium is not eligible, then the whole consortium will be considered not eligible and not be evaluated.



31. How will the LEAP-Agri Full Proposals be assessed?

Full Proposals will be remotely assessed by at least three independent external expert referees (evaluators) who are selected from a pool of experts suggested by the participating funding organisations. Referee reports will be made available (anonymously) to the applicants for their information and for commenting or rebuttal (optional). The Review Panel (IRP) will rank all Full Proposals based on the evaluators' reports and the applicants' responses to these. The Review Panel will create a ranking list consisting of the best Full Proposals and will subsequently make recommendations to the Group of Funders for the funding of these proposals.

32. What are eligibility criteria for Full Proposals?

The eligibility criteria for Full Proposals are the same as those for Preliminary Proposals. Please reread the Individual Eligibility Criteria and Funding Regulations for your funder(s) as some of the information has been updated and additional clarifications added. Note that the eligibility check will be very strict for the Full Proposal Stage. Prior admission to the Preliminary Proposal Stage does not guarantee admission to the Full Proposal Stage.

33. What are the assessment criteria for Full Proposals?

The following criteria and indicators are applied by external reviewers as well as the International Review Panel. All three criteria are assessed separately and each weighs one third in the final qualification:

I. Excellence of the project:

- Strong potential to generate new knowledge, insights and/or innovations and sufficient complementarity to other research programmes;
- Adequacy of the research approach including the robustness of the conceptual framework and experimental set-up and the coherence of the hypotheses, research questions and methods;
- Quality and adequacy of integrating the food system perspective;
- Clear alignment of the proposed research scope with the foci and objectives of the call.

II. Expected Impact of the project:

- Clear rooting of the proposal in the demands of partners and/or stakeholders, including appropriate integration of gender and youth;
- The research questions and intended research results are expected to contribute to sustainable food systems and/or challenges for food and nutrition security as approached in the call;
- Quality and feasibility of the research impact pathway with indicators;



- Adequate potential for uptake/application of results including quality of the knowledge sharing approach with appropriate stakeholder engagement, capacity development and communication strategy.

III. Quality and efficiency of the implementation:

- Complementarity, range and level of integration of the consortium and research team, appropriate for implementing the proposed research project;
- Adequacy and feasibility of the research methodology/approach and activities, in relation to research questions and objectives as well as the related work plan;
- Adequacy, feasibility and coherence of the various activities to enhance impact, in particular by influencing the policy and/or (food chain) business environment;
- Appropriateness and efficient use of the requested budget including coherence of different partners' budget.

34. Will the Review Panel for evaluating and ranking Full Proposals be the same as the one that selected Preliminary Proposals?

The IRP for the Full Proposal Phase will in principle consist of IRP members from the Preliminary Phase. However adaptations may be necessary depending on the thematic focus of the invited proposals as well as availability.

35. What is a rebuttal or right to reply?

The IRP will be evaluating and ranking all proposals based on the reviews that have been submitted by the external evaluators. Applicants will be sent the external expert reviews, and have the option to submit comments on these reviews. Both the external expert reviews and the applicants' comments on these expert reviews (the rebuttal) will be considered by the IRP in the evaluation process.

36. What currency should I use when describing the budgets?

The estimated requested budget must be given in EURO only.

37. What activities should be included in the 'knowledge sharing and research uptake' budget part?

Knowledge sharing and research uptake is an independent budget item that should amount up to 20% of the budget. Budget for the LEAP-Agri kick-off, mid-term and final workshops is included in this percentage. The joint LEAP-Agri workshops should however be budgeted separately, as given in the budget template. Please check the Individual Eligibility Criteria and Funding Regulations for the respective funder's guidelines on this budget line.



38. What does a budget of a Project Partner have to include?

Please include totals per Project Partner for the given budget lines in the PT-Outline. Besides that you are required to fill in a more detailed budget format, to be downloaded via PT-Outline. Make sure to complete the budget template for all partners requesting funding, separately per funder. Please read the guidelines in the Call for Proposals as well as the National Eligibility Regulations to verify the eligibility of specific budget items according to the rules of your national funding organisation. In case of doubt, please get in touch with your funder's contact person.

39. What is a Theory of Change (ToC)?

The ToC describes the relationship, logical flow and/or causalities between planned activities, expected results (output), desired changes (outcome) and main objective (contribution to impact). A context analysis that includes the assumptions underlying the Research Impact Pathway should be part of the Theory of Change. It is important that in the Preliminary Proposal the project activities for increasing impact are well integrated and relate to the aim and objectives of the project. Please check the Call for Proposals for more information.

40. What is an Impact Pathway (IP)?

An Impact Pathway is a map that illustrates the relationship between outputs, outcomes and impacts. It also shows how outcomes are related to each other over the lifespan of the research project. Please check the Call for Proposals for more information and use the format provided for your Impact Pathway.

41. How many project members are expected to attend events and should the costs for attending be included in the budget?

For the LEAP-Agri kick-off, mid-term and final meetings a minimum of two participants per project are expected to attend the meeting. Please calculate at least € 3000/meeting (a total of €9000 for the duration of the project) for the participation of two people in those meetings. More members of your project may attend the events but please note that there may be limitations due to organisational restrictions.

42. What information should be included in the CVs?

Please follow this format:

- A. Name, Date of birth, Position title. Education/training (Master, PhD, Specialization ... only mention Institution, Degree, Year, Field).
- B. Positions, honours and research support (selection relevant to the call)
 1. Positions and Employment;
 2. Other Experience and Professional Memberships;
 3. Honours, awards and research support.



C. Publications

1. Best 5 selected peer-reviewed scientific publications, relevant for this proposal;
2. Best 5 selected non-scientific publications, e.g. policy documents, guidelines or newspaper articles etc.

Note that the maximum of 1 page applies to sections A and B only.

43. I received comments about the eligibility of my proposal in the preliminary proposal stage. What do I have to do?

Please make sure to make the appropriate changes indicated in response to your Preliminary Proposal in order to avoid ineligibility. In case you have questions about the comments you received please contact your respective funding organisation or the LEAP-Agri Call Secretariat before the submission of your proposal.

44. What should be included in the full proposal if you received the comment: ‘No proof of concept?’ during the eligibility check for partners from Uganda?

For a research proposal to have proof of concept, it has to be in such a way that it promises to generate either a product or service at the end of the project if funded. This is a key UNCST (Ugandan) funding regulation and eligibility criteria and is independent of the scientific quality of the proposal. Any proposed research study that does not show that it has gone beyond proof of concept stage, cannot be funded by UNCST. You are strongly advised to contact UNCST in this matter before submitting your proposal.

45. What is the timeline of the full proposal selection procedure?

Invitation for full proposal application	mid-September 2017
Deadline for full proposals	7 December 2017, 14:00hrs CET
Option for correction of small eligibility issues and resubmission	Before December 21
Proposals assessed by reviewers	January-February 2018
Rebuttal	February/March 2018
IRP meeting	April 2018
Funding decision	April 2018
Procedure with national funder	April-August 2018
Deadline starting date projects	August 2018
Finalisation of projects – no extension possible!	August 2021

Whilst LEAP-Agri aims to meet the target dates provided above, we reserve the right to change these at any stage.



Contact details joint LEAP-Agri Call Secretariat



NRF | South Africa
Ms Prudence N. Makhura
Prudence.Makhura@nrf.ac.za
+27 12 481 4077
Mr Malose Ledwaba
Malose.Ledwaba@nrf.ac.za
+27 12 481 4356



NWO | The Netherlands
Ms Cora Govers
Ms Monika Brassler
Ms Miriam de Jonge

Leap-Agri@nwo.nl
+31 70 344 0946



DLR Deutsches Zentrum
für Luft- und Raumfahrt
German Aerospace Center
Project Management Agency

DLR-PT | Germany
Mr Stefan A. Haffner
+49 228 3821 1899
Mr Valéry Anton
+49 228 3821 1848

LEAP-Agri@dlr.de



National Funding Organisations

Country	Participating Organisation	Contact Persons per Participating Organisation
Algeria	Direction Générale de la Recherche Scientifique et du Développement Technologique (DGRSTD-MESRS)	Mokhtar Sellami on m.sellami@mesrs.dz Feryel Souami on feryel.souami@gmail.com
Belgium	Fund for Scientific Research (FNRS)	Joël Groeneveld: joel.groeneveld@frs-fnrs.be
Belgium	Research Foundation Flanders (FWO)	Olivier Boehme and Toon Monbaliu on eranet@fwo.be
Belgium	BELSP0	Brigitte Decadt on brigitte.decadt@belspo.be
Burkina Faso	Fonds National de la Recherche et de L'Innovation Pour le Développement (FONRID)	Hamidou Tamboura on Hh_tamboura@hotmail.com Inoussa Zongo on zinoussa@hotmail.com
Cameroon	Ministry of Scientific Research and Innovation (MINRESI)	Palmer Masumbe on masumben@gmail.com Tchouamo Isaac-Roger on rogetchouam@yahoo.fr Okolle Justin Nambangia on okollejustin@yahoo.com
Egypt	Science and Technology Development Fund (STDF)	Nevine Nabil on nevine.nabil@stdf.org.eg
Finland	Academy of Finland (AKA)	Outi Ala-Honkola on outi.ala-honkola@aka.fi
France	French Development Agency (FDA)	Emmanuelle Poirier-Magona on Poirier-magonae@afd.fr
France	Agence Nationale de la Recherche (ANR)	Bernard Mallet on bernardmalletanr@gmail.com
Germany	The Federal Office for Agriculture and Food (BLE)	Henning Knipschild on Henning.Knipschild@ble.de
Germany	German Aerospace Center – Project Management Agency (DLR-PT)	Stefan Haffner on Stefan.Haffner@dlr.de Valéry Anton on Valery.Anton@dlr.de
Ghana	Council for Scientific and Industrial Research (CSIR)	George Owusu Essegbey on goessegbey@csir-stepri.org
Italy	Centre International de Hautes Etudes Agronomique Méditerranéennes, Bari (CHIEAM-Bari)	Maroun Elmoujabber on elmoujabber@iamb.it
Kenya	Ministry of Education Science and Technology (MOST)	Jacob Njagi on kamwariajacob@yahoo.com Willies Okoth on willokoth@gmail.com
The Netherlands	Netherlands Organisation for Scientific Research (NWO)	Monika Brassler and Cora Govers on LEAP-Agri@nwo.nl
The Netherlands	Ministry of Economic Affairs (MINEZ)	Monika Brassler and Cora Govers on LEAP-Agri@nwo.nl
Norway	Research Council Norway (RCN)	Jan Monteverde Haakonsen on jha@rcn.no
Portugal	Fundação para a Ciência e a Tecnologia (FCT)	Maria João Maia on Maria.Maia@fct.pt
Senegal	Fond d'impulsion de la Recherche Scientifique et technique (FIRST) / Direction du Financement de la Recherche et du Développement technologique (DFRSdT)	Soukèye Dia Tine on soukeye.diatine@gmail.com
South Africa	National Research Foundation (NRF)	Prudence Makhura on prudence.makhura@nrf.ac.za Malose Ledwaba on Malose.ledwaba@nrf.ac.za
Spain	Ministry of Economy, Industry and Competitiveness – through the State Agency for Research (MINECO)	José Javier Pueyo and Justyna Chojnacka on era-agro@aei.gob.es
Turkey	The Scientific and Technological Research Council of Turkey (TUBITAK)	Kerem Lutfi Akilli on kerem.akilli@tubitak.gov.tr
Uganda	Uganda National Council for Science and Technology (UNCST)	Ismail Barugahara on i.barugahara@uncst.go.ug