



EU Partnership

Agriculture of Data

Use Case Submission Guidelines

WP4 task 4.1



History of Changes

Version	Date	Change
1.0	29.10.2025	



UC Submission Guidelines

This document provides all information to successfully submit your UC information. Please note that all information has to be entered into the online submission tool at <https://ag-data.ptj.de/use-case>.

The UC submission platform was created to gather all important information of the Use Cases that are carried out under the AgData partnership in one common space. A UC can only be submitted from a coordinator, who works under an organisation that is beneficiary of the AgData partnership and that has signed the EU Grant Agreement No. 101197332.

Please be aware that most information you enter are available for other beneficiaries (including other research performing organisations) of the partnership, in particular the organisations involved in the implementation of the AgData WPs. **Thus, you should avoid disclosing sensitive information of your Use Cases.**

Registration of a Use Case

In order to register your use case, please go first to “UC COORDINATOR REGISTRATION” and fill in the required information. The procedure is described on the submission page at <https://ag-data.ptj.de/use-case>.

Please note:

The coordinator of a use case must be a beneficiary of the AgData partnership under GA No.101197332 and the institution must report and claim eligible expenses for the use case. Only reported costs and expenses are eligible within the period between **01.10.2025** and **30.09.2027**.

If your institution submits multiple use cases, each use case must be registered and submitted separately. This also means that the login name of each use case must be unique. The password can be the same for all use cases.

Entering information

After successful registration of a use case, the coordinator of the use case must complete the following sections.

Please note that all information mandatory for submission is marked with an asterisk (*).

1. Coordinator profile*

- Contact details (Name, institution, address, email, phone*)
- Team member involved (optional)
- Estimated budget



- Please state the estimated amount of budget that is necessary to perform the UC from your organisation (only your organisation). Please only include the estimated costs and expenses that you will have and report during the period between October 1st 2025 and September 30th 2027. Costs that will not be reported in the frame of the partnership are not eligible. Only beneficiaries of the AgData can report cost and expenses.
- Format: Please only enter one number. The estimated budget must be in “€”. Please enter the budget value as integers (whole numbers) in k€ (1k€ = 1000€)

Exp: If your total estimated budget is “52.000€”, please only enter in “52”.

If you have questions regarding the estimation of cost and expenses, please directly contact the coordinator of the partnership AgData: agdata@sgav.dk

- Declarations and additional files:
 - Privacy policy*
 - Declaration EU-funding: Our institution hereby declares that the costs of this Use Case of the AgData Partnership are not declared in any other EU funded project. The costs are eligible from the 1st of October 2025.*
 - Is the institution you belong to a beneficiary of the Agriculture of Data Partnership and has the institution signed the Grant Agreement No. 101197332?*(for a UC coordinator the mandatory answer is “yes”)

UC partners

If you have other organisations or stakeholders that collaborate with you on this UC, please add those partners from the UC coordinator account. It is described in the platform, how to successfully add partners. They have to enter the same information in their profile and check the mandatory boxes and fields.

- In case your partners are also beneficiaries of the AgData partnership and have signed the GA 101197332, they should also enter their estimated costs and expenses into the field “Estimated budget” and report such costs later to the EC and the partnership AgData.
- In case your partners are **not** beneficiaries of the AgData partnership, they should **not** enter any budget.
(Those partners will also have to check the box for “Declaration EU funding”, even though it is not relevant for them.)

2. UC core data*

- UC title*



- UC Acronym*
- Expected project start date and end date* (01.10.2025-30.09.2027)
- Type of data* (*multiple choice*)
- Type of agricultural sector addressed* (*multiple choice*)
- 12 lists of C-R&I-A(s) of the SRIA addressed by the UC* (*minimum 1, multiple choice*)

3. Keywords*

Free keywords (*max 5 keywords, keywords must be separated by comma*)

4. UC description*

Please describe your UC. The description should also include brief information of already achieved and expected results. Please use the following structure in the text box below:

- Short UC description
- Achieved results
- Expected results (outputs/outcomes/impacts)

Please note that this information might be shared with other beneficiaries of the AgData or third parties of the co-funded call for networking purposes, support and development of synergies. **Therefore, please avoid disclosing sensitive information.** *max. 6,000 characters incl. spaces*

5. Transnational character of the UC*

In a few sentences, please describe the transnational character and benefit of the UC. This can be, e.g.:

- The UC product or service is applicable across borders and can tackle challenges at transnational level.
- The UC demonstrates cross-country collaboration contributing expertise, data, or tools for the EU partnership.
- The result of the UC provides benefit for users, end-users or other stakeholders in different regions or countries.
- The UC will participate in relevant EU or international conferences.
- The UC has policy relevance beyond national boundaries, contributing to EU-wide goals e.g. the Green Deal, CAP, Farm to Fork, and Biodiversity Strategy, SDGs. *1,500 characters incl. spaces*

6. SRIA relevance*

Please provide a short justification in how far the UC is addressing the individual C-R&I-A(s) of the AgData SRIA that you selected under "UC CORE DATA". *1,500 characters incl. spaces*

7. Stakeholder involvement*



Please briefly describe, if and to which extent stakeholders were involved in the co-creation phase of the UC to ease the uptake of the final results of your UC (if applicable). Please also list all types of stakeholders that will benefit from the results and briefly describe, how the uptake of results is going to be implemented (e.g. knowledge/technology transfer, tailored trainings for specific target users,...) *1,500 characters incl. spaces*

8. Collaboration*

In a few sentences, please provide information on planned or possible future collaborations with e.g. other EU projects, EU Partnerships, ESA. *1,000 characters incl. spaces*

9. Expectations*

Please briefly answer the following question: What are the most important expectations that you have towards the EU Partnership AgData? *1,000 characters incl. spaces*

10. List of UC deliverables*

Please upload a list of expected UC deliverables in PDF format. A template is provided under the UC Documents. *Upload pdf file, max. 1 page, max. 1 MB*

11. List of KPIs*

Please upload up to three KPIs from your Use Case that are relevant to the AgData SRIA. The template is provided under the UC Documents. *Upload pdf file, max. 1 page, max. 1 MB*

12. Figures (optional)

Here you have the opportunity to upload up to 2 images. To insert them, you enter the place marker "[[figureX]]" into your text (where the image should appear). By replacing the X with the number of the image you create the link to the image.

For example [[figure2]] for the 2nd image.

Max file size: 1,800px x 1,280px, 2Mbyte; allowed formats are jpg, png or gif Please upload

Validation and submission of your UC information is described in the platform.

Technical support

All other technical information is provided in the submission tool.

If you need further technical help, please contact the staff at Project Management Juelich.

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