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HELLENIC REPUBLIC

MINISTRY OF DEVELOPMENT AND INVESTMENT

GENERAL SECRETARIAT FOR RESEARCH AND TECHNOLOGY

**HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION**

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**2nd Call**

**for H.F.R.I. Research Projects to**

**Support Faculty Members & Researchers**

**Template (PART B)**

February 14th, 2020

Version 1.0

(Decision with Ref. No. 21973/14.02.2020 issued by H.F.R.I. Director Dr Nektarios Nasikas, Online Posting No.: Ω7ΡΛ46Μ77Γ-ΜΣ5)

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The following templates are mandatory. However, you can modify them according to the needs of your research proposal. Please follow the guidelines below.

Any information presented beyond the page limits as defined in the Call ([link](http://www.elidek.gr/call/2i-prokiryxi-ereynitikon-ergon-el-id-e-k-gia-tin-enischysi-melon-dep-kai-ereyniton-trion/)) will not be taken into consideration during the evaluation process.

# HISTORY OF DOCUMENT CHANGES

|  |  |  |
| --- | --- | --- |
| **Version** | **Issue Date** |  |
| 1.0 | 14.02.2020 | **Initial Version** |

# INSTRUCTIONS FOR COMPLETING PART B

**IMPORTANT NOTE:**

**Please be aware that Part Β1 is assessed in both the 1st and 2nd Evaluation Phase**

**Part B2 is assessed ONLY in the 2nd Phase of Evaluation.**

* Part B must be written in **English**.
* Upload documents as separate **PDF** files.
* Please follow the template below (it may be amended if necessary).
* Please respect the formatting constraints of Table A.

**Part B1. PI’s CV and Extended Synopsis**

**Part B1.1: PI’s CV**

* Page limit:max. **six (6) pages,** including cover page.
* Document size: max. **3MB**.

**Part B1.1.1: PI’s achievements**

* Part B1.1.1 has to be submitted as a separate pdf.
* Page limit**:** max. **three (3) pages**, including cover page.
* Document size: max. **3MB**.

**Part Β1.2 – Extended Synopsis**

* Page limit**:** max. **six (6)** **pages** including cover page and references.
* Document size: max. **3MB**.

**Part B2. Detailed Presentation of the Research Proposal**

**Part B2.1. Full Proposal**

* Page limit**:** max. **sixteen (16) pages number,** including cover page and references.
* Document size: max. **5MB**.

**Part B2.2. Research Team Members’ CVs**

* Part B2.2 has to be submitted as **a single file.**
* The document must include the CVs of all the Research Team Members.
* Page limit:max. **one (1) page per team member**.
* Document size**:** max. **5MB**.

TECHNICAL SPECIFICATIONS

Each proposal page must contain a header presenting the PI’s name, the acronym and the reference to the respective part of the proposal (Part B1.1, Part B1.2, etc.) and a footer with reference to the respective Scientific Area (SA1, SA2, etc.) and to the total page number.

The following Table (Table A) lists the Formatting Constraints that must be followed for the layout.

The page limits will be applied strictly. Only information presented within the page limits will be evaluated.

Table A. Formatting Constraints

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Page Size** | **Fonts** | **Font Size** | **Line Spacing** | **Margins** |
| Α4 | Times New Roman, Arial, Calibri | 11 pt  (at least) | Single (at least) | Top-Bottom: 1,5 cm Left-Right: 2 cm |

**2nd Call**

**for H.F.R.I. Research Projects to Support**

**Faculty Members & Researchers**

# PART B1

*(****Part Β1 is evaluated in both the 1st and 2nd Phase,***

***Part B2 is evaluated ONLY in the 2nd Phase.****)*

**Cover Page (Part Β1.1)**

## Part B1.1. PI’s Curriculum Vitae

(max. 6 pages including the cover page)

**Proposal’s Title**

**Proposal’s Acronym**

* **Principal Investigator** (Name/Surname):
* Scientific Area:
* Scientific Field:
* Scientific Subfield:
* Project’s Duration (in months):
* Total Budget (€):
* Host Institution:
* Collaborating Organization(s): (*if applicable*)

|  |  |
| --- | --- |
| **Personal Information** | |
| **SURNAME** |  |
| **name** |  |
| **date of birth** |  |
| **place of Residence** |  |
| **e-mail** |  |
| **tel.** |  |

|  |  |
| --- | --- |
| **CURRENT POSITION(S)** | |
| **MM.YYYY - MM.YYYY** | **Current position**  Name of Faculty/Department, Name of University/Institution/Company, Country |

|  |  |
| --- | --- |
| **PREVIOUS POSITION(S)**  *Please add previous research position(s)/experience starting with the most recent.* | |
| **MM.YYYY - MM.YYYY** | **Position**  Name of Faculty/Department, Name of University/Institution/Company, Country |
| **MM.YYYY - MM.YYYY** | **Position**  Name of Faculty/Department, Name of University/Institution/Company, Country |

| **EDUCATION**  *Please add separate sections for each degree starting with the most recent.* | |
| --- | --- |
| **MM.YYYY - MM.YYYY** | Name of Faculty/Department, Name of University/Institution, Country, Thesis title, Degree |
| **MM.YYYY - MM.YYYY** | Name of Faculty/Department, Name of University/Institution, Country, Thesis title, Degree |

| **publications**  *Please* *add the most important publications and highlight those related to the subject of the proposed research project (if any).* |
| --- |
| * Title, Author(s), Journal, Volume, Pages, Year, DOI (Number and Link) |

| **CONFERENCES/WORKSHOPS/etc.**  *National, international scientific conferences, workshops, summer schools, educational seminars, etc. in chronological order, starting with the most recent.* |
| --- |
| * Conference Name, Title, Date, Location |

| **MEMBERSΗIPS & reviewing activities** (*if applicable*) | |
| --- | --- |
| **YYYY - YYYY** | Evaluator, Name of University/Institution/Country |
| **YYYY - YYYY** | Member, Name of Research Network, etc. |

| **teaching activities** (*if applicable*) | |
| --- | --- |
| **YYYY - YYYY** | Teaching position – Topic, Name of University/Institution/Country |

| **SUPERVISION OF GRADUATE STUDENTS and POSTDOCTORAL FELLOWS** (*if applicable*) | |
| --- | --- |
| **YYYY - YYYY** | Number of Postdocs/PhD/Master Students  Name of University/Institution/Country |

| **FELLOWSHIPS and AWARDS** (*if applicable*) | |
| --- | --- |
| **YYYY - YYYY** | Scholarship, Name of Faculty/Department/Centre, Name of University/Institution/Country |
| **YYYY - YYYY** | Award, Name of Institution/Country |

|  |  |  |  |
| --- | --- | --- | --- |
| **research Grants** (*if applicable*)  *Please add indicative research projects (international or national) in which you have participated or participated (in any role).* | | | |
| **Project Title** | **Funding source** | **Period** | **Role of the PI** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Grant applications** (*if applicable*)  *Please add other Research Proposals/Projects related to the proposed research project in which you are involved in any role.* | | | |
| **Project Title** | **Funding source** | **Submission date** | **Role of the PI** |
|  |  |  |  |
|  |  |  |  |

## Part B1.1.1 PI’s Scientific Achievements

**Proposal’s Title**

**Proposal’s Acronym**

(max. 3 pages, including cover page)

* **Principal Investigator** (Name/Surname):
* Scientific Area:
* Scientific Field:
* Scientific Subfield:
* Projects’ Duration (in months):
* Total Budget (€):
* Host Institution:
* Cooperating Organization(s): (*if applicable*)
* *The PI must provide a list of scientific achievements (related to the proposed research project) in the ten (10) last years*

|  |
| --- |
| **SCIENTIFIC ACHIEVEMENTS** |
| *The PI should list his/her activity as regards (if applicable):*   1. *Up to ten (10) representative publications, from the last ten (10) years, as main author* 2. *Research monographs* 3. *Granted patents* 4. *Invited presentations to international conferences and/or advanced schools* 5. *Organization of international conferences* 6. *Prizes/Awards/Academy memberships* 7. *Major contributions to the early careers of excellent researchers* |

**Cover Page (Part Β1.2)**

## Part B1.2. Extended synopsis

(max. 6 pages including cover page and references)

**Proposal’s Title**

**Proposal’s Acronym**

* **Principal Investigator** (Name/Surname):
* Scientific Area:
* Scientific Field:
* Scientific Subfield:
* Projects’ Duration (in months):
* Total Budget (€):
* Host Institution:
* Cooperating Organization(s): (*if applicable*)

|  |
| --- |
| **Extended Synopsis**   * The Extended Synopsis is a stand-alone text that must briefly present the Research Proposal with special emphasis on the pioneering nature of the project and the feasibility of the scientific approach outlined. It is important that the extended synopsis is concise and contains all relevant information of the proposed research project, since **only Part B1 is assessed in the 1st evaluation Phase.** |

**2nd Call**

**for H.F.R.I. Research Projects to Support**

**Faculty Members & Researchers**

# PART B2

*(****Part Β2 is evaluated ONLY in 2nd Phase.****)*

**Cover page (Part Β2.1)**

## Part B2.1. Full Proposal

(max. 16 pages, including cover page and references)

**Proposal’s Title**

**Proposal’s Acronym**

* **Principal Investigator** (Name/Surname):
* Scientific Area:
* Scientific Field:
* Scientific Subfield:
* Projects’ Duration (in months):
* Total Budget (€):
* Host Institution:
* Collaborating Organization(s): (*if applicable*)

1. **Excellence, State-of-the-art and Objectives**

(*This section should at least include the following fields.*)

* 1. **Proposal objectives and challenges**
  2. **State-of-the-art & Innovation**
  3. **Scientific and/or social impact**

1. **Methodology and Implementation**

(*This section should at least include the following fields.*)

* 1. **Research Methodology**
  2. **Work Plan – Deliverables - Milestones**

*Please add the following:*

*- Brief outline of the overall work plan.*

*- The timeline/timetable of the different work packages and their components (Gantt Chart).*

*- Description of each Work Package (WPs) [Table 2.1].*

*- Tables of Deliverables and Milestones [Tables 2.2 and 2.3].*

*- Table of Risks and Contingency Plan [Table 2.4].*

**Table 2.1. Work package description**

*Indicative Table for the description of each Work Package.*

*[****Important:*** *Please include a Project Management Work Package]*

|  |  |  |
| --- | --- | --- |
| **WP Number:** | **WP Title:** | |
| **Starting Month:** | **Ending Month:** | **Person Months (PMs):** |
| Objectives  Description of Work  Tasks  Deliverables  Milestones | | |

**Table 2.2. Deliverables List**

*(Indicative deliverables: technical reports, research results, databases, new studies, interactive tools, e-learning tools, dissemination reports [peer-reviewed journals, publications in conference proceedings, books/chapters in books, lectures/conferences/workshops presentations), posters, patents etc.])*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Deliverable Name** | **Related WP** | **Type[[1]](#footnote-1)** | **Dissemination Level[[2]](#footnote-2)** | **Due Date**  **(in months)[[3]](#footnote-3)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Table 2.3. Milestones List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone Number** | **Milestone Name** | **Related WP** | **Due Date**  **(in months)** | **Means of Verification** |
|  |  |  |  |  |

**Table 2.4. Risks and Contingency Plans (Mitigation Measures)**

|  |  |  |
| --- | --- | --- |
| **Description of risk**  (indicate level of likelihood: Low/Medium/High) | **WPs involved** | **Proposed risk –Mitigation measures** |
|  |  |  |
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* 1. **Research Team**

*Describe the specific roles of the Research Team members in the implementation of the project. The involvement of all members of the Research Team, as well as the involvement of the Collaborating Organizations (if applicable) has to be fully justified, with emphasis on the scientific added value they bring to the project.*

**3. Budget (including project costs)**

*(Please complete/modify the following table to include all costs of the proposed project. In addition, justify the proposed costs per category.)*

**Table 3.1. Project Budget and justification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Category** | | | **Total in €** |
| **Direct Costs** | | |  |
| **6.1.1 Personnel** | | **Person Months (PMs)** |  |
| **PI** | |  |  |
| **Post-Doc Researcher(s)** | |  |  |
| **PhD Candidate(s)** | |  |  |
| **Postgraduate Student(s)** | |  |  |
| **Scientific Associate(s)** | |  |  |
| **Host Institution Personnel** | |  |  |
| **Technical Associate(s)** | |  |  |
| **Other (please define)** | |  |  |
| **Total Direct costs for Personnel [[4]](#footnote-4)** | | |  |
| **Other Direct Costs[[5]](#footnote-5)** | | |  |
|  | **Justification** | |  |
| **6.1.2 Consumables** |  | |  |
| **6.1.3 Travel[[6]](#footnote-6)** |  | |  |
| **6.1.4 Dissemination** |  | |  |
| **6.1.5 Use and/or Access to equipment etc.** |  | |  |
| **6.1.6 Equipment[[7]](#footnote-7)** |  | |  |
| **6.1.7 Other Costs[[8]](#footnote-8)** |  | |  |
| **Total “other direct costs”** | | |  |
| **Total Direct Costs** | | |  |
| **Indirect Costs[[9]](#footnote-9)** | | |  |
| **Total Budget** | | |  |

**Cover page (Part Β2.2)**

## Part B2.2. Research Team Members’ CVs

(limit: 1 page/member)

**Proposal’s Title**

**Proposal’s Acronym**

* **Principal Investigator** (Name/Surname):
* Scientific Area:
* Scientific Field:
* Scientific Subfield:
* Projects’ Duration (in months):
* Total Budget (€):
* Host Institution:
* Collaborating Organization(s): (*if applicable*)

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| --- | --- | --- | --- |
| **Number** | **Name** | **Affiliation** | **Brief Role in the Project** |
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| --- |
| **Member Name** |
| *It is completed for each Research Team Member.* |

# Collaborating Organization “Letter of Intent” - Instructions

Letters of intent are submitted only if relevant collaborations are described in the proposed research project. A “letter of Intent” must be submitted for each one of the Collaborating Organizations.

In order for the “Letter of Intent” to be considered as valid, the official info of the organization have to be included (i.e. logo, address) and also it has to be signed and stamped (if applicable) by the Legal Representative of the Organization.

Additionally, in the text the following should be included:

* The intention of the organization to collaborate with the Principal Investigator and the Host Institution for the implementation of the specific project (if funded) (reference to the title and the acronym of the Proposal, the PI and the Host Institution) under the framework of the “2nd Call for H.F.R.I. Research Projects to Support Faculty Members & Researchers”
* Description of the type and the nature of the cooperation, including the persons of the Collaborating Organization involved.
* Reference of the equipment, infrastructures and/or other resources that will be used for the implementation of the project.

**NOTE:**

If the collaboration does not concern access to infrastructure and/or resources of an Organization but collaboration between Professors/Researchers, it is not necessary to submit a “Collaborating Organization Letters of Intent”, but a Solemn Declaration Form signed by the respective collaborating person (Research Team Member).

1. Please add one of the following types:

   **R** = Report (document, including interim and final report)

   **DEM** = Demonstrator (prototype, plan, etc.)

   **DEC** = Publications, patents, etc.

   **Other** [↑](#footnote-ref-1)
2. Please add one of the following types:

   **PU** = PUBLIC (public available)

   **CO** = CONFIDENTIAL (available only to the research team and H.F.R.I.) [↑](#footnote-ref-2)
3. Please add the respective Project’s delivery month. [↑](#footnote-ref-3)
4. “Total Direct Costs for Personnel” have to be at least 50% of Research Project Total Budget. [↑](#footnote-ref-4)
5. Total “Other Direct Costs” should not exceed 40% of the Research Project Total Budget. [↑](#footnote-ref-5)
6. “Travel” cost should not exceed 10% of the Research Project Total Budget. [↑](#footnote-ref-6)
7. “Equipment” cost should not exceed 20% of the Research Project Total Budget. [↑](#footnote-ref-7)
8. “Other Costs” should not exceed 5% of the Research Project Total Budget. [↑](#footnote-ref-8)
9. “Indirect Costs” should not exceed 10% of the Total Direct Costs and are included in the Total Research Project Budget. [↑](#footnote-ref-9)