

## EUROCORES Full Proposal Application Guidelines

Version 4, Jan 2009

**IMPORTANT:** Before preparing your proposal, all project partners are required to contact the respective funding organisations in order to verify their eligibility for funding and comply with any specific national regulations and requirements (please refer to the Call for Outline Proposals for national contact persons). Please also note that all proposals submitted to the ESF will be transmitted to the national funding agencies.

The application process consists of two steps:

### STEP 1: Completing online form

To access the online form you will be asked to enter the reference number and password that you received by e-mail.

**When you first access the online application form, you will be asked to confirm that you and all project partners have been in contact with the respective national funding organisations and have received confirmation of national eligibility. Only after confirming this (by ticking the appropriate box) will you be able to proceed to the online application form.**

For your convenience, the data you provided at the Outline Proposal stage have been automatically transferred to this Full Proposal form – if necessary, the data can be edited.

Before proceeding to the next step of the application process and in order to validate the information on each project partner, you will be asked to assign an IP number to each Principal Investigator (PI) and Associated Partner (AP). The Project Leader's Individual Project should be designated IP1 and his/her details *should not* be repeated in the list of Principle Investigators. You will also have to specify the start date, duration and budget of each Individual Project.

### STEP 2L: Uploading of a document prepared in advance

You will be required to upload **one document**, which should be prepared in advance, containing all of the following information:

#### **Section A - Collaborative Research Project (CRP)**

##### **1. Description of the CRP** (max. five pages), including:

- a) A short description of the state-of-the-art at international level, illustrating the context of the proposal.
- b) CRP aims & objectives.
- c) Strategy and work plan, including methodological approach.
- d) Deliverables and/or milestones.
- e) A short bibliography supporting the scientific case.
- f) Total CRP budget (sum of total budgets over all Individual Projects) – complete Budget Template A (available to download from the web-entry page of the online application).

##### **2. Description of the collaboration** (max. three pages):

Please make sure to:

- Illustrate the scientific track record of the members of the CRP.
- Elaborate on the expertise and objectives of each Individual Project and Associated Project.

- Explain how and what each IP and AP will contribute to the CRP, stressing the added value of the collaboration for Europe (or beyond)<sup>1</sup> and demonstrating the integration of the IPs in the CRP as a whole.
- Describe the management of the CRP.

## **Section B - Individual Project (IP)**

### **1. Individual Project's contribution to the CRP** (max. four pages per IP):

- IP aims and objectives
- Methodologies/experiments
- Work plan
- Deliverables and/or milestones
- Justification for budget items, *especially staff costs and equipment*

### **2. Requested budget**

Complete Budget Template B (available to download from the web-entry page of the online application).

### **3. Related projects**

Please give an overview of your related scientific activities (currently funded or applied for) and explain how these projects relate to this IP proposal (details can be put into Annex 3).

### **4. Overview of other ongoing international scientific relationships**

Overview of involvement in other international collaborations outside this research proposal (max. half a page).

### **5. Other item** (optional)

For additional information required by a national funding agency.

## **Section C - Associated Project (AP)**

### **1. Associated Project's contribution to the CRP** (max. three pages per AP):

Please explain here how the AP fits within the overall CRP:

- Associated Project aims & objectives
- Methodologies/experiments
- Work plan
- Deliverables and/or milestones

### **2 - Information on funding**

Please give information on the source and status (confirmed, applied for, etc.) of the funds requested by APs to participate in the CRP.

## **ANNEXES TO THE PROPOSAL**

The following documents must be attached as annexes:

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|----------------|--|
| <b>Annex 1</b> | A short CV of each Principal Investigator and Associated Partner (max. two pages)  |
| <b>Annex 2</b> | A list of the ten most relevant publications of each Principal Investigator and Associated Partner during the last five years.   |
| <b>Annex 3</b> | List of all research grants received for the same or closely related topic within the past five years from any funding sources (private, national, European or international). Please also include any pending applications. This Annex is optional for Associated Partners. |
| <b>Annex 4</b> | A summary of the budget requested. Please complete Budget Template C (available to download from the web-entry page of the online application) on the basis of the completed budget templates A and B.   |

### **Note:**

You must comply with the page limit for each part of the proposal. The document should be in pdf, doc or rtf format and should not exceed 8MB in size, nor be password protected.

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<sup>1</sup> Under "added value of the collaboration" please describe why it is essential or distinctly advantageous – from a scientific point of view – to carry out the proposed project as a multinational collaboration involving a particular set of countries, rather than in one or two countries only. It is also important to convince that each IP will make an essential contribution to the CRP.