NEWFELPRO 2013 2017

NEWFELPRO 2013

Instructions for Applicants – Second Call

Ministry of Science, Education and Sports

European Commission

PEOPLE

MARIE CURIE ACTIONS

Content

1. General remarks

Dear applicants,
Please carefully read the instructions for writing up the proposal below.

For some items on the form, the maximum number of pages is indicated. Applicants must keep their proposal within these limits. Experts will be instructed to disregard any excess pages. The requested font size is Arial 11 pt, 1.15 spacing, and the required page margins are 2.5 cm at the top, bottom, left and right.

Annexes must be submitted in electronic .pdf format (not as JPEG) using the NEWFELPRO web application, which is accessible via the NEWFELPRO website www.newfelpro.hr, including all relevant electronic signatures or signatures and stamps where appropriate, by 4 March 2014 at 16:00:00 CET.

All signatures must be handwritten, unless stated otherwise.

2. Online application

2.1. A1 - General information

Fellowship scheme	Please select a fellowship scheme for which you wish to apply.
Proposal acronym	A short title or acronym will be used to identify your proposal efficiently in this call. It should be of no more than 20 characters in length (use standard alphabet characters and numbers only; no symbols or special characters permitted).
Proposal title	The title should be no longer than 200 characters and should be understandable to a non-specialist in your field. Avoid the use of quotation marks and upper case characters.
Research area(s)	Please choose a code from the list below indicating the main research area of relevance to your proposal. You may choose more than one research area in case of multidisciplinary projects. Chemistry **CHE** Economic Sciences **ECO** Information Science and Engineering **ENG** Environment and Geosciences **ENV** Life Sciences **LIF** Mathematics **MAT** Physics **PHY** Social Sciences and Humanities **SOC** *NOTE: If your project proposal is related to more than one research area, hold "CTRL" button on your keyboard and click research areas of your choosing.*
Research sub-disciplines	To help you in selecting the most relevant research area, please find below a breakdown of sub-disciplines for each research area.
	CHEMISTRY (CHE) ☐ Physical chemistry ☐ Nanochemistry ☐ Spectroscopic and spectrometric techniques ☐ Molecular architecture and structure ☐ Surface science ☐ Analytical chemistry ☐ Chemical physics ☐ Chemical instrumentation ☐ Electrochemistry - electrodialysis - microfluidics ☐ Combinatorial chemistry ☐ Method development in chemistry ☐ Catalysis ☐ Physical chemistry of biological systems ☐ Chemical reactions ☐ Theoretical and computational chemistry ☐ Radiation chemistry ☐ Nuclear chemistry ☐ Photochemistry

	□ Structural properties of materials □ Solid state materials □ Surface modification □ Thin films □ Corrosion □ Porous materials □ Ionic liquids □ New materials □ Materials for sensors □ Nanomaterials □ Biomaterials synthesis □ Intelligent materials – self-assembled materials □ Environmental chemistry □ Coordination chemistry □ Colloid chemistry □ Biological chemistry □ Chemistry of condensed matter □ Homogeneous and heterogeneous catalysis □ Characterization methods of materials □ Macromolecular chemistry □ Polymer chemistry □ Supramolecular chemistry □ Organic chemistry □ Molecular chemistry □ Protein Chemistry **ECONOMICS SCIENCES (ECO)** □ Macroeconomics □ Microeconomics □ Econometrics, finance and management □ Financial markets □ Competitiveness - innovation - research and development □ Natural resources and environmental economics □ Industrial economics □ Behavioural economics □ Organisation studies - strategy □ Human resource management □ Research management □ Social economics □ Urban and regional economics □ Public administration - public economics □ Income distribution □ International trade - economic geography □ Economic history - development **INFORMATION SCIENCE AND ENGINEERING (ENG)** **Computer Science and Informatics** □ Computer architecture, pervasive computing, ubiquitous computing □ Computer systems, parallel, distributed, grid, cloud processing systems □ Sensor networks, embedded systems, hardware platforms, □ Theoretical computer science, formal methods □ Computer graphics, computer vision, image analysis, data visualisation

	□ Cognitive science, human computer interaction, natural language processing □ Informatics and information systems □ Intelligent systems, artificial intelligence, knowledge management □ Ontologies, neural networks, genetic programming, fuzzy logic □ Machine learning, statistical data processing and applications □ Scientific computing, e-science □ Numerical analysis, simulation, optimisation, modelling tools, data mining □ Complexity and cryptography, electronic security, privacy, biometrics □ Computational geometry, theorem proving, symbolic, algebraic computations □ Internet and semantic web, database systems and libraries □ Algorithms: distributed, parallel, network, game theory, social networking □ Computer games, multi-media, augmented and virtual reality □ E-commerce, e-business, computational finance □ Bioinformatics, e-Health, medical informatics □ E-learning, user modelling, collaborative systems □ Intelligent robotics, cybernetics □ Software engineering, operating systems, computer languages **Systems and Communication Engineering** □ Control Engineering (including distributed and mobile networked control) □ Electrical and electronic engineering: semiconductors, components, □ Simulation engineering and modelling □ Systems engineering, sensorics, actorics, automation (MEMS/MENS on a chip) □ Electronics, photonics □ Wireless communications, communication, high frequency, mobile technology □ Diagnostic and implantable devices, environmental monitoring □ Signal processing □ Networks (communication networks, sensor networks, networks of robots) □ Man machine interfaces □ Industrial automation and robotics, mechatronics **Products and Process engineering** □ Aerospace engineering □ Chemical engineering, technical chemistry □ Civil engineering, marine, hydraulic engineering, waste treatment □ Transport engineering, intelligent transport systems □ Computational engineering and computer-aided design □ Fluid mechanics, hydraulic-turbo and piston engines, tribology □ Energy systems, smart energy, smart grids, wireless energy transfer □ Energy collection, conversion and storage, renewable energy □ Optical engineering, photonics, lasers □ Micro(system) engineering □ Mechanical, and manufacturing engineering □ Materials engineering □ Nanotechnology, nanomaterials, nanoengineering □ Production technology, process engineering □ Product design, ergonomics, man machine interfaces □ Sustainable design (for recycling, for environment, eco-design) □ Lightweight construction, textile technology □ Industrial bioengineering

	□ Architecture, smart buildings, smart cities, urban engineering □ Agricultural engineering, food safety □ Geological engineering, geophysical engineering, mining, geotechnics □ Microfluidics □ Medical engineering, biomedical engineering and technology □ Geographical and positioning technologies, satellites □ Critical infrastructure, emergency systems, security, safety engineering □ Certification, Verification, Validation, Technical Compliance, Standards □ Logistics, supply chain management, operational research **ENVIRONMENT AND GEOSCIENCES (ENV)** **Environment and Society** □ Environment and sustainability □ Environmental regulation and mediation □ Social and industrial ecology □ Geographical information systems - cartography □ Human and social geography □ Spatial and regional planning □ Population dynamics □ Urbanization and urban planning - cities □ Mobility and transportation **Earth System Science** □ Atmospheric chemistry - air pollution □ Meteorology - atmospheric physics and dynamics □ Climatology and climate change □ Terrestrial ecology - land cover change □ Geology - tectonics - volcanology □ Paleoclimatology – paleoecology □ Physics of Earth's interior - seismology - volcanology □ Oceanography □ Biogeochemistry - biogeochemical cycles - environmental chemistry □ Mineralogy - petrology - igneous petrology - metamorphic petrology □ Geochemistry - crystal chemistry - isotope geochemistry - thermodynamics □ Sedimentology - soil science - palaeontology - earth evolution □ Physical geography □ Earth observations from space - remote sensing □ Geomagnetism - paleomagnetism □ Ozone - upper atmosphere - ionosphere □ Hydrology - water and soil pollution □ Natural resources exploration and exploitation □ Pollution (water - soil) - waste disposal and treatment □ Environmental engineering and geotechnics □ Terrestrial ecology - land cover change **Evolutionary, Population and Environmental Biology** □ Animal behaviour □ Biodiversity - comparative biology □ Biogeography □ Conservation biology - ecology - genetics □ Ecology □ Environmental and marine biology □ Environmental toxicology

	□ Population biology - population dynamics - population genetics □ Systems evolution - biological adaptation - phylogenetics – systematics **Agricultural, Animal, Fishery, Forestry and Food Science** □ Agriculture related to animal husbandry □ Aquaculture - fisheries □ Agriculture related to crop production □ Food sciences □ Agroindustry □ Forestry - biomass production □ Environmental biotechnology - bioremediation - biodegradation □ Biotechnology - bioreactors - applied microbiology □ Biomimetics □ Biohazards - biological containment - biosafety – biosecurity **LIFE SCIENCES (LIF)** **Molecular and Structural Biology and Biochemistry** □ Molecular biology and interactions □ General biochemistry and metabolism □ DNA biosynthesis - modification - repair and degradation □ RNA synthesis - processing - modification and degradation □ Protein synthesis - modification and turnover □ Biophysics □ Structural biology □ Biochemistry of signal transduction **Genetics, Genomics, Bioinformatics and Systems Biology** □ Genomics - comparative genomics - functional genomics □ Transcriptomics □ Proteomics □ Metabolomics □ Glycomics □ Molecular genetics - reverse genetics and RNAi □ Quantitative genetics □ Epigenetics and gene regulation □ Genetic epidemiology □ Bioinformatics □ Computational biology □ Biostatistics □ Systems biology □ Biological systems analysis - modelling and simulation **Cellular and Developmental Biology** □ Morphology and functional imaging of cells □ Cell biology and molecular transport mechanisms □ Cell cycle and division □ Apoptosis **Cell differentiation - physiology and dynamics** □ Organelle biology □ Cell signalling and cellular interactions □ Signal transduction □ Developmental genetics - embryology in animals □ Developmental genetics - embryology in plants □ Cell genetics □ Stem cell biology

	Physiology, Pathophysiology and Endocrinology □ Organ physiology □ Comparative physiology □ Endocrinology □ Ageing □ Metabolism □ Cancer and its biological basis □ Cardiovascular diseases □ Non-communicable diseases **Neurosciences and Neural Disorders** □ Neuroanatomy and neurophysiology □ Molecular and cellular neuroscience □ Neurochemistry and neuropharmacology □ Sensory systems □ Mechanisms of pain □ Developmental neurobiology □ Cognition □ Behavioural neuroscience □ Systems neuroscience □ Neuroimaging and computational neuroscience □ Neurological disorders □ Psychiatric disorders **Immunity and Infection** □ Innate immunity □ Adaptive immunity □ Phagocytosis and cellular immunity □ Immunosignalling □ Immunological memory and tolerance □ Immunogenetics □ Microbiology □ Virology □ Bacteriology □ Parasitology □ Prevention and treatment of infection by pathogens □ Biological basis of immunity-related disorders □ Veterinary medicine **Diagnostic Tools, Therapies and Public Health** □ Medical engineering and technology □ Diagnostic tools □ Pharmacology - toxicology - pharmacogenomics - drug therapy □ Analgesia □ Gene therapy - stem cell therapy - regenerative medicine □ Surgery □ Radiation therapy □ Health services - health care research □ Public health and epidemiology □ Environment and health risks including radiation □ Occupational medicine □ Medical ethics □ Medical pathology **Applied Life Sciences** □ Ecology

	□ Population biology - population dynamics - population genetics □ Systems evolution - biological adaptation - phylogenetics - systematics □ Biodiversity - comparative biology □ Conservation biology - ecology - genetics □ Animal behaviour □ Environmental and marine biology □ Environmental toxicology □ Prokaryotic biology □ Symbiosis □ Genetic engineering - transgenic organisms □ Synthetic biology and new bio-engineering concepts □ Agriculture related to crop production □ Food sciences □ Forestry - biomass production **Environmental biotechnology - bioremediation - biodegradation** □ Biotechnology (non-medical) - bioreactors - applied microbiology □ Biomimetics □ Biohazards - biological containment - biosafety – biosecurity **MATHEMATICS (MAT)** □ Logic and foundations □ Algebra □ Number theory □ Algorithms and complexity □ Algebraic and complex geometry □ Geometry □ Topology □ Lie groups - Lie algebras □ Analysis □ Operator algebras and functional analysis □ ODE and dynamical systems □ Partial differential equations □ Mathematical physics □ Probability and statistics □ Combinatorics □ Mathematical aspects of computer science □ Numerical analysis and scientific computing □ Control theory and optimization □ Application of mathematics in sciences **PHYSICS (PHY)** **Fundamental Constituents of Matter** □ Fundamental interactions and fields □ Particle physics □ Nuclear physics □ Nuclear astrophysics □ Gas and plasma physics □ Electromagnetism □ Atomic - molecular physics □ Optics and quantum optics □ Lasers and laser physics □ Acoustics

	□ Relativity □ Classical physics □ Thermodynamics □ Non-linear physics □ General physics □ Metrology and measurement □ Statistical physics (gases) **Condensed Matter Physics** □ Structure of solids and liquids □ Mechanical and acoustical properties of condensed matter □ Thermal properties of condensed matter □ Transport properties of condensed matter □ Electronic properties of materials and transport □ Lattice dynamics □ Semiconductors □ Superconductivity □ Superfluids □ Spintronics □ Magnetism □ Nanophysics □ Mesoscopic physics □ Molecular electronics □ Soft condensed matter □ Fluid dynamics (physics) □ Statistical physics (condensed matter) □ Phase transitions - phase equilibria □ Biophysics **Universe Sciences** □ Astronomy - astrophysics and cosmology □ Physical chemistry □ Nanochemistry □ Spectroscopic and spectrometric techniques □ Molecular architecture and Structure □ Surface science **Analytical chemistry** □ Chemical physics □ Chemical instrumentation □ Electrochemistry - electrodialysis - microfluidics □ Combinatorial chemistry □ Method development in chemistry □ Catalysis □ Physical chemistry of biological systems □ Chemical reactions □ Theoretical and computational chemistry □ Radiation chemistry □ Nuclear chemistry □ Photochemistry □ Medical physics □ Surface physics **SOCIAL SCIENCES AND HUMANITIES (SOC)** **Sociology, Social Anthropology, Political Science, Law,**

	Communication □ Social structure - inequalities - social mobility □ Ageing - work - social policies □ Kinship - cultural dimensions of classification and cognition □ Myth - ritual - symbolic representations - religious studies □ Ethnography □ Globalization - migration - interethnic relations □ Transformation of societies - democratization - social movements □ Human and social geography □ Political systems - legitimacy of governance □ Legal systems - constitutions - foundations of law □ Private - public and social law □ Global and transnational governance - international law - human rights □ Communication networks - media - information society □ Social studies of science and technology □ History of science and technology **Cognition, Psychology, Linguistics, Philosophy and Education** □ Evolution of mind and cognitive functions - animal communication □ Human life-span development □ Neuropsychology and cognitive psychology □ Clinical and experimental psychology □ Formal - cognitive - functional and computational linguistics □ Typological - historical and comparative linguistics □ Acquisition and knowledge of language □ Use of language □ Language pathologies - lexicography □ Philosophy - history of philosophy □ Epistemology - logic - philosophy of science □ Ethics and morality - bioethics □ Education **Literature, Arts, Music, Cultural and Comparative Studies** □ Classics □ History of literature □ Literary theory and comparative literature - literary styles □ Textual philology and palaeography □ Visual arts □ Performing arts □ Museums and exhibitions □ Numismatics - epigraphy □ Music and musicology - history of music □ History of art and architecture □ Cultural studies - cultural diversity □ Cultural memory - intangible cultural heritage **Archaeology, History and Memory** □ Archaeology - archaeometry - landscape archaeology □ Prehistory and protohistory □ Ancient history - ancient cultures □ Medieval history □ Modern and contemporary history □ Colonial history - entangled histories - global history □ Military history □ Historiography - theory and methods of history

	□ History of ideas - intellectual history □ Social - economic - cultural and political history □ Collective memories - identities - lieux de mémoire - oral history □ Cultural heritage
Category of research	Please choose the category of project research – basic, applied or developmental.
Duration in months	Enter the estimated duration of the project in full months: 12, 16, 24 or 36 months. *NOTE: For the outgoing scheme, the duration of the project in full months can be 16 or 36 months only. For the incoming scheme, the duration of the project in full months can be 12 or 24 months only. For the reintegration scheme, the duration of the project in full months can be 24 months only.*
Keywords (up to 7 words)	Please enter the number of keywords that you consider sufficient to characterise the scope of your proposal. The limit is 200 characters. The choice of keywords will guide the NEWFELPRO Secretariat in the selection of experts for proposal evaluation.
Abstract	The abstract should provide to a non-specialist in your field a clear understanding of the objectives of the proposal and how they will be achieved. This summary will be used as a short description of the proposal in the evaluation process and in the communication with the NEWFELPRO Selection Committee and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulas and other special characters. There is a limit of 500 characters.
Ethical issues	Please choose YES or NO on the following basis: If your proposal involves any of the sensitive ethical issues detailed in the Ethical Issues Table, please choose YES in this field. If not, choose NO.

2.2. A2 - Contact information	
Personal details (applicant/project leader)	Please fill in all the required information: Surname First name(s) Maiden name (if applicable) Date of birth (DD/MM/YYYY). Country of origin Gender Citizenship Present professional position (if applicable)
Contact details (applicant/project leader)	Please fill in all the required information: Street name Street number City Postal Code Country Phone 1

	Phone 2 E-mail *NOTE: If your address is specified by a location indicator other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.* *Please make sure that the email address given will be valid for at least a year after the deadline.*
Contact details (Referee 1, Referee 2)	Please ask two academics to provide expert opinions, e.g. your doctoral supervisor or the senior academic at the institute at which you are currently working or where you previously worked. Please fill in all the required information: Surname First name(s) Academic title Present professional position Institution City Country Phone 1 Phone 2 E-mail
Host institution	Legal entity with permanent registered office in a European Union Member State or in another country, in charge of the administrative implementation of the project abroad as defined in the call documentation as well as of the financial and scientific implementation of the project in coordination with the project leader. Please fill in all the required information: University / Institution Department / Institute Street name Street number City Postal Code Country Phone 1 Phone 2 E-mail

	Website homepage
Scientist in charge[1]	Scientist in the host institution responsible for mentoring the project leader during the project and for the coordination and implementation of activities by the host Institution. Please fill in all the required information: Surname First name(s) Academic title Gender Position in the organisation Department / Institute Phone 1 Phone 2 E-mail
Authorised representative of the host institution to sign the Letter of Commitment and to commit the host institution for this proposal	Person who is authorised to act and to sign any legal documents on behalf of the host institution. Please fill in all the required information: Surname First name(s) Academic title Gender Position in the organisation Phone 1 Phone 2 E-mail
Return host institution[2]	Legal entity with permanent registered office in the Republic of Croatia in charge of the administrative implementation of the project in Croatia as defined in the call documentation and the financial and scientific implementation of the project in coordination with the project leader. Please fill in all the required information: University / Institution Department / Institute Street name Street number City Postal Code Country

[1] Not applicable for senior researchers applying for the reintegration scheme.
[2] Not applicable for the incoming and reintegration schemes.

	Phone 1 Phone 2 E-mail Website homepage
Authorised representative of the return host institution to sign the Letter of Commitment and to commit the return host institution for this proposal[3]	Person who is authorised to act and to sign any legal documents on behalf of the return host institution. Please fill in all the required information: Surname First name(s) Academic title Gender Position in the organisation Phone 1 Phone 2 E-mail
2.3. A3 – Project applicant/leader qualifications	
University degree	Date when PhD degree was awarded which entitles the holder to embark on doctoral studies in the country in which the degree was obtained, or in the host country, without having to acquire any further qualifications.
Doctorate expected before the deadline	If you do not have a doctoral degree yet and expect to obtain it before the call deadline, please indicate the expected date by which you will be awarded the doctorate.
Doctorate	Please specify the date of being awarded a doctoral degree (DD/MM/YYYY).
Full-time postgraduate research experience	Information provided in this field should reflect the researcher's full-time postgraduate research experience at the time of the relevant deadline for the submission of the proposal. Postgraduate refers to a degree entitling the holder to embark on doctoral studies without having to acquire any further qualifications. **Only time spent on postgraduate research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included.** *NOTE: If a project leader has been engaged in professional activities other than research in certain periods since his/her graduation, the time will not count as 'full-time post graduate*

[3] Not applicable for the incoming and reintegration schemes.

	research experience'. Any periods covering part-time research activity should be translated into full-time experience (e.g. 3 years of half-time = 1.5 years of full-time). Please note that the project leader may be asked to produce evidence of this experience at any stage.
Place of activity in the previous 3 years	Indicate the period(s) and the country/countries in which you have legally resided and have undertaken your main activity (work, studies, etc.) during the last 3 years up until the deadline for the submission of the proposal. The 3 years prior to the deadline must be detailed.
Fellowship period applied for at the host institution	Indicate the starting date and the end date of each period using the format: DD/MM/YYYY. The first date must be after the deadline of the call. There must be no gaps between the periods. ***Note: The project must be finished by 31 October 2017.***
2.4. A4 - Budget	
Living allowance	A fixed gross amount of living allowance is planned depending on years of experience and type of mobility. Please indicate the amount. *Incoming experienced + reintegration + return phase*: This amount (€20,199/year) is based on the average salary of an experienced researcher according to the Croatian Ministry of Science, Education and Sports. The salary includes contributions to social security, local travel, and holidays in line with national legislation. *Incoming senior + reintegration + return phase:* This amount (€32,158/year) is based on the average salary of a senior researcher according to the Croatian Ministry of Science, Education and Sports. The salary includes contributions to social security, local travel,

	and holidays in line with national legislation. *Outgoing experienced:* The amount is €38,781.00/year multiplied by the corrective coefficient of the host country[4]. *Outgoing senior:* The amount is €46,000.00/year multiplied by the corrective coefficient of the host country[5].
Contribution to research cost	A fixed-amount for the contribution to research cost is planned depending on what kind of research is required. Each researcher receives a yearly contribution to research costs: • € 3,300 for lab-based, • €1,500 for non-lab-based research.
Mobility costs	The fixed-amount for mobility costs is €1,060/year.
Relocation costs	The fixed-amount for relocation costs is €1,440/year.
Host institution overhead[6]	Payment for the host institution overhead under the outgoing mobility scheme is 2% of the total amount planned for the applicant/project leader fellowship costs during his/her stay abroad.
Host institution funding (if applicable)	Not obligatory. Please include only financial funding.

2.5. A5 - NEWFELPRO 2013 Baseline Survey

Please complete the NEWFELPRO 2013 Baseline Survey. The purpose of the survey is to gather information about your motivation for applying for the NEWFELPRO fellowship, to assess the need for and to measure the impact of the project. The responses provided in this survey will not be included in the process of evaluating the project proposal.

[4] For a list of host countries and their respective corrective coefficients please see: http://ec.europa.eu/research/participants/portal/ShowDoc/Extensions+Repository/General+Documentation/All+work+programmes/2013/People/m-wp-201301_en.pdf, pp. 67 and 68.
[5] The list of corrective coefficients mentioned earlier applies here as well.
[6] Not applicable for the incoming and reintegration schemes.

3. Annexes

3.1. B – Project proposal

Please bear in mind that this document is locked for editing, and that you can edit this document only where appropriate (where "[ ]" box appears). Please insert the number of pages into the page counter. Project proposal must be converted from MS Word and submitted in the .pdf format (not as JPEG).

3.1.1. Description of project proposal

3.1.1.1. Rationale and background of the proposed project

Describe the motivation, background and focus of the proposed project. Include any preliminary data into the proposed project, if applicable.

3.1.1.2. Research objectives and expected results

Provide a clear and specific description of the research objectives against the state of the art background, and the results anticipated.

3.1.1.3. Methodology and approach (including possible ethical issues)

For each objective explain the methodological approach used in the project and justify it in relation to the overall project objectives. Describe any relevant techniques, methods or tools of analysis that will be applied. Describe any ethical issues that may arise in the proposal. In particular, you should explain the benefit and burden of the experiments and the effects these may have on the research subject.

3.1.1.4. Research significance and innovation

Explain why the proposed project is significant and explain how it addresses an important problem. Show the novelty of the objective in the light of current state of the art or competing technologies including any interdisciplinary and multidisciplinary aspects of the proposal.

3.1.1.5. Host institution's expertise in the field of the proposed project

Project leader must explain the host institution's level of experience in the research topic proposed and document its track record of work, including its main international collaborations related to the research topic. Information provided should include participation in projects, publications, patents and any other relevant results. Available research infrastructure and equipment should be included as an important factor of successful project implementation.

Similar information as above should be provided for the scientist in charge supervising the project[7]. Please include a list of relevant publications/projects/patents/presentations and his/her ability to provide mentorship and the list of international collaborations.

3.1.1.6. Project work plan and milestones

Provide a detailed work plan and the time schedule of the proposed project (what actions are planned to be done and when). Overall project activity, e.g. approaches used to achieve the objectives, monitoring, and production of technological and other output.

Year 1					
	Half-year 1		Half-year 2		
Activity/quarterly	1	2	3	4	Implementing body
Example					Example
Preparation activity 1 (title)					Project leader and host institution

[7] Not applicable for senior researchers applying for the reintegration scheme.

Execution activity 1 (title)					
Preparation activity 2 (title)					
Etc.					

3.1.1.7. Key performance indicators

Provide at least one indicator of the key project activities that can be measured numerically on a half-yearly basis. The key performance indicator should reflect the achievements that lead to the project goals.

Key performance indicator	1st half-year	2nd half-year	3rd half-year	4th half-year
Xx method training	10 days	20 days	30 days	40 days
Xx experiment performed	10	20	40	60
Xx Software developed		1	1	2
Data collected				
Desk research performed				
Published scientific publications				
Etc.				

3.1.1.8. Assessment of the project risks

Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.

3.1.2. Budget

Please provide total amounts only, having in mind the instructions related to the budget table under section 2.4. A4 – Budget. Here is an example of a complete budget table of a research proposal submitted by a senior researcher for the outgoing fellowship scheme in the duration of 36 months for a lab-based research in the first two years and a non-lab-based research in the third year with the host institution in Austria.

Description	*Year 1*	*Year 2*	*Return*
Living allowance	**48,852.00**	**48,852.00**	**32,158.00**
Contribution to research cost	**3,300.00**	**3,300.00**	**1,500.00**
Mobility costs	**1,060.00**	**1,060.00**	**1,060.00**
Relocation costs	**1,440.00**	**1,440.00**	**1,440.00**
Host institution overhead (if needed)	**1,093.04**	**1,093.04**	**0**
Host institution funding (if applicable)	**5,000.00**	**1,000.00**	**500.00**
Total (NEWFELPRO + host institution funding) EUR	**60,745.04**	**56,745.04**	**35,658.00**

3.1.3. Ethical issues table

Describe any ethics issues that may arise in the proposal. The following table must be completed for **all** proposals. If your proposal involves any of the sensitive ethical issues detailed in the table, please tick the box in the "YES" column, and in the "Page" column insert the page number of the Annex 1 (B – Project Proposal) where these issues are mentioned.

Here is an example of a completed ethical issues table of a research proposal that includes ethical issues related to research on humans and privacy.

Research on Human Embryo/Foetus	YES	Page
Does the proposed research involve human embryo?	☐	
Does the proposed research involve human foetal tissues/ cells?	☐	
Does the proposed research involve human embryonic stem cells (hESCs)?	☐	
Does the proposed research on human embryonic stem cells involve cells in culture?	☐	
Does the proposed research on human embryonic stem cells involve the derivation of cells from embryos?	☐	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL.	☒	
Research on Humans	**YES**	**Page**
Does the proposed research involve children?	☒	**3**
Does the proposed research involve patients?	☐	
Does the proposed research involve persons not able to give consent?	☐	
Does the proposed research involve adult healthy volunteers?	☒	**3**
Does the proposed research involve human genetic material?	☐	
Does the proposed research involve human biological samples?	☐	
Does the proposed research involve human data collection?	☒	**4**
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL.	☐	
Privacy	**YES**	**Page**
Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	☒	**4**
Does the proposed research involve tracking the location or observation of people?	☐	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL.	☐	

Research on Animals	YES	Page
Does the proposed research involve research on animals?	☐	
Are those animals transgenic small laboratory animals?	☐	
Are those animals transgenic farm animals?	☐	
Are those animals non-human primates?	☐	
Are those animals cloned farm animals?	☐	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL.	☒	
Research Involving Non-EU Countries (ICPC Countries)	**YES**	**Page**
Is the proposed research (or parts of it) going to take place in one or more of the ICPC countries?	☐	
Is any material used in the research (e.g. personal data, animal and/or human tissue samples, genetic material, live animals, etc.): a) Collected and processed in any of the ICPC countries?	☐	
b) Exported to any other country (including ICPC and EU member states)?	☐	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	☒	
Dual Use	**YES**	**Page**
Research having direct military use.	☐	
Research having the potential for terrorist abuse.	☐	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL.	☒	

3.1.4. Literature reference

The most relevant bibliographical references used for preparing the research proposal should be provided.

3.1.5. Project leader signature

By signing the proposal, you confirm that you have read, understood and accepted the NEWFELPRO Call for Proposals and NEWFELPRO 2013 Instructions for Applicants; and that the proposed research project is in accordance with the obligations, duties, and responsibilities stated in the NEWFELPRO Call for Proposals and NEWFELPRO 2013 Instructions for Applicants, for which you accept full moral, material and criminal liability; and that you will notify the NEWFELPRO Secretariat if there are changes to the named participant(s) after the submission of this proposal and if you request support for this research from other organisations or if additional support is granted. By signing the proposal, you confirm that to the best of your knowledge, all details provided in this application form and in any supporting documentation are true and complete and no information is false or misleading. By submitting this project proposal for NEWFELPRO funding (even in the event that your project proposal is

not accepted for financing by the NEWFELPRO Selection Committee), you accept to provide information on the project to the NEWFELPRO Secretariat when requested and to be available for subsequent updates within reasonable limits for the purpose of evaluating the impact of the program.

3.2. CV of the applicant/project leader

Submitted on the enclosed official NEWFELPRO Template CV of the applicant/project leader and signed by the project leader. The project leader must present a comprehensive description of his/her research experience.

3.3. CV of the scientist in charge

Submitted on the enclosed official NEWFELPRO Template CV of the scientist in charge and signed by the scientist in charge.[8] The scientist in charge must present a comprehensive description of his/her research experience in the field of proposed project.

3.4. Letter of commitment of the host institution

A written commitment from the institution to host the applicant and to administer the proposed project as well as to report to the NEWFELPRO Secretariat specifying the type of support (technical, administrative and other). The request for payment of overhead costs will have to be announced in the Letter of Commitment for projects under the outgoing fellowship scheme. The institution should accept all legal and other responsibilities arising from and connected to the proposed research project. The authorised person of the administering institution is responsible for proposing and agreeing on suitable arrangements with the applicant (details of the practical arrangements for hosting the fellow should be provided). You can enclose a scanned and stamped version of the legal representative signatures.

3.5. Letter of commitment of the return host institution[9]

A written commitment of the return host (in Croatia) stating support for the applicant's stay in the return host institution with an explanation of the applicant's status during the project implementation. It includes a written commitment to administer the proposed project in the return phase of the project and to report to the NEWFELPRO Secretariat specifying the type of support (technical, administrative and other). The institution should accept all legal and other responsibilities arising from and connected to the proposed research project. The authorised person of the administering company is responsible for proposing and agreeing on suitable arrangements with the applicant (details of the practical arrangements for hosting the fellow should be provided). You can enclose a scanned and stamped version of the signatures of legal representatives.

[8] Not applicable for senior researchers applying for the reintegration scheme.
[9] Applicable only to the outgoing scheme.