Prepare a document[[1]](#footnote-1) in PDF that **must not exceed 20 pages[[2]](#footnote-2)**, including all figures, tables, formulas, list of references, and appendices), with a detailed description of the proposed research, including the implementation plan, budget requests and requirements for workspace and equipment, according to the following guidelines. **The Cover page does not count towards this maximal allowed number of pages.**

The PDF document should be unprotected so that parts of the text could be selected and copied.

The document should be prepared according to the following template[[3]](#footnote-3). The structure of the template has been designed to ensure that important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. **Sections 1, 2 and 3** each correspond to an evaluation criterion.

## Cover Page

Prepare a cover page of the Project Proposal including/stating the most important information on the Project Proposal (”Project”). The Cover page is not a part of the Project Description, thus it does not count towards the maximal allowed number of pages of the Project Description document, Part A.

In the cover page, following information in English must be included:

1. Project title (up to 200 characters);
2. Acronym - оne word up to 20 uppercase or lowercase letters of the English alphabet. If needed use decimal digits 0−9, hyphen (-) and underscore (\_), which is used throughout the Project Proposal. Since the acronym will be used during the Project dissemination, it is important that it can be easily red. Acronym cannot include the name of the Program;
3. Participating Scientific and Research Organizations (SROs) and their acronyms;
4. Principal Investigator (PI);
5. Abstract (up to 2000 characters with spaces) including:

* Background of the research problem;
* Methods which will be used;
* Novelty of the research proposal;
* Impact of the Project.
* Expected results of the Project;

1. Total requested budget in EUR.

## Project Description − Part A

## 1. Excellence

### 1.1. Objectives

* Describe the specific objectives for the Project, which should be clear, measurable, realistic and achievable within the duration of the Project. Objectives should be consistent with the expected exploitation and impact of the Project (see Section 2).
* Describe how the specific objectives of the proposed Project correspond with the defined objectives of the PROMIS 2023 Program.

### 1.2. Concept and methodology

* Describe and explain the overall scientific concepts and methodology underpinning the Project. Describe the main ideas, methods, models and assumptions involved. Identify any trans-disciplinary considerations.
* If applicable, describe how the proposed Project is related to other Projects in which the PI, the members of the project team and their SRO(s) have been involved.

#### 1.2.1. Data usage[[4]](#footnote-4)

* Elaborate on data usage in the proposed Project. Provide answers to all questions that apply to your Project.
  + What types of data will the Project generate/collect?
  + What significant datasets are needed for the Project implementation? Specify data types and data size. Specify primary or secondary usage of data.
  + Do you already have access to stated data, or will the data be obtained during Project implementation? If the data is to be obtained during Project implementation, please specify so.
  + How will the data be stored and accessed? What measures will be taken to ensure secure data storage and usage, including data security?
  + Who will have access to the data during Project implementation?
  + How will the data be used with reference to the research field?
  + How will the costs of data curation and preservation be covered?
  + How will the stated data be exploited and/or shared/made accessible for verification and re-usage during and after Project implementation? If data cannot be made available, explain why.
  + Who will have access to the data after Project implementation?

### 1.3. Ambition

* Describe the advance that your proposal would provide beyond the state-of-the-art, and the extent to which the proposed work is ambitious.
* Describe the novelty (e.g., ground-breaking objectives, novel concepts and approaches, new products, etc.) which the Project represents.
* Describe the significance of the proposed research, innovation and application potentials, and potentials for future extensions.

## 2. Impact

### 2.1. Expected impact

* Describe the expected impact of the Project on the scientific community, society, economy, industry, healthcare, education, environment, dual use issues etc., as applicable.
* Specify any target group or final beneficiaries who will be impacted by the Project, where applicable. Describe the type and level of impact.
* Does the Project affect any category of the target groups and final beneficiaries directly or indirectly, intendedly or unintendedly?
* Describe the mid-term and long-term impact of the Project, including the information on impact that will appear after the Project implementation.

### 2.2. Dissemination of results

* Provide a plan for the dissemination and exploitation of the results of the Project.
* Outline the strategy for knowledge management and protection. Include measures to provide open access to peer-reviewed scientific publications that might result from the Project.
* Describe the proposed communication measures for promotion of the Project and its findings.

## 3. Implementation Plan

### 3.1. Credentials of PI and members of Project team

* Describe strong points of credentials of the PI and the members of the Project team.
* Describe the complementarity and synergy of the members of the Project team for the proposed research.

How will they match the Project’s objectives and bring together the necessary expertise?

* Provide a list of members of the Project team in Table 3.1 and their involvement, as a textual description below the table.

***Table 3.1. Members of the Project team***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID[[5]](#footnote-5) | Name and family name | SRO | Person-months[[6]](#footnote-6) | Effective person-months[[7]](#footnote-7) |
| PI |  |  |  |  |
| TM1 |  |  |  |  |
| TM2 |  |  |  |  |
| TM3 |  |  |  |  |
| TM4 |  |  |  |  |
| TM5 |  |  |  |  |
|  |  |  | Total Person-months: | Total Effective person- months: |

* Involvement and roles of the key members of the Project team, as a textual description. Describe in what way each of them will contribute to the proposed research. Show that each has a valid role and adequate resources in the Project to fulfill that role.

### 3.2. Implementation plan

The Project **implementation plan** includes:

* a brief presentation of the overall structure of the work plan;
* detailed work description:
  + a list of work packages[[8]](#footnote-8) (WP) (table 3.2a);
  + a description of each work package (table 3.2b);
  + a list of major deliverables (table 3.2c);
  + a list of milestones[[9]](#footnote-9) (table 3.2d);
  + a list of budget headings (table 3.2.e);
* timing of the different work packages and their components; fill out a Gantt chart (following the **template** available within Project documentation for this Program and Open call published on [http://fondzanauku.gov.rs/)](http://fondzanauku.gov.rs/poziv/2020/03/ideje/) to match the implementation plan of this Project and **upload** it. Please use the template provided.

Note: Data in Tables 3.2a–3.2d must match the Gantt chart.

***Table 3.2a: List of work packages (WP)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WP No | WP title | WP Lead SRO’s acronym | WP Coordinator - team member’s ID | Start month[[10]](#footnote-10) | End month[[11]](#footnote-11) | Total calendar months of WP duration[[12]](#footnote-12) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3[[13]](#footnote-13) |  |  |  |  |  |  |

***Table 3.2b: Work package description****[[14]](#footnote-14)*

(Copy as many table blocks as you have WPs)

|  |  |  |  |
| --- | --- | --- | --- |
| Work package number |  | Work package title |  |
| Lead SRO’s acronym[[15]](#footnote-15) |  | | |
| WP Coordinator - team member’s ID |  | | |
| Team members` IDs[[16]](#footnote-16) |  | | |
| Objectives | | | |
| Description of work (where appropriate, broken down into sub-activities[[17]](#footnote-17)), and role of the team members | | | |
| Deliverables[[18]](#footnote-18) of the work package (brief description and month of delivery[[19]](#footnote-19)) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Work package number |  | Work package title |  |
| Lead SRO’s acronym |  | | |
| WP Coordinator - team member’s ID |  | | |
| Team member ID |  | | |
| Objectives | | | |
| Description of work (where appropriate, broken down into sub-activities), and role of the team members | | | |
| Deliverables of the work package (brief description and month of delivery)  D1.1.  D1.2.  D1.3. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Work package number |  | Work package title |  |
| Responsible SRO |  | | |
| WP Coordinator − team member’s ID |  | | |
| Team member ID |  | | |
| Objectives | | | |
| Description of work (where appropriate, broken down into sub-activities), and role of the team members | | | |
| Deliverables of the work package (brief description and month of delivery)  D1.1.  D1.2.  D1.3. | | | |

* Present the major deliverables of the Project matching the deliverables presented for each work package.

***Table 3.2c: Major Deliverables***

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable ID[[20]](#footnote-20) | Deliverable name | WP No | Month[[21]](#footnote-21) of delivery |
| D1.1 |  |  |  |
| D1.2 |  |  |  |
| D2.1 |  |  |  |
| D2.2 |  |  |  |

* Present a list of milestones which will map the progress in achieving the objectives of each work package.

***Table 3.2.d: Milestones***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone ID[[22]](#footnote-22) | Milestone name | Means of verification | WP No | Due month[[23]](#footnote-23) |
| M1.1 |  |  |  |  |
| M1.2 |  |  |  |  |
| M2.1 |  |  |  |  |
| M2.2 |  |  |  |  |

* Present the costs of all budget categories of the Project.

***Table 3.2.e: Budget***

|  |  |  |
| --- | --- | --- |
| Budget category[[24]](#footnote-24) | Costs in EUR[[25]](#footnote-25) | % of budget |
| Personnel |  |  |
| Procurement costs |  |  |
| Services and subcontracting |  |  |
| Indirect costs |  |  |
| **Total** |  |  |

* Provide a short narrative description of all budget categories of the Project as follows.
* Personnel:
* Procurement costs (equipment and consumables; travel; dissemination and visibility):
* Services and subcontracting:
* Indirect costs (reimbursement to the SRO; external audit costs; other costs).

### 3.3. Risk management

* Elaborate the feasibility of the Project implementation.
* Provide risk management analysis by filling out Table 3.3. For each risk category, provide potential risks (if any) and planned risk mitigation measures. Indicate rating of the risk.

***Table 3.3. Risk management***

|  |  |  |  |
| --- | --- | --- | --- |
| Risk  assessment | Description  of the risk | Risk mitigation measure to be undertaken by members of the Project team or SRO | Risk level[[26]](#footnote-26) |
| Methodology risk | Description of the risk[[27]](#footnote-27) |  |  |
| Actions to be undertaken |  |
| Work packages, deliverables and milestones | Actions to be undertaken |  |  |
| Actions to be undertaken |  |
| Members of the project team and SROs | Description of the risk |  |  |
| Actions to be undertaken |  |
| Procurement | Description of the risk |  |  |
| Actions to be undertaken |  |
| Budgetary issues | Description of the risk |  |  |
| Actions to be undertaken |  |
| Other risks | Description of the risk |  |  |
| Actions to be undertaken |  |

*This is the end of Project Description − Part A. Please continue to Project Description − Part B.*

1. Page format A4, margins at least 20 mm, font Times New Roman at least 10 pt, spacing 1 or 1.5. Font in tables can be reduced to 8pt. [↑](#footnote-ref-1)
2. Limit of 20 pages does not include Cover Page. [↑](#footnote-ref-2)
3. Replace the instructions in the template with your descriptions. The template headings and tables should be kept throughout the document. The order of headings and the structure of the document should not be changed. Also, there should be no additions to the document other than what is required in the headings and instructions. If any segment of the application does not apply, the heading should be kept, and the section marked as N/A. [↑](#footnote-ref-3)
4. Make sure to budget all data usage costs related to the Project proposal. All costs and justification thereof need to be entered in the Budget document (provided in the excel form). [↑](#footnote-ref-4)
5. PI – Principal investigator, P1 – the first team member, etc. Use the same order of participants as in Gantt chart and Project Budget. [↑](#footnote-ref-5)
6. Number of calendar months of engagement of the team member on the Project, regardless of the % of working time. [↑](#footnote-ref-6)
7. Number of calendar months of engagement multiplied by average monthly % of engagement on the Project. Effective person-months need to correspond to data in the Gantt chart and the Budget form. [↑](#footnote-ref-7)
8. “Work package” means a major sub-division of the proposed Project. [↑](#footnote-ref-8)
9. “Milestones” are control points in the Project that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. [↑](#footnote-ref-9)
10. Month in Project. Starting month should match the data in the Gantt chart. [↑](#footnote-ref-10)
11. Month in Project. Ending month should match the data in the Gantt chart. [↑](#footnote-ref-11)
12. Specify how many calendar months are required for the implementation of each work package, as presented in the Gantt chart. [↑](#footnote-ref-12)
13. Please add rows as needed. [↑](#footnote-ref-13)
14. For each work package, please add a block, as needed. [↑](#footnote-ref-14)
15. SRO responsible for implementation of a particular work package. If more than one SRO is involved in the work package, list their acronyms after the lead SRO for that work package. [↑](#footnote-ref-15)
16. List all team members involved in each work package. [↑](#footnote-ref-16)
17. The sub-activities must match the data in the Gantt chart. [↑](#footnote-ref-17)
18. Data must correspond to Table 3.2c. Major deliverables must also match the data in the Gantt chart. [↑](#footnote-ref-18)
19. Month in Project. Month of delivery must also match the data in the Gantt chart. [↑](#footnote-ref-19)
20. The ID should be composed as D1.1 where the first number represents the number of WP, while the second refers to the number of the particular deliverable. In case you have several deliverables for one WP, please mark them as D1.1, D1.2 etc. [↑](#footnote-ref-20)
21. Month in Project. Month of delivery should match the data in the Gantt chart. [↑](#footnote-ref-21)
22. The ID should be composed as M1.1 where the first number represents the number of WP, while the second refers to the number of the particular milestone. In case you have several milestones for one WP, please mark them as M1.1, M1.2, etc. [↑](#footnote-ref-22)
23. Month in Project. Data should match the Gantt chart. [↑](#footnote-ref-23)
24. Make sure to include any significant items of technical equipment, relevant to the Project proposal, as well as software. [↑](#footnote-ref-24)
25. Please enter exact amounts and % as in the proposed F2 Budget. [↑](#footnote-ref-25)
26. Indicate risk level as high/medium/low. [↑](#footnote-ref-26)
27. Insert more rows according to the number of detected risks. [↑](#footnote-ref-27)