Prepare a document[[1]](#footnote-1) in PDF, 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 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.[[2]](#footnote-2) 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. Prepared PDF documents **must not exceed 20 pages.**3 **The Cover page does not count towards this maximal allowed number of pages.**

**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.

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

1. Project title (up to 200 characters);
2. Acronym - one 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. Project Partner(s) from Diaspora;
6. Abstract (up to 500 characters with spaces) including information regarding:

* Background of the research problem;
* Novelty of the research proposal;
* Methods which will be used;
* Explanation of the proposed collaboration with diaspora;
* Impact of the Project;
* Expected results of the Project;
* Implementation plan;

1. Total requested budget in EUR.

## **Project Description[[3]](#footnote-3)**

**1. Participants (applicants)**

Please provide the following information (if available):

* 1. a short[[4]](#footnote-4) description of each Science and Research Organization (SRO) from Serbia and the organization/company employing the Project Partner(s) from diaspora, its main tasks, with an explanation of how its profile matches the tasks in the proposal;
  2. a short[[5]](#footnote-5) curriculum vitae of the PI, the members of the project team and the Project Partner(s) from diaspora, including:
* Relevant previous **experience in competitive public calls** **in previous 5 years** (include information about the funding source, implementation period, awarded grant amount, role in the project, project name, key results and key scientific publications);
* Relevant previous experience **related to the Project** (include a list of up to five publications relevant to the Project, up to five relevant previous projects or activities, and if applicable, a list of up to five products, services, and/or other achievements relevant to the Project for the PI, each member of the project team and the Project Partner(s) from diaspora).[[6]](#footnote-6)

For some researchers, requested information in the previous two aspects of the point 1.2. may overlap. In such cases, researchers are instructed not to repeat the same information, but to emphasize if some reference is related both to the previous experience from competitive public calls and the experience related to the project.

**2. Excellence**

|  |
| --- |
| ***Excellence – aspects to be taken into account.***   * Clarity and pertinence of the project’s objectives, and the extent to which the proposed work is ambitious, and goes beyond the state of the art. * Soundness of the proposed methodology, including the underlying concepts, models, assumptions, interdisciplinary approaches, appropriate consideration of the gender dimension in research and innovation content, and the quality of open science practices, including sharing and management of research outputs and engagement of citizens, civil society and end users where appropriate. |

**2.1 Objectives**

* Describe the specific objectives of the Project, which should be clear, measurable, realistic and achievable. Objectives should be consistent with the expected output and impact of the project.

**2.2 Methodology**

* Describe and explain the overall scientific concepts and methodology of joint activities planned in the Project Proposal.

**2.3 Ambitions**

* Describe the significance of the proposed activities and collaboration for joint research, innovation and application potentials, and explain the potential for future joint projects.

**2.4** **Excellence of the Project Proposal – testimony from the Project Partner(s)**

* The Project Partner(s) should describe the excellence of the Project Proposal focusing on how in his/her/their view the proposed activities can help improve the long-term results of the Serbian team.

**3. Impact**

|  |
| --- |
| ***Impact – aspects to be taken into account.***   * Credibility of the pathways to achieve the expected outcomes and the likely scale and significance of the contributions due to the project. * Suitability and quality of the measures to maximize expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities. |

*The results of your project should contribute to the expected outcomes set out for the Program Goals over the medium term (2 to 5 years after the project implementation), and to the wider expected impacts set out in the ‘destination’ over the longer term (5 to 10 years after the project implementation).*

*In this section you should show how your project could contribute to the designed outcomes, the likely scale and significance of this contribution, and the measures to maximize these impacts.*

* 1. **Project pathways and impact**
* Provide a **narrative** explaining how the project’s results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. The narrative should include the components below, tailored to your project.

1. Describe the unique contribution your project results would make towards (1) the **advancements** of the relevant field of scienceof (2) the **wider impacts**, in the longer term related to the established cooperation between participating SROs, researchers from Serbia and abroad.
2. Give an indication of the scale and significance of the project’s contribution to the expected outcomes and impacts, should the project be successful. Provide quantified estimates where possible and meaningful.
   1. **Collaboration**

* Describe the history and significance of strengthening further collaboration between the project team from SRO from Serbia and Project Partner from diaspora.
* If they have not collaborated earlier, please describe the significance of establishing the collaboration.
  1. **Dissemination and visibility of the Project results**
* Describe the proposed plan for dissemination of the results – e.g., scientific conferences and publications, organized workshops and lectures, promotion in the media and on social networks, multimedia record, such as short videos and photographs, etc.

**4. Implementation**

**4.1 Description of project activities**

* Describe the tasks that need to be carried out in order to achieve the planned results.

|  |  |  |
| --- | --- | --- |
| **No.** | **Activity** | **Description of the activity** |
|  |  |  |
|  |  |  |
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|  |  |  |

**4.2 Outputs**

* Define Project Proposal outputs.
* Describe direct/tangible results of the Project Proposal.

|  |  |  |
| --- | --- | --- |
| **No.** | **Output** | **Description of the output** |
|  |  |  |
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**4.3 Expertise and compatibility between the project team and Project Partner(s) from diaspora**

* Describe the compatibility and complementarity of the work aspects between the project team from SRO from Serbia and the Project Partner(s) from Diaspora.

**5 Ethics and Security**

**5.1 Ethics**

* Fill-out the Ethics issues table (Table 5.1)

**Table 5.1 Ethics issues table.[[7]](#footnote-7)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. HUMAN EMBRYONIC STEM CELLS AND HUMAN EMBRYOS** | | | | YES/NO | | |
| **Does your activity involve Human Embryonic Stem Cells (hESCs)?** | | | |  | |  |
| If  **YES:** | | Will they be directly derived from embryos within this project? | |  | |  |
| Are they previously established cells lines? | |  | |  |
| Are the cell lines registered in the European registry for human embryonic stem cell lines? | |  | |  |
| **Does your activity involve the use of human embryos?** | | | |  | |  |
| If  **YES:** | | Will the activity lead to their destruction? | |  | |  |
| **Does your activity involve the use of other human embryonic or foetal tissues / cells?** | | | |  | |  |
| **2. HUMANS** | | | | YES/NO | | |
| **Does your activity involve human participants?** | | | |  | |  |
| If  **YES:** | | Are they volunteers for nonmedical studies (e.g. social or human sciences research)? | |  | |  |
| Are they healthy volunteers for medical studies? | |  | |  |
| Are they patients for medical studies? | |  | |  |
| Are they potentially vulnerable individuals or groups? | |  | |  |
| Are they children/minors? | |  | |  |
| Are there other persons unable to give informed consent? | |  | |  |
| **Does your activity involve interventions (physical also including imaging technology, behavioral treatments, tracking and tracing, etc.) on the study participants?** | | | |  | |  |
| If  **YES:** | | Does it involve invasive techniques *(e.g., collection of human cells or tissues, surgical or medical interventions, invasive studies on the brain, TMS etc.)*? | |  | |  |
| Does it involve collection of biological samples? | |  | |  |
| **Does your activity involve conducting a clinical study as defined by the Clinical Trial Regulation 536/2014 (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)?** | | | |  | |  |
| If  **YES:** | | Is it a clinical trial? | |  | |  |
| Please confirm that approval from Ethics Board of Serbia (EOS) and Medicines and Medical Devices Agency of Serbia (ALIMS) will be obtained prior to study commencement? | |  | |  |
| Is it a low-intervention clinical trial? | |  | |  |
| **3. HUMAN CELLS / TISSUES** | | | | YES/NO | | |
| **Does your activity involve the use of human cells or tissues** (other thanthose covered by [section 1](about:blank))**?** | | | |  | |  |
| If  **YES:** | | Are they human embryonic or foetal cells or tissues? | |  | |  |
| Are they available commercially? | |  | |  |
| Are they obtained within this project? | |  | |  |
| Are they obtained from another project, laboratory or institution? | |  | |  |
| Are they obtained from a biobank? | |  | |  |
| **4. PROTECTION OF PERSONAL DATA** | | | | YES/NO | | |
| **Does your activity involve processing of personal data?** | | | |  |  | |
| If  **YES:** | | Does it involve the processing of specific categories of personal data *(e.g. sexual lifestyle, ethnicity, genetic, biometric and health data, political opinion, religious or philosophical beliefs)*? | |  |  | |
| If  **YES:** | Does it involve processing of genetic, biometric or health data? |  |  | |
| Does it involve profiling, systematic monitoring of individuals, or processing of large scale of specific categories of data or intrusive methods of data processing *(such as, surveillance, geolocation tracking etc.)*? | |  |  | |
| **Does your activity involve further processing of previously collected personal data** *(including use of pre- existing data sets or sources, merging existing data sets)***?** | | | |  |  | |
| **Is it planned to export personal data (data transfer) from the EU to non-EU countries?**  *Specify the type of personal data and countries involved* | | | |  |  | |
| **Is it planned to import personal data (data transfer) from non-EU countries into the EU or from a non-EU country to another non-EU country?**  *Specify the type of personal data and countries involved* | | | |  |  | |
| **Does your activity involve the processing of personal data related to criminal convictions or offences?** | | | |  |  | |
| **5. ANIMALS** | | | | YES/NO | | |
| **Does your activity involve animals?** | | | |  | |  |
| If  **YES:** | Are they vertebrates? | | |  | |  |
| Are they non-human primates (NHP) *(e.g. monkeys, chimpanzees, gorillas, etc.)*? | | |  | |  |
| Are they genetically modified? | | |  | |  |
| Are they cloned farm animals? | | |  | |  |
| Are they an endangered species? | | |  | |  |
| **6. ENVIRONMENT, HEALTH AND SAFETY** | | | | YES/NO | | |
| **Does this activity involve the use of substances or processes (or technologies) that may cause harm to the environment, to animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)?**  *For activities involving animal experiments, see section 5.* | | | |  | |  |
| **Does this activity deal with endangered fauna and/or flora/protected areas?** | | | |  | |  |
| **Does this activity involve the use of substances or processes (or technologies) that may cause harm to humans, including those performing the activity (during the implementation of the activity or further to the use of the results, or the deployment of the technology as a possible impact)?**  *For activities involving human participants, see section 2.* | | | |  | |  |
| **7. ARTIFICIAL INTELLIGENCE** | | | | YES/NO | | |
| **Does this activity involve the development, deployment and/or use of Artificial Intelligence-based systems?** | | | |  | |  |
| **Could the AI based system/technique potentially stigmatize or discriminate against people?** *(e.g. based on sex, race, ethnic or social origin, age, genetic features, disability, sexual orientation, language, religion or belief, membership to a political group, or membership to a national minority)*? | | | |  | |  |
| **Does the AI system/technique interact, replace or influence human decision-making processes?** *(e.g. issues affecting human life, health, well-being or human rights, or economic, social or political decisions)*? | | | |  | |  |
| **Does the AI system/technique have the potential to lead to negative social** *(e.g. on democracy, media, labor market, freedoms, educational choices, mass surveillance)* **and/or environmental impacts either through intended applications or plausible alternative uses?** | | | |  | |  |
| **Does this activity involve the use of AI in a weapon system?** | | | |  | |  |
| If  **YES**: | Is it possible to establish which specific function/functions are automated/autonomous in the weapon system? | | |  | |  |
| If the weapon system has AI-enabled functions, could   these functions render the weapon system indiscriminate? | | |  | |  |
| Does the design include the possibility of an autonomous mode for self- protection? If yes, can the system reliably distinguish between targets (threats) and non-targets? | | |  | |  |
| **Does the AI to be developed/used in the project raise any other ethical issues not covered by the questions above** *(e.g., subliminal, covert or deceptive AI, AI that is used to stimulate addictive behaviors, life- like humanoid robots, etc.)*? | | | |  | |  |
| **8. OTHER ETHICS ISSUES** | | | | YES/NO | | |
| **Are there any other ethical issues that should be taken into consideration?**  *Please specify* | | | |  | |  |

In addition to 5.1 Ethics issues table, if your answer was YES to any of questions, you must fill out and submit information in Table 5.1.a and/or Table 5.1.b, required by the Science Fund of the Republic of Serbia depending on whether your research involve use of animals and/or human participants or material. If your answers to all questions from Table 5.1 were NO, you can delete Table 5.1.a and Table 5.1.b and proceed to Section 5.2 Security.

**Table 5.1.а – Information required for research involving the use of animals.**

|  |  |
| --- | --- |
| **Information** | **Fill-out the information required if your research involves the use of animals. Replace the instructions on the table with your answers. The table headings on the left should be kept throughout the document. The instructions on the right side should be removed and replaced with text.** |
| Ethical Statement | Indicate the nature of the ethical review permissions, relevant licenses and national or institutional guidelines for the care and use of animals that cover the research. SF will require evidence that relevant ethical and regulatory approval has been granted prior to the award commencing. |
| Study Design | For each experiment, give brief details of the study design including:  a) The number of experimental and control groups.  b) Any steps taken to minimize the effects of subjective bias when allocating animals to treatment (e.g. randomization procedure) and when assessing results (e.g. blinding).  c) The experimental unit (e.g. a single animal, group or cage of animals.  d) The number of times each animal will be measured. |
| Experimental animals | a) Provide details of the animals used, including species, strain, sex, developmental stage and weight. Include a sound scientific reason for these choices.  b) Provide further relevant information such as the source of animals, international strain nomenclature, genetic modification status (e.g. knock-out or transgenic), genotype, health/immune status, drug or test naïve, previous procedures, etc. |
| Sample Size | a) Specify the total number of animals used in each experiment, and the number of animals in each experimental group.  b) Explain how the number of animals was calculated. Provide details of any calculation used for sample size.  c) Indicate the number of independent replications of each experiment, if relevant. |
| Experimental Outcomes | Details regarding the experimental outcomes to be assessed. |
| Planned statistical analysis | An explanation of how the number of animals was calculated, including power calculations, if appropriate, or other supporting information to demonstrate that the findings will be robust.  A brief overview of the planned statistical analyses in relation to the choice of sample size, along with details of any statistical advice available. |

**Table 5.1.b – Information required for research involving the use of human participants or material.**

|  |  |  |
| --- | --- | --- |
| **Information** |  | **Fill-out the information required if your research involves the use of human participants or material. Replace the instructions on the table with your answers. The table headings on the left should be kept throughout the document. The instructions on the right side should be removed and replaced with text.** |
| Ethical Approval |  | Ethical approval is required for all research work funded by SF that involves human participants or human material (including tissue). Each SRO participating in the research must obtain Ethical approval issued by the Ethical Board of the corresponding SRO, if such approval is applicable to the proposed research. Ethical approval for the leading SRO must be issued and provided within the project proposal while other participating institutions must gain Ethical approvals before the start of the research/experiment on which the approval is applicable. Please state by whom and when the research program will be reviewed and specify any other regulatory approvals that have been obtained or will be sought. Applicants should allow sufficient time to obtain Ethical approval. SF will require evidence that relevant ethical and regulatory approval has been granted prior to the award commencing. |
| Study Recruitment |  | Please provide specific details on study recruitment procedures including inclusion and exclusion criteria and informed consent procedures. These should include relevant, additional details for specific groups including children/minors, patients and vulnerable groups. |
| Clinical Research Infrastructure |  | Please provide specific details of where you have access to, or plan to access, the support/services of a Clinical Research Facility/Centre (CRF/C) at study design and/or implementation phase. The following information must be provided:  • Name and address of the CRF/C  •Information on the nature and stage/s of the input/advice/collaboration/service  • Rationale for the choice of facility/centre  Information on the costs of providing the service/input, setting out where this is provided in-kind, from additional funding or requested from the project budget. Evidence of this support/service must be provided to SF in the form of a letter from the Director of the facility at the time of application for funding. |
| Clinical Trials |  | SF will only support trials that are fully approved by the Medicines and Medical Devices Agency of Serbia (ALIMS). Applicants are responsible for ensuring that all necessary approvals are in place and provided to SF prior to study initiation.  • **Sponsor**: Plans for appropriate sponsorship arrangements must be included in the application i.e. Letters of Support must be provided from sponsors or potential sponsors. Please note that SF cannot act as a sponsor.  • **Study Registration**: Please outline plans for the registration of their trial or investigation on a publicly available, free to access, searchable clinical trial or investigation registry such as the Register for Clinical Trials in the Republic of Serbia (ALIMS) or International Standard Randomized Controlled Trial Register (ISRCTN) or ClinicalTrials.gov. |
| Human Cells/Tissues |  | Please provide details on the cells or tissue types, including the source of the material. |
| Biobanking |  | Please describe how you will comply with international best practice for biobanking components in this research, with regard to quality of sample collection, processing, annotation and storage, and describing data protection measures where appropriate. Please also reference relevant guidelines/standards you will use. |
| Protection of Personal Data |  | Compliance with national legislation and EU rules on data protection is required. Please provide that appropriate safeguards will be put in place and provide examples e.g. details of the procedures for data collection, storage, protection, retention, transfer, destruction or re-use (including, collection methodology (digital recording, picture, etc.), methods of storage and exchange. |

Provide documents that you need under the national law (if you already have them), e.g.:

* + an Ethical Board opinion;
  + document notifying activities raising ethical issues or authorizing such activities.

*If these documents are not in English, you must also submit an English summary of the documents (containing, if available, the conclusions of the Board or authority concerned). There is no need for the official translation of these documents.*

*If you plan to request these documents for the project you are proposing, your request must contain an explicit reference to the project title.*

*If you have initiated a request for these documents, which are pending at the time of submission of your proposal, please make a reference to the authority concerned and the expected decision date. Please bear in mind that approval from the Ethical Board must be obtained and submitted in a timely manner, with project proposal documentation. Exceptions from this rule must be approved by the Science Fund and Ethical approval must be submitted before the experiment begins.*

*If you have obtained/prepared any of the above documents, you should attach them as additional documentation.*

*The Science Found requires evidence that relevant ethical and regulatory approval has been granted for studies involving human or animal subjects as well as human cells/tissues prior to research commencing.*

*The PI should provide a statement (in ad libitum written form), that s/he has previously verified and thus confirms that the nature of the research proposed by the scientific research project proposal does not need an Ethical approval granted by the Ethical Board. The statement should be provided in the section Additional documentation.*

*Should any serious and/or unexpected adverse events occur during the project implementation, the PI is obliged to inform the Science Fund in written form and/or if relevant submit a copy of the written report to the responsible ethical board and/or attach a copy of the report of the competent ethical board.*

*The approved experiment must be completed within the stipulated term of the License. PI is obliged to inform the Science Fund if approval for extension of the License is submitted to the Ethical Board.*

**5.2 Security[[8]](#footnote-8)**

**Please indicate if your project will involve activities or results raising security issues.**

This may include technologies that gather or use information for surveillance, technologies, ideas, products or other outputs intended for military use, other issues pertaining to security. (YES/NO).

*If you have answered yes, please elaborate.*

**6. Gender dimension**

* Describe how the gender dimension (i.e. sex and/or gender analysis) is considered in the project’s research and innovation content*. If* you do not consider such a gender dimension to be relevant in your project, please provide a justification.
* *Remember that this question relates to the content of the planned research and innovation activities, and not to gender balance in the team in charge of carrying out the project.*

**7. Open science**

* Describe how appropriate open science[[9]](#footnote-9) practices are implemented as an integral part of the proposed methodology in Part A. Show how the choice of practices and their implementation are adapted to the nature of your work, in a way that will increase the chances of the project delivering on its objectives. If you believe that none of these practices are appropriate for your project, please provide a justification here.
* *Please note that this question does not refer to outreach actions that may be planned as part of communication, dissemination and exploitation activities. These aspects should instead be described below under ‘Impact’.*

**8. Science Fund mission and policy**

Summaries (up to 500 words) how the project proposal addresses mission and policy of the Science Fund of the Republic of Serbia, regarding:

* ensuring competitiveness, quality, practical value, transparency, and the functionality of the results;
* supporting the professional development of researchers, integration into the international research projects and scientific ecosystem, and cooperation with the scientific diaspora and industry;
* advancing a knowledge-based society and achieving the strategic objectives of scientific and technological development of the Republic of Serbia.

1. Page format A4, narrow margins, font Calibri at least 10 pt, spacing 1 or 1.5. Font in tables can be reduced to 8pt. **Parts of the text that are shaded in blue should be deleted, but make sure that you consider all instructions in your response.** [↑](#footnote-ref-1)
2. 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.

   3 Limit of 20 pages does not include Cover Page. [↑](#footnote-ref-2)
3. All information in Project Description is mandatory (including the filled-out forms). Inaccurate and/or incomplete information will result in disqualification. Parts of the text that are shaded in blue should be deleted, but make sure that you consider all instructions in your response. [↑](#footnote-ref-3)
4. Provide key information about the SRO(s) from Serbia participating and the organization/company employing the Project Partner(s) in the project; use up to 500 characters per each SRO. In case when the Project Partner from diaspora is a retired researcher, a short description of the foreign SRO/company is not required. [↑](#footnote-ref-4)
5. The short curriculum vitae should contain information about education, employment, research or academic title, research field/area, number of citations (excluding self-citations) and Hirsch index from SCOPUS or WoS citation databases. Research or academic title should correspond to the List of Research and Academic Titles in Higher Education available at [http://fondzanauku.gov.rs/.](http://fondzanauku.gov.rs/poziv/2020/03/ideje/) Awards, prizes, skills and other information relevant to the Project, not included into other parts of Section 1.1 of this document, could be entered in project description where applicable. [↑](#footnote-ref-5)
6. Please provide a list of up to 5 selected publications relevant to the Project. **Do not attach or list a full bibliography.** [↑](#footnote-ref-6)
7. Baseline for preparation of this document was the Horizon Europe procedure for ethics self-assessment. While filling out the Ethics issue table, please take in consideration the information provided in the document *How to complete your ethnics self-assessment*:<https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf>. [↑](#footnote-ref-7)
8. For more information on the classification of information, please refer to the following: <https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/classification-of-information-in-he-projects_he_en.pdf>. [↑](#footnote-ref-8)
9. Open science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in the process. Open science practices include early and open sharing of research (for example through preregistration, registered reports, pre-prints, or crowd-sourcing); research output management; measures to ensure reproducibility of research outputs; providing open access to research outputs (such as publications, data, software, models, algorithms, and workflows); participation in open peer-review; and involving all relevant knowledge actors including citizens, civil society and end users in the co-creation of R&I agendas and contents (such as citizen science). [↑](#footnote-ref-9)