

EUROCORES Full Proposals Application Guidelines

Version 3
28 June 2007

IMPORTANT: Before preparing your proposal, all project partners are required to contact the funding agency from which funds are being requested, in order to check their eligibility for funding and to comply with their specific regulations and requirements. Please refer to the Call for outline proposals regarding the contact points within the organisations participating in the EUROCORES Programme. Please note that your proposal submitted to the ESF will also be transmitted to those funding agencies from which funding is sought.

The application process consists of two steps:

STEP 1 (Online Form).- To access the online form you will be asked to enter the reference number and password that you received by e-mail.

Please note that before you get access to the online application form, you will be asked to confirm that you and all your project partners were in contact with your national funding agencies and got confirmation that they all are eligible to apply for funding. Only if you confirmed this by ticking the box, you will get access to the online application form.

For your convenience, the data you provided at the Outline Proposal stage has been automatically transferred to this Full Proposal form – if necessary, you can edit all these data.

Before proceeding to the next step of the application process and in order to validate the information about each partner of the proposal, you will be asked to assign a IP number to each Principal Investigator (PI) and Associated Partner (AP). You will also have to specify the Start Date, Duration and Budget for each partner.

STEP 2 (Upload document).- You will be required to upload **one single document** containing the following information:

Section A - Collaborative Research Project (CRP)

1 - Description of the CRP, including: (5 pages max.)

- a) A short description of the state-of-the-art at international level showing the context of this proposal
- b) CRP aims & objectives
- c) Strategy and work plan
- d) A short bibliography supporting the scientific case
- e) Deliverables and/or milestones
- f) Total overall budget (sum of TOTAL BUDGET over all Individual Projects), please get template A from the web-entry page of the online application

2 - Description of the Collaboration: (3 pages max.)

Please make sure to:

- Illustrate the scientific track record
- Elaborate on the expertise, objectives and contributions expected from each Individual Project and Associated Project
- Show how each group will contribute to the whole CRP stressing the European added value of the collaboration.
 - o including a description of the CRP management

Section B - Individual Project (IP)

1 - Individual Project contribution to the CRP: (4 pages max.)

- a) IP aims and objectives
- b) Methodologies/experiments
- c) Work plan
- d) Deliverables and/or milestones
- e) Justification for budget items, especially staff costs and equipment.

2 - Requested budget

Please get template B 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 listed in Annex 3.

4 - Overview of other ongoing international scientific relationships

(outside the project collaboration, ½ page max.)

5 - Extra item (optional) for additional information required by a national funding agency.

Section C - Associated Project (AP)

1 - AP contribution to the CRP: (3 pages max.)

Please explain here how the AP fits within the overall CRP

- a) Associated Project aims & objectives
- b) Methodologies/experiments
- c) c) Work plan
- d) Deliverables and/or milestones

2 - Information on funding

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

ANNEXES TO THE PROPOSAL

The following documents have to be attached as Annexes:

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|----------------|--|
| Annex 1 | A short CV of each Principal Investigator and Associated Partner. (2 pages max.) |
| Annex 2 | A list of the 10 most relevant publications of each Principal Investigator and Associated Partner during the last 5 years. |
| Annex 3 | List of all research grants received for the same or closely related topic within the past 5 years from any funding sources (Private, National, European or International). Please also include those applications which are still pending.
This Annex is optional for Associated Partners. |
| Annex 4 | A summary of the budget requested Please get templates A, B and C from the entry page of the online application. Table A (one per CRP) and B (one for each IP) are already requested in the proposal while table C has to be prepared for this Annex (sum of the requested IP budgets per year). |

- **Please ensure** that your document is ready before proceeding. Note that:
- You should **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 and should **not be password protected**.