

CIVIS3i Research and training proposal template

CIVIS3i Programme Proposal template
Project proposal
CIVIS3i – Postdoctoral Fellowships

Version 1.3

15 July 2021

Disclaimer

This document is aimed at informing potential applicants for CIVIS3i First Call funding. It serves only as an example. The actual Web forms and templates, which are compulsory, are provided in the online proposal submission system under the CIVIS3i submission platform and might differ slightly from this example. Proposals must be prepared and submitted via the online proposal submission system under the CIVIS3i submission platform ([Apply](#) button).



***This page is for information only and should be deleted from your proposal!
Don't include the cover page on your proposal, as it will count to the 10-page limit.***

Proposals must respect the following minimum standards:

- a **minimum font size of 11 points**, except for the **Gantt chart** and tables where the **minimum font size is 8 points**
- single line spacing
- A4 page size
- **margins** (top, bottom, left, right) of **at least 15 mm** (not including any footers or headers)
- a clearly readable font (e.g. Arial or Times New Roman) on a printed copy
- maximum 10 pages

Title and key-words do not count for the page limit. **Literature references** minimum font size is 8, and will not count towards the page limit. Include the references cited in the technical and scientific description of the proposal, using a method of cross-referencing. If a publication is available online, you may include the respective URL even though it is not mandatory. A suggested good number of references for the whole proposal is 30.

Of the maximum 10 pages applied to the section "Research and training proposal", applicants are free to decide on the allocation of pages between the sections. However, do NOT add a cover page as the overall page limit will be strictly applied: after the call deadline, proposals with excess pages will be excluded. It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit.

Applicants are required to read carefully and comply with the instructions. Projects exceeding the 10-page limit will be declared ineligible.



This page is for information only and should be deleted from your proposal!

ON THE ONLINE APPLICATION FORM YOU WILL SEE THE FOLLOWING FIELDS:

APPLICATION INFORMATION

What is this section? Information related to the applicant.

Full name (or last name + First name)

Title of the research project [255 characters max]

The title should be brief, informative, understandable to a reader with a general scientific background and suitable for public dissemination

Abstract [350 words max]

Scientific area of the proposal multiple choice

Keywords Please list 5 keywords (mandatory). The keywords are likely to be used in the peer-review process of your application and should accurately reflect the scientific content of your application. This is particularly important for interdisciplinary applications. A repetition of the title words should be avoided.

Targeted recruiting university

Targeted main laboratory

Chosen main advisor

Targeted co-hosting university

Chosen co-advisor

*******Page count starts on the next page*******



Research and Training Proposal

1. EXCELLENCE

1.1. State-of-the-art

Provide an introduction, discuss the state-of-the-art, specific objectives and give an overview of the project. Mention any novelty brought by the research project, its originality in relation to the state of the art, and the relevance of the project's ambition. Consider interdisciplinary aspects (if relevant). Indicate the project's **relevance to the CIVIS3i themes**. This section must convince the evaluators that the researcher has the background needed and understand the open problems in the field of research in which the proposal falls.

Discuss the gender dimension in the research content (if relevant). In research activities where human beings are involved as subjects or end-users, or in research activities using e.g. animal models, gender differences may exist. In these cases the gender dimension in the research content has to be addressed as an integral part of the proposal to ensure the highest level of scientific quality.

1.2. Research questions

Indicate the overarching and specific research questions or objectives that the planned research project aims to address.

Based on the critical review of the literature presented above, describe the proposed research questions, focusing on:

- What is the problem to be investigated; what are its challenges and what is the "great idea" that the PI and his/her team have to overcome them?
- Why is the problem important and interesting?
- How will the project advance the state of the art, and what are the new basic ideas that will enable the team to reach their goal?
- What important ideas do the PI and his/her team have for achieving these ends?
- What results can be expected from the project?

1.3. Methodology

Discuss the research methods and approach, highlighting the type of research / innovation activities proposed and interdisciplinary methodological approach if relevant. Specify what points of view and methods are to be adopted? Make sure the methods are appropriate, complete and described in sufficient detail.

1.4. Research environment (including the partner laboratory within another CIVIS3i university, if already identified)

Describe the hosting arrangements. The application must show that the experienced



researcher will be well-integrated within the team/institution so that all parties gain maximum knowledge and skills from the fellowship. The nature and the quality of the research group/environment as a whole should be outlined, together with the measures taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer. Describe shortly how your time will be spent between your two hosting institutes, and the supervision duties of each supervisor.

The active contribution of the hosting institutions to the research and training activities should be described. Describe the main tasks and commitments of the hosting institutions and all partner organisations (if applicable). Describe the infrastructure, logistics, and facilities offered insofar as they are necessary for the good implementation of the project.

1.5. Training programme in an academic and, if relevant, non-academic environment

Outline how a two-way transfer of knowledge will occur between the researcher and the host institution(s):

- Explain what new knowledge the experienced researcher will gain during the fellowship at the hosting organisation(s) and how it will be acquired.
- Outline the previously acquired knowledge and skills that the researcher will transfer to the host organisation(s).

Researchers should **demonstrate** how their existing professional experience, talents and the proposed research will contribute to their development as independent/mature researchers **during the fellowship**. They should also highlight how they have the potential to bring the project to a successful completion. Researchers should explain the new competences and skills that will be acquired and how they relate to the researcher's existing professional experience.

Describe the project's potential for intersectoral collaboration with non-academic partners (if relevant). Describe the training that will be offered. Typical **training activities** in postdoctoral Fellowships may include:

- Primarily, training-through-research by the means of an individual personalised project, under the guidance of the supervisor and other members of the research staff of the host organisation(s)
- Hands-on training activities for developing scientific skills (new techniques, instruments, research integrity, 'big data'/'open science') and transferable skills (entrepreneurship, proposal preparation, patent applications, management of IPR, project management, task coordination, supervising and monitoring, take up and exploitation of research results)
- Inter-sectoral or interdisciplinary transfer of knowledge (e.g. through secondments)
- Participation in the research and financial management of the project
- Organisation of scientific/training/dissemination events
- Communication, outreach activities and horizontal skills
- Training dedicated to gender issues



Make sure that the training programme proposed is complete, justified by the needs of the project and appropriate with regards to the existing competences of the candidate.

A **Career Development Plan (CDP)** should not be included in the proposal, but will be part of the project's implementation in line with the European Charter for Researchers. A CDP is different from this "Training Program" section because it aims a longer term vision of the researcher's career; this "Training program" section aims at a description of the training plan the researcher intends to embark in during the CIVIS3i fellowship. The Plan should be established jointly by the supervisor(s) and the researcher. In addition to research or innovation objectives, this plan comprises the researcher's training and career needs, including training on transferable skills, teaching, planning for publications and participation in conferences.

1.6. Expected impact on the state of the art of research

Explain the originality and innovative aspects of the planned research as well as the contribution that the project is expected to make to advancements within the research field. Describe any novel concepts, approaches or methods that will be implemented. Discuss the interdisciplinary aspects of the planned research (if relevant).

2. IMPACT

2.1. Expected impact of the project on the candidate's career

Explain the expected impact of the planned research and training (i.e. the added value of the fellowship) on the future career prospects of the postdoctoral researcher **after the fellowship**.

Outline clearly the career goals of the researcher and how the planned research and training are likely to contribute to their achievement. Focus on how the new competences and skills can make the researcher more successful in their long-term career whether within or outside academia.

2.2. Expected impact for society

Explain the contribution that the planned research project is expected to have for society, specific stakeholders or any other societal dimension, general or specific.

2.3. Dissemination, exploitation and communication activities planned

Describe how the new knowledge generated by the project will be disseminated and exploited, and what the potential impact is expected to be. Indicate if you plan to participate in interdisciplinary events. Discuss the strategy for targeting different audiences, such as peers and key stakeholders (e.g., the scientific community, industry, professional organisations, policy makers, etc.). Also describe potential commercialisation, if applicable, and how intellectual property rights will be dealt with, where relevant.



Demonstrate how the planned public engagement activities contribute to engage society and to creating awareness of the performed research. Demonstrate how both the research and results will be made known to the public in such a way that they can be understood by non-specialists.

The type of outreach activities could range from an Internet presence, press articles and participating in European Researchers' Night events to presenting science, research and innovation activities to citizens, including to students from primary and secondary schools or universities in order to develop their interest in research careers.

For more details refer to the "[Dissemination & exploitation](#)" section of the H2020 Online Manual.

3. IMPLEMENTATION

3.1. Work plan

Describe how the work planning (including **deliverables** and **milestones**), the interaction between the various tasks, and the resources mobilised will ensure that the research and training objectives will be reached. Explain why the number of months planned and requested for the researcher (and corresponding to the project duration) is appropriate in relation to the proposed activities. Pay attention to the coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources, and be clear about how the proposed management structure and procedures contribute to the feasibility of the work plan, including risk management.

This subsection is not only technical - it should also address organizational considerations. It should show that the researcher has a well-conceived plan to achieve the objectives (including, if needed, alternative methodologies if the proposed methods prove to be unfruitful), that the researcher knows how to predict results, that the temporal planning and management are adequate and that resources are well distributed.

A **Gantt chart** must be included in the text listing the following:

- Work Packages titles (there should be at least 1 WP);
- Indication of major deliverables, if applicable;
- Indication of major milestones, if applicable;
- Secondments, if applicable.
- Planning for dissemination, exploitation and communication activities (unless included in a dedicated WP).

The schedule should be in terms of number of months elapsed from the start of the fellowship. The Gantt chart counts towards the 10-page limit.

A **deliverable** is a distinct output of the project, meaningful in terms of the project's overall objectives and may be a report, a document, a technical diagram, software, etc. Deliverable numbers should be ordered according to delivery dates. Use the numbering



convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

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. A milestone may be a critical decision point in the project where, for example, the researcher must decide which of several technologies to adopt for further development.

3.2. Appropriateness of the management structure and procedures, including risk management

Describe the organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached. Discuss the research and/or administrative risks that might endanger reaching the project's objectives and the contingency plans to be put in place should risks occur.

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References

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Curriculum vitae (indicative 5 pages)

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the three evaluation criteria by the expert evaluators. The mandatory format is the Europass format, for which you can find a [template](#) at the CIVIS3i website. Ensure that the information provided is consistent. Mention full dates (dd/mm/yyyy). The CV should include the standard academic and research record. The indicative length of the CV is 5 pages. Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly assessed by the independent evaluators. At a minimum, the CV should contain:

- a) the name of the researcher
- b) professional experience (in reverse chronological order, using exact dates)
- c) education (in reverse chronological order, using exact dates)

The CV should also include information on:

1. The full list of publications in peer-reviewed scientific journals, peer-reviewed conference proceedings and/or monographs of their respective research fields.
2. Granted patent(s).
3. Research monographs, chapters in collective volumes and any translations thereof.
4. Invited presentations to internationally established conferences and/or international advanced schools.
5. Research expeditions led by the experienced researcher.
6. Organisation of international conferences in your field(s) of research, including membership in the steering and/or programme committee.
7. Examples of participation in industrial innovation.
8. Prizes and Awards.
9. Funding received so far.
10. Supervising and mentoring activities.

In addition, **researchers without a doctorate at the call deadline** must clearly explain how the full-time equivalent research experience is calculated, adding the table below (template available on the CIVIS3i website). This information and documents **do not count to the 5-page limit** suggested.

Research Experience is a period of activity in research proven by e.g. a work contract, a scholarship, a study certificate. Full-Time Equivalent Research Experience is measured from the date when a researcher obtained the degree entitling him/her to embark on a doctorate (either in the country in which the degree was obtained or in the country in which the researcher is recruited), even if a doctorate was never started or envisaged.

Table of Full-time equivalent research experience – Please do not indicate periods before the University degree giving access to PhD or after the call deadline. In case of overlapping periods when several activities are carried out in parallel, applicants should only indicate a cumulative percentage up to 100% (e.g. 50% Doctorate + 50 % research assistant). Add as many entries as



needed. This table is beyond the 5-page limit for the CV. Cells In grey filling are to be filled by the candidate.

Academic qualifications counting towards the Total Full time postgraduate research experience

University degree giving access to PhD:	Institution name and country	Date of award (a)	Type of awarded degree
		DD/MM/YYYY	[free text]
Other university degree(s)/master(s), if any, obtained after the award of the university degree giving access to PhD:	Institution name and country	From	To
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience	Proportion of research activities as a percentage of the duration of the Master	Duration of research activities expressed in months
		xx %	(b) = xx% * duration of Master
Doctorate:	Institution name and country	From	To (Date of expected Award)
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience		Duration of research activities expressed in months
			(c)

Other research activities counting towards the total full-time postgraduate research experience

Position:	Institution name and country	From	To
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience		Duration of research activities expressed in months
			(d)
Total full-time postgraduate research experience: number of months			= (b)+(c)+(d)



Ethical Issues

Compliance with the relevant ethics provisions is essential from the beginning to the end of the project and is an integral part of research funded by the European Union within Horizon 2020.

Applicants submitting research proposals for funding for CIVIS3i postdoctoral fellowships should demonstrate proactively in their proposal that they are aware of, and will comply with, ethical principles and applicable International, European and national law. Key sources of EU and international law are the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Another important source is the UN Convention on the Rights of Persons with Disabilities (UN CRPD).

Main ethical principles:

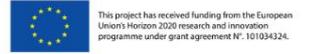
- Respecting human dignity and integrity
- Ensuring honesty and transparency towards research subjects and notably getting free and informed consent (as well as assent whenever relevant)
- Protecting vulnerable persons
- Ensuring privacy and confidentiality
- Promoting justice and inclusiveness
- Minimising harm and maximising benefit
- Sharing the benefits with disadvantaged populations, especially if the research is being carried out in developing countries
- Maximising animal welfare, in particular by ensuring replacement, reduction and refinement ('3Rs') in animal research
- Respecting and protecting the environment and future generations

Please be aware that it is the applicants' responsibility to identify any potential ethical issues, to handle the ethical aspects of the proposal and to detail how these aspects will be addressed. The appropriateness of the measures proposed will be assessed by ethics experts during the ethics review, which is a part of the overall evaluation procedure.

Compliance with the ethical principles and legislation is ensured by the H2020 ethics appraisal scheme (i.e. the H2020 policy on ethics issues in research), which includes all of the following:

- ethics self-assessment (done by the applicants, in their proposal)
- two-stage ethics review, with an ethics screening and, if necessary, an ethics assessment (during the evaluation procedure)
- if necessary, ethics checks, reviews and audits (during the implementation of the project and up to two years afterwards).

All applicants are required to complete an **Ethics Issues Form** in the online application platform. A template of the Ethics Issues Form is provided on the [CIVIS3i website](#). If candidates reply YES to any question on the Ethics Issues Form, they will be required to answer an **Ethics Self-Assessment**, which asks candidates to "describe how the project meets the EU relevant



legislation on Ethics and the National legislation and good practices on research ethics". For more details, please refer to the H2020 "[How to complete your Ethics Self-Assessment](#)" guide.