|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT PROPOSAL** | | | | |
| **Czech-Norwegian Research Programme (CZ09)** | | | | |
| **Norwegian Financial Mechanism 2009-2014** | | | | |
| **Programme area** | **Bilateral Research Cooperation** | | | |
| **Project ID number** | 7F14XXX (see Guide for Applicant 3.5) | | | |
| **Project title in English** |  | | | |
| **Project Promoter**  (name, full address) | See Guide for Applicant 1.5 | | | |
| **Project Partner(s)**  (name, full address) | See Guide for Applicant 1.5  Please copy this line for each partner if lines bellow are not sufficient. | | | |
| **Project Partner(s)**  (name, full address) |  | | | |
| **Project Partner(s)**  (name, full address) |  | | | |
| **Project Partner(s)**  (name, full address) |  | | | |
| **Name of Principal Investigator** | See Guide for Applicant 1.5.4 | | | |
| **Statement** | *I hereby declare that the information I state in the project proposal is accurate, true and complete. I am aware that if the information has been reversed in the opposite, I will face disqualification of the project proposal from the Call for proposals.* | | | |
| **Done in** | city, country | | | |
| **Date** | dd/mm/yyyy | | | |
| **On behalf of Project Promoter** | | | | |
| **Stamp of Project Promoter** |  | | | |
| **Statutory authority**  **of Project Promoter** | **Name(s):** |  |  |  |
| **Signature(s):** |  |  |  |
| **Position:** |  |  |  |
| **On behalf of Project Partner (copy following two lines for each partner if lines bellow are not sufficient)** | | | | |
| **Stamp of Project Partner** | For Norwegian Project Partner(s) copies of signature(s) and stamp(s) can be accepted. | | | |
| **Statutory authority**  **of Project Partner** | **Name(s):** |  |  |  |
| **Signature(s):** |  |  |  |
| **Position:** |  |  |  |
| **Stamp of Project Partner** |  | | | |
| **Statutory authority**  **of Project Partner** | **Name(s):** |  |  |  |
| **Signature(s):** |  |  |  |
| **Position:** |  |  |  |
| **Stamp of Project Partner** |  | | | |
| **Statutory authority**  **of Project Partner** | **Name(s):** |  |  |  |
| **Signature(s):** |  |  |  |
| **Position:** |  |  |  |
| **Stamp of Project Partner** |  | | | |
| **Statutory authority**  **of Project Partner** | **Name(s):** |  |  |  |
| **Signature(s):** |  |  |  |
| **Position:** |  |  |  |
| **Stamp of Project Partner** |  | | | |
| **Statutory authority**  **of Project Partner** | **Name(s):** |  |  |  |
| **Signature(s):** |  |  |  |
| **Position:** |  |  |  |

**1. GENERAL INFORMATION ABOUT PROJECT**

**1.1 Project ID**

7F14XXX

**1.2 Project acronym**

The short title or acronym will be used to identify your proposal efficiently. It should not be longer than 8 characters.

**1.3 Project title in English**

**1.4 Project title in Czech**

**1.5 Activity of research and development**

|  |  |  |
| --- | --- | --- |
| Basic research  0-100 % | Applied research  0-100 % | Experimental development  0-100 % |

*Note: Tick one or more options to identify the relevant activity or combination of activities. For combination mark the percentage of each type of activity. If you tick only one option, it is meant that your project is 100 % of the indicated R and D activity.*

**1.6 Programme thematic area(s)**

|  |  |  |
| --- | --- | --- |
| Environment | Health | Social sciences and Humanities |

*Note: Tick more thematic areas for an interdisciplinary project.*

**1.7 Thematic subarea (detailed)**

1.

2.

3.

*Note: Please copy exact name according to the list of subareas (see the List of subareas). It helps to search proper evaluators by the Programme Operator.*

**1.8 Project starting date (dd/mm/yyyy)**

*Note: This date must not precede 15 May, 2014.*

**1.9 Project ending date (dd/mm/yyyy)**

**1.10 Project duration (mm/yyyy – mm/yyyy)**

**1.11 Project duration in months (number, e.g. 36)**

**1.12 Total project costs (in CZK)**

**1.12.1 Total grant request (in CZK)**

**1.13 Number of partners**

*Note: Number of all partners including Project Promoter.*

**1.14 Abstract in English (max. ½ A4)**

Write a scientifically oriented executive summary. This abstract should provide a clear understanding of the prime objectives of the proposal and how they will be achieved. It may be used as the short description of the proposal for the designated evaluator during the evaluation proves, i.e. by external scientific experts.

**1.14.1 Key words in English (max. 20 key words)**

**1.15 Abstract in Czech (max. ½ A4)**

**1.15.1 Key words in Czech (max. 20 key words)**

**1.16 Ethical issues (max ¼ page A4)**

Select YES or NO. If you choose YES, need to describe it.

**1.17 VAT reclaim YES or NO**

Give Yes or No.

**2. PROJECT INTRODUCTION**

**2.1 Introduction to project; its coherence with Call topic (max. ½ page A4)**

Please introduce the main characteristics of the project, its objective, coherence with the programme thematic areas.

**2.2 Brief Project Promoter introduction (max. ½ page A4)**

Describe briefly the Project Promoter organisation, structure, conducted activities, institutional capabilities to implement project/experience in implementing similar projects.

**2.3 Brief Project Partner(s) introduction (max. ¼ page A4 each)**

Describe briefly each Project Partner´s organisation(s).

**2.4 Description of consortium (max. ½ page A4)**

For each participating organisation in the proposed project, provide a brief description of the responsibilities within the proposed project, as well as the previous experience qualifying participants for the task at hand. Describe how the participants collectively constitute a consortium capable of achieving the projects objectives, among others, by highlighting the complementarities between them. Provide short profiles of the personnel who will be undertaking the work (also for new staff to be hired).

**2.5 Management of project (max. ½ page A4)**

Provide short description of how the project will be managed on daily basis, how you will make sure that the tasks proposed will be executed and results delivered. Provide description of how you will make sure that the work of consortium is running smoothly and project participants constitute one team with clear vision and ambitions.

**2.6 Communication and decision-making (max. ½ page A4)**

As the project will be conducted by Czech-Norwegian consortium, describe how communication (channels, methods etc.) between all partners will be organised and how decisions will be taken.

**2.7 Risk management and quality assurance (max. ½ page A4)**

Describe how you intend to ensure the quality of your work (e.g. definition of milestones for measuring project progress, regular joint progress evaluation etc.). Review the risks identified and describe how you will monitor and mitigate them. Mention any significant external factor.

*Note: If serious risks exist, the project design should be reconsidered. In this point you should go beyond the description of how you want to tackle risks emerging in the project, e.g. regular consortium meetings.*

**2.8 Intellectual property rights management (max. ½ page A4)**

Describe briefly how issues regarding intellectual property rights will be managed within a consortium.

*Note: Issues should be dealt with in the Partnership agreement which must be delivered to the Programme Operator as a mandatory annex of the project proposal.*

**3. PROJECT FRAMEWORK**

**3.1 Description of proposed project (max. 10 A4 pages for 3.1.1 to 3.1.5)**

**3.1.1 Current state of art including your relevant previous work**

Describe the current scientific state of the art and ongoing developments in fields relevant to your proposal including your and your partner´s previous work. Provide an assessment of further research needs (What are the main ideas that led you to propose this work?).

**3.1.2 Project objective(s)**

Outline your project’s contribution to the research needs identified above. State your hypotheses. Clearly define the objectives to be achieved by the project in realistic and, as far as possible, measurable form.

**3.1.3 Methods and approaches**

Describe the methods and procedures you will use in order to reach the objective(s) defined above. Summarize/analyse the underlying theory/theories.

**3.1.4 Description of project plan (max ½ page A4)**

Present a detailed work plan, divided into work packages. The number of work packages used should appropriate to the complexity of the project. It is proposed to start with filling in the chapter 4 – Work Packages (WPs) and tasks of this proposal form, and then to present a narrative description in this part.

**3.2 Project outputs (max 2 A4 pages)**

**3.2.1 Intended short-term outcome(s)**

Describe how your project indents to contribute in the short term to the objective(s).

**3.2.2 Intended long-term application of outcome(s)**

Describe how your project intends to contribute in the medium to long term to the objectives. You should describe the steps that are necessary and foreseen in the project (and outside the projects) to bring about these impacts (e.g. dissemination and exploitation of project results, stakeholder involvement).

**3.2.3 Project output(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of output** | **Title** | **Date of accomplishment**  **(mm/yyyy)** | **Date of realization (mm/yyyy)** |
|  |  |  |  |
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*Note: You may add lines. Use the types of results listed in RIV registry.*

**4. Work Packages (WPs) and tasks**

**4.1. Work Packages (WPs) (max. 10 A4 pages)**

**Note: Present the work packages in detail, using the table provided below.**

**4.1.1 Project working packages (WP)**

|  |  |  |  |
| --- | --- | --- | --- |
| **WP number** | **Title** | **Date of start**  **(mm/yyyy)** | **Date of end (mm/yyyy)** |
| WP1 |  |  |  |
| WP2 |  |  |  |
| WP3 |  |  |  |
| Etc. |  |  |  |
|  |  |  |  |

*Note: You may add lines. WP means working package.*

**4.1.2 WP number**

WP1

**4.1.3 WP title**

**4.1.4 WP leader**

Only one person

**4.1.5 WP start date**

**4.1.6 WP end date**

**4.1.7 WP objective**

Provide a general description of the work to be undertaken (including methods to be applied where appropriate), identify the partners involved and specify their contribution.

**4.1.8 WP task**

Separate the work package into major tasks. Explain the sequence of tasks and explain interdependencies between tasks where necessary.

**4.1.9 WP deliverable**

A deliverable represents a verifiable output of the WP. Normally, each WP will produce one or more deliverables during its time life.

List, specify and quantify deliverables. State the month of delivery (measured in months from the first month the project started).

**4.1.10 WP milestone**

Milestones represent a scheduled event signifying the completion of a major deliverable or a set of related deliverables. State the project months of delivery (measured in months from the first month the project started).

**4.1.11 Interdependence with other WPs**

Provide a narrative description or/and a graphical presentation of interdependencies between the present WP with other WPs.

**4.1.12 WP Human resources**

Qualification level; person-months

**5. PARTNERS AND TEAMS**

**5.1. Project Promoter**

**5.1.1 Project Promoter identification**

|  |  |
| --- | --- |
| **5.1.1.1 Role** | Project Promoter |
| **5.1.1.2 Organization legal name (in Czech)** |  |
| **5.1.1.2.1 Legal name in English** |  |
| **5.1.1.3 Abbreviation** |  |
| **5.1.1.4 ID number** |  |
| **5.1.1.5 VAT number** |  |
| **5.1.1.6 Organization legal form** |  |
| **5.1.1.7 Registration in Commercial Register** |  |
| **5.1.1.8 Status of organization by Community framework 2006/C 323/01** |  |
| **5.1.1.9 Participant identification code (PIC) (if relevant)** |  |
| **5.1.1.10 Full legal headquarters‘ address** | |
| **5.1.1.10.1 Street, number** |  |
| **5.1.1.10.2 Place/location** |  |
| **5.1.1.10.3 Post code** |  |
| **5.1.1.10.4 Country** |  |
|  | |
| **5.1.1.11 Bank details** | |
| **5.1.1.11.1 Bank full name** |  |
| **5.1.1.11.2 Bank code** |  |
| **5.1.1.11.3 Account number** |  |
| **5.1.1.11.4 Specific symbol** |  |
| **5.1.1.11.5 Variable symbol** |  |
| **5.1.1.12 Contacts** | |
| **5.1.1.12.1 Telephone number** |  |
| **5.1.1.12.2 E-mail** |  |
| **5.1.1.12.3 Official web page(s)** |  |
|  |  |

**5.1.2 Statutory authority of Project Promoter**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Degree** | **First name** | **Surname** | **Degree** | **Position** | **Personal telephone** | **Personal email** |
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*Note: You may add more lines if necessary.*

**5.1.3 Introduction of Project Promoter’s team**

**5.1.3.1 Project Promoter’s team composition (max. ¾ page A4)**

Please specify the team composition.

**5.1.3.2 Competence and capability of team (max. ¾ page A4)**

Please describe research team participants as to their capacity to implement the project.

**5.1.3.3 Motivation factor (max. ¾ page A4)**

**5.1.3.3.1 Type of motivation factor**

**5.1.3.3.2 Rationale of motivation factor (max. ½ page A4)**

**5.1.3.4 List of Project Promoter’s team staff (all qualified key members)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First name** | **Surname** | **Position in project** | **\*PhD/**  **post doc** | **Female researcher (Y/N)\*\*** |
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*Note: You may add more lines if necessary. Write more about members’ qualification in their CVs. \*Mark PhD or post doc if having this status.\*\*Mark female researcher if having this status (Y/N means Yes or No).*

**5.1.4 Principal investigator**

**5.1.4.1 Principal investigator identification**

|  |  |
| --- | --- |
| **Role in the project** |  |
| **Degree(s)** |  |
| **First name** |  |
| **Surname** |  |
| **Citizenship** |  |
| **Position in organization** |  |
| **Work load in project (0-1.0)** |  |
| **Telephone** |  |
| **E-mail** |  |
| **Personal web page\*** |  |

*Note: \*Voluntary.*

**5.1.4.2 Principal investigator’s core activities in project (max. ¾ page A4)**

**5.1.4.3 Principal investigator’s internationally refereed (joint) scientific publications**

**(max. ¾ page A4)**

*Note: You also give more details in a CV.*

**5.2 Project Partner(s)**

**Note: Copy the whole chapter 5.2 if having more than one Project Partner.**

**5.2.1 Project Partner identification**

|  |  |
| --- | --- |
| **5.2.1.1 Role** | Project Partner |
| **5.2.1.2 Organization legal name**  **(in Czech/Norwegian or other)** |  |
| **5.2.1.2.1 Legal name in English** |  |
| **5.2.1.3 Abbreviation** |  |
| **5.2.1.4 ID number** |  |
| **5.2.1.5 VAT number** |  |
| **5.2.1.6 Organization legal form** |  |
| **5.2.1.7 Registration in Commercial Register** |  |
| **5.2.1.8 Status of organization by Community framework 2006/C 323/01** |  |
| **5.2.1.9 Participant identification code (PIC) (if relevant)** |  |
| **5.2.1.10 Full legal headquarters‘ address** | |
| **5.2.1.10.1 Street, number** |  |
| **5.2.1.10.2 Place/location** |  |
| **5.2.1.10.3 Post code** |  |
| **5.2.1.10.4 Country** |  |
|  | |
| **5.2.1.11 Contacts** | |
| **5.2.1.11.1 Telephone number** |  |
| **5.2.1.11.2 E-mail** |  |
| **5.2.1.11.3 Official web page(s)** |  |
|  |  |

**5.2.2 Statutory authority of Project Partner**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Degree** | **First Name** | **Surname** | **Degree** | **Position** | **Personal telephone** | **Personal email** |
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*Note: You may add more lines if necessary.*

**5.2.3 Introduction of Project Partner’s team**

**5.2.3.1 Project Partner’s team composition (max. ¾ page A4)**

Please specify the team composition.

**5.2.3.2 Competence and capability of team (max. ¾ page A4)**

Please describe research team participants as to their capacity to implement the project.

**5.2.3.3 Motivation factor (max. ¾ page A4)**

**5.2.3.3.1 Type of motivation factor**

**5.2.3.3.2 Rationale of motivation factor (max. ½ page A4)**

**5.2.3.4 List of Project Partner’s team staff (all qualified key members)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First name** | **Surname** | **Position in project** | **\*PhD/**  **post doc** | **Female researcher (Y/N)\*\*** |
|  |  |  |  |  |
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*Note: You may add more lines if necessary. Write more about members’ qualification in their CVs. \*Mark PhD or post doc if having this status.\*\*Mark female researcher if having this status (Y/N means Yes or No).*

**5.2.4 Leader of Norwegian Project Partner(s)**

**5.2.4.1 Norwegian leader identification**

|  |  |
| --- | --- |
| **Role in the project** |  |
| **Degree(s)** |  |
| **First name** |  |
| **Surname** |  |
| **Citizenship** |  |
| **Position in organization** |  |
| **Work load in project (0-1.0)** |  |
| **Telephone** |  |
| **E-mail** |  |
| **Personal web page\*** |  |

*Note: \*Voluntary.*

**5.2.4.2 Norwegian leader’s core activities in project (max. ¾ page A4)**

**5.2.4.3 Norwegian leader’s internationally refereed (joint) scientific publications**

**(max. ¾ page A4)**

*Note: You also give more details in a CV.*

**6. PROJECT PROMOTION**

**6.1 Project promotion and information activities about project (max. 1 page A4)**

Describe how you want to promote and inform about the project, its objectives, activities, outputs etc.

For more see Annex 4 of the Regulation.

**7. PROJECT BUDGET**

**7.1 Budget rates**

|  |  |
| --- | --- |
| **Rate of requested grant in the total project budget (in %)** |  |
| **Project Promoter share of total requested grant (in %)** | Name, % |
| **Project Partner share of total requested grant (in %)** |  |
| **Project Partner share of total requested grant (in %)** |  |
| **Used indirect cost model (overheads) in the project (in %) – Project Promoter** | Name, % |
| **Used indirect cost model (overheads) in the project (in %) – Project Partner** |  |
| **Used indirect cost model (overheads) in the project (in %) – Project Partner** |  |

*Note: You may add more lines if necessity.*

**7.2 Project budget and requested funding justification (max. 3 pages A4)**

Structure and justify the project’s costs. Relate them to planned outputs and impacts of the project. Details have to be provided about all budgetary items – see Guide for Applicants – chapter 1.8 – Budget and eligible costs.

*Note: You must also fill in the Annex IV – Project budget.*

**8. MANDATORY ANNEXES**

## 8.1 Overview of annexes required to project proposal

|  |  |  |
| --- | --- | --- |
| **No.** | **Annex** | **Mandatory online submission format** |
| I. | Documentation evidencing trade licence or any other requested authorization, for SMEs Research and Development activities must be listed in the trade licence (Except public universities or colleges or higher education institutions, public research organizations) | pdf |
| II. | Authorization of research organisation status (only Norwegian Project Partners) | pdf |
| III. | Draft of Partnership agreement | pdf |
| IV. | Project budget | xlsx |
| V. | Statutory declarations (Project Promoter and each Czech Project Partner) | pdf |
| VI. | Consent to processing of personal data (Project Promoter and each Project Partner) | pdf |
| VII. | CVs of key project personnel (Europass format) | pdf |
| VIII. | Project abstract for evaluators (you may copy 1.14) | docx |
| IX. | Statutory declaration on category of enterprise (only for SMEs) | pdf |
| X. | Authorisation document authorising another official authorised to sign on behalf of the responsible official (if applicable) – no template | pdf |
| XI | Draft of labour contract (if applicable) for newly hired persons – no template | docx |

*Note: For on-line submission the required format for the project proposal form is docx (you can also submit the undersigned pages in pdf in a separate file).*

*Please tie up the documents in this order: project proposal form, mandatory annexes (I-XI), any voluntary annexes.*

**9. Other**

You may add other information you think necessary. You can also indicate names of experts you would like not to have as evaluators of your project proposal.

*Note: Expert from EU database on R and D will be contracted.*