# **HMC Projects 2020 - proposal template**

**Appendix 1: Template**

## General information

|  |  |
| --- | --- |
| **Submission details** |  |
| **Mandatory parts and page limits** | Cover page, English and German abstracts (max. 1 page total), main body (max. 6 pages), appendix |
| **Formatting** | Arial, font size 12 & 1.5 line spacing, see call for details |
| **Language** | English (except German abstract) |

## Cover Page

|  |  |
| --- | --- |
| **Project title** |  |
| **Project acronym** |  |
| **Keywords (up to 10 words)** |  |
| **Duration (max. 24 months)** |  |
| **Requested funding (without matching, max. €200k)** |  |
| **Matching funds** |  |

|  |  |  |
| --- | --- | --- |
| **Principal Investigator** | |  |
| **1 (coordinating)** | **Name** |  |
| **Affiliation** |  |
| **Phone** |  |
| **Email** |  |
| **2** | **Name** |  |
| **Affiliation** |  |
| **Phone** |  |
| **Email** |  |
| **…** | **Name** |  |
| **Affiliation** |  |
| **Phone** |  |
| **Email** |  |

## Abstracts

|  |
| --- |
| **English version** |
| *Max. 2000 characters incl. blanks* |
| **German Version** |
| *Max. 2000 characters incl. blanks* |

## Project proposal (main body, i.e. max. 6 pages)

1. State of the research field

Please describe the current state of the field, recent developments, present shortcomings and arising opportunities in brief.

1. Objectives

Please describe your objective(s) clearly and coherently, laying out the challenges, urgency and potential impact.

1. Approach

Please explain the uniqueness of your approach in the context of it being a Helmholtz-specific opportunity, highlighting the complementarity of and contributions from the participating centres.

1. Expected results

Please describe your envisioned deliverables. Please explain your deliverables’ potential to improve, implement, transfer and/or disseminate the applied technologies/standards/methods/datasets/….

1. Expected impact and link to HMC, incl. sustainability beyond project lifetime

Please discuss the expected **immediate** impact for HMC objectives and goals arising from the joint endeavor. You may consider benefits for the research field, for development/application at the participating centres as well as other centres within the Helmholtz Association and beyond.

Please also briefly discuss sustainability plans for a **long-term** exploitation of project results, i.e. within participating and other Helmholtz Centres, as well as applicable research fields and beyond. Please reference your deliverables.

1. Implementation and management

Please lay out the plans for staff recruitment and all expenditures, and describe the intended project management, decision-making and oversight measures you will apply, including communication between participating centres. Please state any obstacles, which may prevent you from starting the proposed project immediately.

**Appendices**

List of work packages

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WP#** | **WP Title** | **Lead (PI)** | **Budget**  **(INF+own)** | **Start month/year** | **End month/year** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| ... |  |  |  |  |  |

Please provide a list of work packages with a descriptive title and indicate the leading PI, the budget and the timeline.

## List of deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliver-able #** | **Deliverable type and description** | **WP#** | **Lead (PI)** | **Due month** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| ... |  |  |  |  |

**Potential staff candidates (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Expertise** | **assigned WP#** | **Start in month** |
|  |  |  |  |
|  |  |  |  |

Deliverables are outputs that must be produced at a given moment during the project (normally not at the same time as the annual or final reports). Please set out clear and verifiable deliverables, define the associated work package, the responsible project partner and the due month.

Non-limiting examples for deliverables are: documents (e.g. scientific, policy or lay publications, reports, technical brochures), website content, code (package), software (e.g. apps or new versions), data sets, patent filing, collaboration/license agreement…

**Please remember that first prototypes/deliverables are expected within 12 months after the start of the project.**

## Budget

Your budget planning must include a break-down of the allocated budget for each work package defining their aggregate in-kind and cash contributions for the entire funding period. Overhead cannot be funded, please do not calculate any.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | **Contributions (Euro)** | | |
|  | |  | **Own** | **INF** | **Total** |
|  | **WP 1** | |  |  |  |
|  | Partner 1 (Name) | |  |  |  |
|  | Partner 2 (Name) | |  |  |  |
|  | … | |  |  |  |
|  | **WP 2** | |  |  |  |
|  | Partner 1 (Name) | |  |  |  |
|  | Partner 2 (Name) | |  |  |  |
|  | … | |  |  |  |
|  | **Total** |  |  |  |  |

Your budget planning must also include a break-down of the annual budget for each participating centre according to type of funding (staff and expenses).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Financial plan** | | | |  |  |  |  |
|  | | |  | **2021** | **2022** | **2023** | **Total** |
|  |  |  | | Euro | Euro | Euro | Euro |
| **Overall costs**  (without overhead) | | | |  |  |  |  |
|  | **Partner 1** | | |  |  |  |  |
|  | Staff expenses | | |  |  |  |  |
|  | Expenses related to materials and equipment | | |  |  |  |  |
|  | Misc. (please specify) | | |  |  |  |  |
|  |  | | |  |  |  |  |
|  | **Partner 2** | | |  |  |  |  |
|  | Staff expenses | | |  |  |  |  |
|  | Expenses related to materials and equipment | | |  |  |  |  |
|  | Misc. (please specify) | | |  |  |  |  |
|  | … | | |  |  |  |  |
|  | **Own contributions** | | |  |  |  |  |
|  | **INF** | | |  |  |  |  |

## List of potential reviewers (without conflict-of-interest). Please list an equal number of male and female reviewers.

|  |  |  |
| --- | --- | --- |
| Reviewers |  |  |
| 1 | Name |  |
| Expertise |  |
| Affiliation |  |
| Email |  |
| 2 | Name |  |
| Expertise |  |
| Affiliation |  |
| Email |  |
| 3 | Name |  |
| Expertise |  |
| Affiliation |  |
| Email |  |
| 4 | Name |  |
| Expertise |  |
| Affiliation |  |
| Email |  |
| 5 | Name |  |
| Expertise |  |
| Affiliation |  |
| Email |  |
| 6 | Name |  |
| Expertise |  |
| Affiliation |  |
| Email |  |

## Confirmation of the participating Helmholtz Centres

* Signed confirmation letters of the CEOs of **each participating** Helmholtz Centre and potential partner, declaring that allocation of funding to match the contribution of the Initiative and Networking Fund is assured.

## Short CVs of Participating PIs

* CVs of participating PIs featuring relevant publications, software packages, datasets or any other relevant material or activities.

## If already available, short CV(s) of (a) potential staff candidate(s) for the project

* If available, please include a biographical sketch featuring relevant publications, software packages, datasets or any other relevant material or activities.