



HELLENIC REPUBLIC
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4th Call - H.F.R.I. Science & Society

"Interventions to address the economic and social consequences of the COVID-19 pandemic"

Template (PART B)

May 15th, 2020

Version 1.0

(Decision with Ref. No. 24966/15.05.2020 issued by H.F.R.I. Director Dr Nektarios Nasikas, Online Posting No.: ΨΦΤΘ46Μ77Γ-4ΒΩ)

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The following templates are mandatory. However, you can modify them if necessary, according to the needs of your research proposal. Please follow the guidelines below.

Any information presented beyond the page limits as defined in the Call ([link](#)) will not be taken into consideration during the evaluation process.

HISTORY OF DOCUMENT CHANGES

Version	Issue Date	
1.0	15.05.2020	Initial Version

INSTRUCTIONS FOR COMPLETING PART B

- 📌 Part B must be written in **English**.
- 📌 Upload documents as separate **PDF** files.
- 📌 Please follow the template below (it may be amended if necessary).
- 📌 Please respect the formatting constraints of Table A.

Part B1. PI's and Research Team Members' CVs

Part B1.1. PI's CV

- 📌 Page limit: max. **six (6) pages**, including cover page.
- 📌 Document size: max. **3MB**.

Part B1.2. Research Team Members' CVs

- 📌 Part B1.2 has to be submitted as a **single file**.
- 📌 The document must include the CVs of all the Research Team Members.
- 📌 Page limit: max. **half (1/2) page per team member**.
- 📌 Document size: max. **5MB**.

Part B2. Research Proposal

- 📌 Page limit: max. **ten (10) pages**, including cover page and references.
- 📌 Document size: max. **5MB**.

TECHNICAL SPECIFICATIONS

Each page must contain a header presenting the PI’s name, the acronym and a reference to the respective part of the proposal (Part B1.1, Part B2, etc.) and a footer with reference to the respective Research Area (RA1, RA2, etc.) and to the total page number.

The following Table (Table A) lists the Formatting Constraints that must be followed for the layout.

The page limits will be applied strictly. Only information presented within the page limits will be evaluated.

Table A. Formatting Constraints

Page Size	Fonts	Font Size	Line Spacing	Margins
A4	Times New Roman, Arial, Calibri	11 pt (at least)	Single (at least)	Top-Bottom: 1,5 cm Left-Right: 2 cm

4th Call - H.F.R.I. Science & Society
**"Interventions to address the economic and social consequences
of the COVID-19 pandemic"**

PART B1

Cover Page (Part B1.1)

Part B1.1. PI's Curriculum Vitae
(max. 6 pages including the cover page)

Proposal's Title
Proposal's Acronym

- **Principal Investigator** (Name/Surname):
- Research Area:
- Project's Duration (in months):
- Project Type: Collaborative/Non-collaborative
- Total Budget (€):
- Host Institution:
- Collaborating Organization(s) – H.F.R.I. Beneficiaries: *(if applicable)*
- Collaborating Organization(s) – non-H.F.R.I. Beneficiaries: *(if applicable)*

PERSONAL INFORMATION
SURNAME
NAME
DATE OF BIRTH
PLACE OF RESIDENCE
e-mail
TEL.

CURRENT POSITION(S)

MM.YYYY - MM.YYYY **Current position**
Name of Faculty/Department, Name of University/Institution/Company,
Country

PREVIOUS POSITION(S)

Please add previous research position(s)/experience starting with the most recent.

MM.YYYY - MM.YYYY **Position**
Name of Faculty/Department, Name of University/Institution/Company, Country

MM.YYYY - MM.YYYY **Position**
Name of Faculty/Department, Name of University/Institution/Company, Country

EDUCATION

Please add separate sections for each degree starting with the most recent.

MM.YYYY - MM.YYYY Name of Faculty/Department, Name of University/Institution, Country, Thesis title, Degree

MM.YYYY - MM.YYYY Name of Faculty/Department, Name of University/Institution, Country, Thesis title, Degree

PUBLICATIONS

Please add the most important publications and highlight those related to the subject of the proposed research project (if any).

- Title, Author(s), Journal, Volume, Pages, Year, DOI (Number and Link)

CONFERENCES/WORKSHOPS/etc.

National, international scientific conferences, workshops, summer schools, educational seminars, etc. in chronological order, starting with the most recent.

- Conference Name, Title, Author(s), Date, Location

MEMBERSHIPS & REVIEWING ACTIVITIES (if applicable)

YYYY - YYYY Evaluator, Name of University/Institution/Country

YYYY - YYYY Member, Name of Research Network, etc.

TEACHING ACTIVITIES (if applicable)

YYYY - YYYY Teaching position – Topic, Name of University/Institution/Country

SUPERVISION OF GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS (if applicable)

YYYY - YYYY Number of Postdocs/PhD/Master Students

Name of University/Institution/Country

FELLOWSHIPS and AWARDS (if applicable)

YYYY - YYYY Scholarship, Name of Faculty/Department/Centre, Name of University/Institution/Country

YYYY - YYYY Award, Name of Institution/Country

RESEARCH GRANTS (if applicable)

Please add indicative research projects (international or national) in which you have participated or participated (in any role).

Project Title	Funding source	Period	Role of the PI

OTHER *(if applicable)*

Please describe/provide additional information (not included in the tables above) regarding your research activity, capabilities and scientific, technical and managerial experience, as well as any significant achievements in the scientific field of the proposed project (i.e. granted patents, invited presentations to international conferences and/or advanced schools, organization of international conferences, prizes/awards/academy memberships, major contributions to the early careers of excellent researchers etc.).

Cover page (Part B1.2)**Part B1.2. Research Team Members' CVs***(limit: 1/2 page per member)***Proposal's Title
Proposal's Acronym**

- **Principal Investigator** (Name/Surname):
- Research Area:
- Project's Duration (in months):
- Project Type: Collaborative/Non-collaborative
- Total Budget (€):
- Host Institution:
- Collaborating Organization(s) – H.F.R.I. Beneficiaries: *(if applicable)*
- Collaborating Organization(s) – non-H.F.R.I. Beneficiaries: *(if applicable)*

Number	Name	Affiliation	Brief Role in the Project

Member Name
<i>Please add the short CV of each Research Team Member.</i>

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PART B2

Cover page (Part B2)

Part B2. Research Proposal

(max. 10 pages, including cover page and references)

Proposal's Title
Proposal's Acronym

- **Principal Investigator** (Name/Surname):
- Research Area:
- Project's Duration (in months):
- Project Type: Collaborative/Non-collaborative
- Total Budget (€):
- Host Institution:
- Collaborating Organization(s) – H.F.R.I. Beneficiaries: *(if applicable)*
- Collaborating Organization(s) – non-H.F.R.I. Beneficiaries: *(if applicable)*

1. Excellence, State-of-the-art and Objectives

(This section should at least include the following fields.)

1.1. Proposal objectives and challenges

1.2. State-of-the-art & innovation

1.3. Added value and impact

2. Methodology and Implementation

(This section should at least include the following fields.)

2.1. Research Methodology

2.2. Work Plan – Deliverables - Milestones

Please add the following:

- Brief outline of the overall work plan.
- The timeline/timetable of the different work packages and their components (Gantt Chart).
- Description of each Work Package (WPs) [Table 2.1].
- Tables of Deliverables and Milestones [Tables 2.2 and 2.3].

- Table of Risks and Contingency Plan [Table 2.4].

Table 2.1. Work Package description

Indicative Table for the description of each Work Package.

[Important: Please include a Project Management Work Package.]

WP Number:	WP Title:	
Starting Month:	Ending Month:	Person Months (PMs):
Objectives		
Description of Work (including Collaborating Organization(s) if applicable)		
Tasks		
Deliverables		
Milestones		

Table 2.2. Deliverables List

(Indicative deliverables: technical reports, research results, databases, new studies, interactive tools, e-learning tools, dissemination reports [peer-reviewed journals, publications in conference proceedings, books/chapters in books, lectures/conferences/workshops presentations, posters, patents etc.])

Deliverable Number	Deliverable Name	Related WP	Type ¹	Dissemination Level ²	Due Date (in months) ³

Table 2.3. Milestones List

Milestone Number	Milestone Name	Related WP	Due Date (in months)	Means of Verification

Table 2.4. Risks and Contingency Plans (Mitigation Measures)

Description of risk (indicate level of likelihood: Low/Medium/High)	WPs involved	Proposed risk – Mitigation measures

2.3. Research Team & Collaborating Organizations

Describe the specific roles of the Research Team members in the implementation of the project. The involvement of all members of the Research Team, as well as the involvement of the Collaborating Organizations (if applicable) has to be fully justified, with emphasis on the scientific added value they bring

¹ Please add one of the following types:

R = Report (document, including interim and final report)

DEM = Demonstrator (prototype, plan, etc.)

DEC = Publications, patents, etc.

Other

² Please add one of the following types:

PU = PUBLIC (public available)

CO = CONFIDENTIAL (available only to the research team and H.F.R.I.)

³ Please add the respective Project's delivery month.

to the project. Please explain analytically the role and the necessity of the Collaborating Organization – H.F.R.I. Beneficiaries (if applicable).

3. Budget

Please complete/modify the following table to include all costs of the proposed project for the Host Institution and for each Collaborating Organization – H.F.R.I. Beneficiary (if applicable). In addition, justify the proposed costs per category.

Table 3.1. Project Budget and justification (Host Institution)

Host Institution's Budget		
Cost Category		Total in €
Direct Costs		
5.1.1 Personnel	Person Months (PMs)	
	PI	
	Post-Doc Researcher(s)	
	PhD Candidate(s)	
	Postgraduate Student(s)	
	Scientific Associate(s)	
	Host Institution Personnel	
	Technical Associate(s)	
	Other (please define)	
Total Direct costs for Personnel		
Other Direct Costs		
	Justification	
Total "other direct costs"		
Total Direct Costs		
Indirect Costs⁴		
Total HI 's Budget		

⁴ "Indirect Costs" should not exceed 8% of the Total Direct Costs and are included in the Total Budget.

Table 3.2. Project Budget and justification (Collaborating Organization – H.F.R.I. Beneficiary)

<i>(name of the Collaborating Organization – H.F.R.I. Beneficiary)'s Budget</i>		
Cost Category		Total in €
Direct Costs		
5.1.1 Personnel	Person Months (PMs)	
Post-Doc Researcher(s)		
PhD Candidate(s)		
Postgraduate Student(s)		
Scientific Associate(s)		
CO- H.F.R.I. Beneficiary Personnel		
Technical Associate(s)		
Other (please define)		
Total Direct costs for Personnel		
Other Direct Costs		
	Justification	
5.1.2 Consumables		
5.1.3 Travel		
5.1.4 Dissemination		
5.1.5 Use and/or Access to equipment etc.		
5.1.6 Equipment		
5.1.7 Other Costs		
Total "other direct costs"		
Total Direct Costs		
Indirect Costs⁵		
Total <i>(name of the Collaborating Organization – H.F.R.I. Beneficiary)'s Budget</i>		

⁵ "Indirect Costs" should not exceed 8% of the Total Direct Costs and are included in the Total Budget.

COLLABORATING ORGANIZATION “LETTER OF INTENT” - INSTRUCTIONS

Letters of intent are submitted only if relevant collaborations are described in the proposed research project. A “Letter of Intent” must be submitted for each one of the Collaborating Organizations (H.F.R.I. Beneficiary or not).

In order for the “Letter of Intent” to be considered as valid, the official info of the organization have to be included (i.e. logo, address) and also it has to be signed and stamped (if applicable) by the Legal Representative of the Organization.

Additionally, in the text the following should be included:

- The intention of the organization to collaborate with the Principal Investigator and the Host Institution for the implementation of the specific project (if funded) (reference to the title and the acronym of the Proposal, the PI and the Host Institution) under the framework of the “4th Call - H.F.R.I. Science & Society ‘Interventions to address the economic and social consequences of the COVID-19 pandemic’”.
- Description of the type and the nature of the cooperation, including the persons of the Collaborating Organization involved.
- Reference of the equipment, infrastructures and/or other resources that will be used for the implementation of the project.

NOTE:

In case it is not possible to submit the “Letter of Intent” on time, please submit a Solemn Declaration Form with the same content signed by the Principal Investigator of the proposal.