



**H.F.R.I.**  
Hellenic Foundation for  
Research & Innovation

Research Projects Department

## **Templates**

2<sup>nd</sup> Evaluation phase

1st Call

“Science and Society” Action

“200 years from the Greek Revolution”

Edition 1.0

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## DOCUMENT HISTORY

<b>Version</b>	<b>Publication Date</b>	
1.0	05.07.2019	Initial version

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The following document templates are indicative. You can modify them according to the needs of your proposal. Please follow the instructions below.

## NOTES

### PARTS OF PROPOSAL PHASE B

#### A. Extended Proposal Presentation

- ❗ **The maximum number of pages is twenty (20)**, including bibliographic references.
- ❗ File size up to 2Mb.
- ❗ File type: PDF (Portable Document Format).
- ❗ Please follow the technical specifications of the text listed in Table A.
- ❗ Please use the suggested document and modify accordingly.

#### B. Short Curriculum Vitae of Project Team members

- ❗ The maximum number of pages in the CVs of the members of the research team is three (3) pages per member.
- ❗ File size up to 2Mb.
- ❗ File type: PDF (Portable Document Format).
- ❗ Please follow the technical specifications of the text listed in Table A.

#### C. Detailed Budget

- ❗ This document will include the detailed budget of the proposed project.
- ❗ File size up to 2Mb.
- ❗ File type: PDF (Portable Document Format).
- ❗ Please follow the technical specifications of the text listed in Table A.
- ❗ Please use the suggested document and modify accordingly.

## TECHNICAL SPECIFICATIONS

Each page of the Proposal must contain a header with the name of the Project Coordinator (CC) and the acronym of the Proposal.

For the control of the observance of the restrictions on the area in the following Table are listed the technical specifications that must be followed for all the submitted documents.

**Table A. Technical Specifications.**

Page size	Font	Font size	Interval	Page Margins(at least)
A4	Times New Roman	11 ή 12 pt	Μovó	Top-Bottom: 2,54cm Left: 3 cm, Right: 2 cm Gutter position: Left Gutter: 0

**1** *The following template concerns the A. Extensive Presentation of the Proposal (maximum: 20 pages, including bibliographic references)*

## **Proposal Title**

### **Proposal Acronym:**

**Project Coordinator (Name):**

Project duration (in months):

Total budget (in €):

Host:

**Collaborating Institution (s) (if any):**

## **A. EXTENDED PROPOSAL PRESENTATION**

### **1. Project goals**

### **2. Project Innovation**

### **3. Scientific/Social/Artistic Impact**

*(This section must describe the Scientific and / or Social and / or Artistic impact of the work)*

### **4. Methodology**

#### **4.1. Research Methodology/artistic approach**

#### **4.2. Work Units – Deliverables**

*Please add the following:*

- *Brief presentation of the overall structure of the work plan.*
- *Description of each Work Unit [Table 4.1].*
- *Deliverables Table [Table 4.2].*

#### **Table 4.1. Description of Work Units**

*Indicative Table for the description of each work unit*

<b>Work Unit:</b>	<b>Title:</b>	
<b>Start (month):</b>	<b>End (month):</b>	<b>Man months (MM):</b>
Goals		

Work Description  
 Subsections of Work  
 Deliverables (for example Table 1.1- Title of Deliverable [*Month of the project to be delivered*])

#### **Table 4.2. Deliverables**

*Indicative deliverables for the proposals that will be submitted can be:*

- *The printed or electronic publication of books, monographs and / or publications in international journals.*
- *The production of audiovisual material (eg documentaries, films, television series, cartoons, etc.) or multimedia representation (visual videos, multiple and new media, digital art forms) or any art form (theatrical representation, music, painting) , sculpture, engraving, photography, artistic installations, etc.).*
- *Organization of workshops, training seminars, etc.*
- *Organizing interactive exhibitions (digital 3D representations / virtual reality projections, etc.).*
- *Photography exhibition.*

<b>Deliverable Number</b>	<b>Deliverable Title</b>	<b>Relevant work unit</b>	<b>Impact level<sup>1</sup></b>	<b>Estimated delivery time</b>

### **5. Project Team**

*Describe the specific roles of the Project Team members regarding project implementation. The participation of all members as well as the participation of the Collaborating Bodies that may be proposed, must be fully justified, emphasizing the added value they bring to the project.*

### **6. Bibliographic Reference**

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<sup>1</sup> Please use one of the following terms:

**PU= PUBLIC ,**  
**CO= CONFIDENTIAL to the Project Team and H.F.R.I.**

- ❶ *The following model concerns the B. Short Curriculum Vitae of the Project Team members (maximum: 3 pages / member)*

## **B. CV OF MEMBER OF PROJECT TEAM**

**Proposal Title:**

**Acronym:**

**Name of PT Member:**

Institution of Member of PT:

 *The prototype that follows concerned C. Detailed Project Budget*

## C. DETAILED PROJECT BUDGET

**Proposal Title**

**Proposal Acronym:**

<p><b>Project Coordinator (Name):</b></p> <p>Project duration (in months):</p> <p>Total budget (in €):</p> <p>Host:</p> <p>Collaborating Institution (s) (if any):</p>
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**Table 1.** Total Budget of proposed project

Project Budget				
Cost Category	Work Units			Total (€)
	WU1	WU2	WU...	
<b>Direct Costs</b>				
7.1 Staff costs				
7.2 Consumables				
7.3 Expenditure on purchasing equipment or accessing equipment, infrastructure or other resources				
7.4 Travel and Travel Expenses				
7.5 Publicity / Promotion Expenses				
7.6 Costs for concluding contracts for the provision of products and services				
7.7 Other Expenses <sup>2</sup>				
<b>Indirect Costs</b>				
Indirect Expenses (Management Expenses & General Operating Expenses) <sup>3</sup>				

<sup>2</sup> Other expenses (eg renting real estate, granting copyright, etc.)

<sup>3</sup> Indirect costs can amount to up to 5% of total Direct Costs.



Project Budget				
Cost Category	Work Units			Total (€)
	WU1	WU2	WU...	
Total(€)				

### 7.1 Staff Costs

Please fill in the following table to reflect the amounts declared in the corresponding field of **Table 1** and justify in text the necessary categories of staff for the implementation of the project.

**Table 2.** Staff Costs

Staff Costs						
	WU1		WU		Total	
	MM <sup>4</sup>	Cost (€)	MM	Costs(€)	MM	Cost (€)
Payments Project Coordinator						
Payments regular staff ΦΥ						
Payments έκτακτου προσωπικού <sup>5</sup>						
<b>Total (€)</b>						

### 7.2 Consumables

Please list the main types of consumables required for the implementation of the project, their individual estimated costs and their necessity. These amounts should reflect the amounts declared in the corresponding field in **Table 1**.

### 7.3 Expenditure on purchasing equipment or accessing equipment, infrastructure or other resources

Please specify the costs of this category and their necessity. These amounts should reflect the amounts declared in the corresponding field in **Table 1**.

### 7.4 Travel and travel expenses

Please specify the estimated cost and necessity of this category of expenditure. These amounts should reflect the amounts declared in the corresponding field in **Table 1**.

<sup>4</sup> MM ≡ Man months

<sup>5</sup> Please specify the number, specialization and necessity of the persons in this category.

### **7.5 Publicity/Promotion Expenses**

*Please specify the estimated cost and necessity of this category of expenditure. These amounts should reflect the amounts declared in the corresponding field in **Table 1**.*

### **7.6 Costs for concluding contracts for the provision of products and services**

*Please specify the estimated cost and necessity of the expenditure in this category. These amounts should reflect the amounts declared in the corresponding field in **Table 1**.*

### **7.7 Other Expenses**

*Please specify the type, estimated cost and necessity of this category of expenditure. Other expenses include expenses such as renting real estate, granting copyright, etc. These amounts should reflect the amounts declared in the corresponding field of **Table 1**.*

## **ANNEX I. INSTRUCTIONS- LETTERS**

### **WRITING LETTERS OF INTENTION TO RECEPTION AGENCY & COLLABORATING BODIES**

Letters of intent for the Host Agency are mandatory, and for the Collaborating Agencies they are submitted only if relevant collaborations are described in the proposed project and for each of the Collaborating Agencies regardless of country of origin.

In order for the "Letter of Intent" to be considered complete, the official letterhead with the logo of the Host Agency and / or the Collaborating Agency must be used, bearing the signature of the competent representative and the seal (if any) of the Agency for the type of cooperation referred to in the proposed project and to clearly state the intention of the Agency to cooperate in the specific proposal (reference to the title, acronym of the proposal and the name of the Project Coordinator) submitted in the framework of the 1st Call of Action of H.F.R.I."Science and Society" "200 Years from the Greek Revolution".

## **ANEX II. INSTRUCTIONS– SUBMISSION OF PROJECT SAMPLE**

In the electronic platform there is the possibility of submitting a sample of the proposed project (such as project template, audiovisual material, book excerpt / publication, etc.). In case of inability to submit the sample through the electronic platform, the method of sending the sample will be determined after relevant communication at tel. 210-6412493.

Please note that Project Sample Submission is optional.