



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

Research Projects Department

## **Templates**

2<sup>nd</sup> Submission phase

1st Call

“Science and Society” Action

“200 years from the Greek Revolution”

Version 1.0

July 5th 2019

(Ref.NO. 14762/05.07.2019 of the Deputy Director for Research Affairs of H.F.R.I.  
ΑΔΑ: ΨΤΕΙ46Μ77Γ-ΕΘ1)

## DOCUMENT HISTORY

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

## CONTENTS

DOCUMENT HISTORY.....	2
NOTES .....	4
TECHNICAL SPECIFICATIONS .....	4
A. Full PROPOSAL (Detailed PRESENTATION of proposal).....	5
B. CV OF PROJECT TEAM MEMBERS.....	7
C. detailed project budget.....	8
ANNEX I. instructions- LETTER of intent.....	11
anex II. instructions– submission of project sample .....	11

The following 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. Full Proposal (Detailed Presentation of Proposal)

- 📌 **Page limit: max. twenty (20) pages**, including bibliographic references.
- 📌 Document size: max **2MB**.
- 📌 Document type: PDF (Portable Document Format).
- 📌 Please follow the technical specifications listed in Table A.
- 📌 Please use the template and modify accordingly.

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

- 📌 **Page limit: max three (3) pages** per team member.
- 📌 Document size: max **2MB**.
- 📌 Document type: PDF (Portable Document Format).
- 📌 Please follow the technical specifications listed in Table A.

#### C. Detailed Budget

- 📌 This document will include the detailed budget of the proposed project.
- 📌 Document size: max 2MB.
- 📌 Document type: PDF (Portable Document Format).
- 📌 Please follow the technical specifications listed in Table A.
- 📌 Please use the template 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.

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

**Table A. Technical Specifications.**

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

**!** *The following template concerns 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 Institution:

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

## **A. FULL PROPOSAL (DETAILED PRESENTATION OF PROPOSAL)**

### **1. Project objectives**

### **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 Packages – Deliverables**

*Please add the following:*

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

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

*Indicative Table for the description of each work unit*

<b>Work Package:</b>	<b>Title:</b>	
<b>Start (month):</b>	<b>End (month):</b>	<b>Person months (PMs):</b>
Goals		

Work Description Tasks Deliverables (for example Table 1.1- Title of Deliverable [ <i>Month of the project to be delivered</i> ])
---

## 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 package</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 Institutions, must be fully justified, emphasizing the added value they bring to the project.*

## 6. Bibliographic Reference

---

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

**PU= PUBLIC ,**

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

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

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

**Proposal Title:**

**Acronym:**

**Name of PT Member:**

Institution of PT Member :

 The following template concerns 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 Institution:</p> <p>Collaborating Institution (s) (if any):</p>
--

**Table 1.** Total Budget of proposed project

Project Budget				
Cost Category	Work packages			Total (€)
	WP1	WP2	WP...	
<b>Direct Costs</b>				
7.1 Personell				
7.2 Consumables				
7.3 Procurement of Equipment and/or Use and/or access to Equipment				
7.4 Travel				
7.5 Dissemination				
7.6 Contracts for the provision of products and services				
7.7 Other Expenses <sup>2</sup>				
<b>Indirect Costs</b>				
Indirect Costs (Management & General Operating Costs) <sup>3</sup>				
<b>Total(€)</b>				

<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.



## 7.1 Personnel

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. Personnel**

	Staff Costs					
	WP1		WPU		Total	
	PM <sup>4</sup>	Cost (€)	PM	Costs(€)	PM	Cost (€)
Project Coordinator						
Host Institution Ordinary personel						
Temporary personnel <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 Procurement of 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

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**.

## 7.5 Dissemination

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 Contracts for the provision of products and services

<sup>4</sup> MM ≡ Man months

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

*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- LETTER OF INTENT**

### **HOST AND COLLABORATING INSTITUTION LETTERS OF INTENT**

Submitting a Host Institution Letter of intent is mandatory while Letters of intent from Collaborating Institutions are submitted only if relevant collaborations are described in the proposed project, and for each of the Collaborating Organizations regardless of country of origin.

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. and to clearly state the intention of the Organization to cooperate for the implementation of 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.