



HELLENIC REPUBLIC
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2nd Call
for H.F.R.I. Research Projects to
Support Faculty Members & Researchers

Template (PART B)

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Version 1.0

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The following templates are mandatory. However, you can modify them 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	14.02.2020	Initial Version

INSTRUCTIONS FOR COMPLETING PART B

IMPORTANT NOTE:

Please be aware that Part B1 is assessed in both the 1st and 2nd Evaluation Phase

Part B2 is assessed ONLY in the 2nd Phase of Evaluation.

- 📌 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 CV and Extended Synopsis

Part B1.1: PI's CV

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

Part B1.1.1: PI's achievements

- 📌 Part B1.1.1 has to be submitted as a separate pdf.
- 📌 Page limit: max. **three (3) pages**, including cover page.
- 📌 Document size: max. **3MB**.

Part B1.2 – Extended Synopsis

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

Part B2. Detailed Presentation of the Research Proposal

Part B2.1. Full Proposal

- 📌 Page limit: max. **sixteen (16) pages number**, including cover page and references.
- 📌 Document size: max. **5MB**.

Part B2.2. Research Team Members' CVs

- 📌 Part B2.2 has to be submitted as a **single file**.
- 📌 The document must include the CVs of all the Research Team Members.
- 📌 Page limit: max. **one (1) page per team member**.
- 📌 Document size: max. **5MB**.

TECHNICAL SPECIFICATIONS

Each proposal page must contain a header presenting the PI's name, the acronym and the reference to the respective part of the proposal (Part B1.1, Part B1.2, etc.) and a footer with reference to the respective Scientific Area (SA1, SA2, 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

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PART B1

*(Part B1 is evaluated in both the 1st and 2nd Phase,
Part B2 is evaluated ONLY in the 2nd Phase.)*

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):
- Scientific Area:
- Scientific Field:
- Scientific Subfield:
- Project's Duration (in months):
- Total Budget (€):
- Host Institution:
- Collaborating Organization(s): *(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, 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

GRANT APPLICATIONS *(if applicable)*

Please add other Research Proposals/Projects related to the proposed research project in which you are involved in any role.

Project Title	Funding source	Submission date	Role of the PI

Part B1.1.1 PI's Scientific Achievements

Proposal's Title
Proposal's Acronym

(max. 3 pages, including cover page)

- **Principal Investigator** (Name/Surname):
- Scientific Area:
- Scientific Field:
- Scientific Subfield:
- Projects' Duration (in months):
- Total Budget (€):
- Host Institution:
- Cooperating Organization(s): *(if applicable)*

 *The PI must provide a list of scientific achievements (related to the proposed research project) in the ten (10) last years*

SCIENTIFIC ACHIEVEMENTS

The PI should list his/her activity as regards (if applicable):

1. *Up to ten (10) representative publications, from the last ten (10) years, as main author*
2. *Research monographs*
3. *Granted patents*
4. *Invited presentations to international conferences and/or advanced schools*
5. *Organization of international conferences*
6. *Prizes/Awards/Academy memberships*
7. *Major contributions to the early careers of excellent researchers*

Cover Page (Part B1.2)**Part B1.2. Extended synopsis**

(max. 6 pages including cover page and references)

Proposal's Title
Proposal's Acronym

- **Principal Investigator** (Name/Surname):
- Scientific Area:
- Scientific Field:
- Scientific Subfield:
- Projects' Duration (in months):
- Total Budget (€):
- Host Institution:
- Cooperating Organization(s): *(if applicable)*

Extended Synopsis

- 📌 The Extended Synopsis is a stand-alone text that must briefly present the Research Proposal with special emphasis on the pioneering nature of the project and the feasibility of the scientific approach outlined. It is important that the extended synopsis is concise and contains all relevant information of the proposed research project, since **only Part B1 is assessed in the 1st evaluation Phase.**

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PART B2

(Part B2 is evaluated ONLY in 2nd Phase.)

Cover page (Part B2.1)

Part B2.1. Full Proposal

(max. 16 pages, including cover page and references)

Proposal's Title
Proposal's Acronym

- **Principal Investigator** (Name/Surname):
- Scientific Area:
- Scientific Field:
- Scientific Subfield:
- Projects' Duration (in months):
- Total Budget (€):
- Host Institution:
- Collaborating Organization(s): *(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. Scientific and/or social 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		
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

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.

2.3. Research Team

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 to the project.

3. Budget (including project costs)

(Please complete/modify the following table to include all costs of the proposed project. In addition, justify the proposed costs per category.)

Table 3.1. Project Budget and justification

Cost Category		Total in €
Direct Costs		
6.1.1 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 ⁴		
Other Direct Costs⁵		
	Justification	
6.1.2 Consumables		
6.1.3 Travel⁶		
6.1.4 Dissemination		
6.1.5 Use and/or Access to equipment etc.		
6.1.6 Equipment⁷		
6.1.7 Other Costs⁸		
Total "other direct costs"		
Total Direct Costs		
Indirect Costs⁹		
Total Budget		

⁴ "Total Direct Costs for Personnel" have to be at least 50% of Research Project Total Budget.

⁵ Total "Other Direct Costs" should not exceed 40% of the Research Project Total Budget.

⁶ "Travel" cost should not exceed 10% of the Research Project Total Budget.

⁷ "Equipment" cost should not exceed 20% of the Research Project Total Budget.

⁸ "Other Costs" should not exceed 5% of the Research Project Total Budget.

⁹ "Indirect Costs" should not exceed 10% of the Total Direct Costs and are included in the Total Research Project Budget.

Cover page (Part B2.2)

Part B2.2. Research Team Members' CVs

(limit: 1 page/member)

Proposal's Title
Proposal's Acronym

- **Principal Investigator** (Name/Surname):
- Scientific Area:
- Scientific Field:
- Scientific Subfield:
- Projects' Duration (in months):
- Total Budget (€):
- Host Institution:
- Collaborating Organization(s): *(if applicable)*

Number	Name	Affiliation	Brief Role in the Project

Member Name
<i>It is completed for each Research Team Member.</i>

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.

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 “2nd Call for H.F.R.I. Research Projects to Support Faculty Members & Researchers”
- 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:

If the collaboration does not concern access to infrastructure and/or resources of an Organization but collaboration between Professors/Researchers, it is not necessary to submit a “Collaborating Organization Letters of Intent”, but a Solemn Declaration Form signed by the respective collaborating person (Research Team Member).