



HELLENIC REPUBLIC  
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GENERAL SECRETARIAT FOR RESEARCH AND INNOVATION  
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**3rd Call  
for H.F.R.I. Research Projects to  
Support Post-Doctoral Fellows**

**Template (PART B)**

January 18, 2021

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 "Call" will not be taken into consideration during the evaluation process.

### HISTORY OF DOCUMENT CHANGES

<b>Version</b>	<b>Issue Date</b>	
1.0	18.01.2021	<b>Initial Version</b>

## 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 follow the formatting constraints of Table A.

### Part B1. PI's CV and Scientific Achievements

- 📌 Page limit: max. **four (4) pages**, including cover page.
- 📌 Document size: max. **5 MB**.

### Part B2. Detailed Presentation of the Research Proposal

#### Part B2.1. Full Proposal

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

#### 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 (members of the Advisory Board should not be included).
- 📌 Page limit: max. **one (1) page per team member**.
- 📌 Document size: max. **5 MB**.

## 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, Part B2.1, B2.2) 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 or similar	11 pt (at least)	Single (at least)	Top-Bottom: 1,5 cm Left-Right: 2 cm

**3rd Call**  
**for H.F.R.I. Research Projects to Support**  
**Post-Doctoral Fellows**

**PART B1**

**Cover Page (Part B1)**

Part B1 PI's Curriculum Vitae and Scientific Achievements  
(max. 4 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*)

<b>PERSONAL INFORMATION</b>
<b>SURNAME</b>
<b>NAME</b>
<b>DATE OF BIRTH</b>
<b>PLACE OF RESIDENCE</b>
<b>e-mail</b>
<b>TEL.</b>

**MOBILITY**

*Please describe your mobility (i.e. different research team, laboratory, centers, clinic, etc.).*

- 
- MM.YYYY - MM.YYYY**    **Position/Project/Research Team and PI of the project**  
 Laboratory, Clinic, Name of Faculty/Department, Name of University/Institution/Company, Country
- MM.YYYY - MM.YYYY**    **Position/Project/Research Team and PI of the project**  
 Laboratory, Clinic, Name of Faculty/Department, Name of University/Institution/Company, Country
- MM.YYYY - MM.YYYY**    **Position/Project/Research Team and PI of the project**  
 Laboratory, Clinic, Name of Faculty/Department, Name of University/Institution/Company, Country

**CURRENT POSITION(S)**

- 
- MM.YYYY - MM.YYYY**    **Current position/Project/Research Team and PI of the project**  
 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/Project/Research Team and PI of the project**  
 Name of Faculty/Department, Name of University/Institution/Company, Country
- MM.YYYY - MM.YYYY**    **Position/Project/Research Team and PI of the project**  
 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

**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

**SCIENTIFIC ACHIEVEMENTS**

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

1. Representative publications



2. *Research monographs*
3. *Granted patents*
4. *Invited presentations to international conferences and/or advanced schools*
5. *Organization of conferences*
6. *Prizes/Awards/Academy memberships*

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**PART B2.1**

**Cover page (Part B2.1)**

Part B2.1 Full Proposal

(max. 10 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, 2.3].
- Table of Risks and Contingency Plan [Table 2.4].
- Research Team [Table 2.5].

### Table 2.1. Work Package description

Indicative Table for the description of each Work Package.

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

<b>WP Number:</b>	<b>WP Title:</b>	
<b>Starting Month:</b>	<b>Ending Month:</b>	<b>Person Months (PMs):</b>
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 <sup>1</sup>	Dissemination Level <sup>2</sup>	Due Date (in months) <sup>3</sup>

### 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

<sup>1</sup> 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**

<sup>2</sup> Please add one of the following types:

**PU** = PUBLIC (public available)

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

<sup>3</sup> Please add the respective Project's delivery month.

## **2.5. 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 €
<b>Direct Costs</b>		
<b>6.1.1 Personnel</b>	<b>Person Months (PMs)</b>	
	PI	
	Post-Doc Researcher(s)	
	Scientific Associate(s) (i.e. PhD Candidate(s), Post Graduate(s), Other)	
	Technical Associate(s)	
<b>Total Direct costs for Personnel<sup>1</sup></b>		
<b>Other Direct Costs</b>		
	<b>Justification</b>	
<b>6.1.2 Consumables</b>		
<b>6.1.3 Travel and Dissemination</b>		
<b>6.1.4 Use and/or Access to equipment etc.</b>		
<b>6.1.5 Equipment</b>		
<b>6.1.6 Other Costs</b>		
<b>Total "Other Direct Costs"</b>		
<b>Total Direct Costs</b>		
<b>Indirect Costs<sup>2</sup></b>		
<b>Total Budget</b>		

<sup>1</sup> Total "Direct Costs for Personnel" should be at least 50% of the Research Project Total Budget.

<sup>2</sup> "Indirect Costs" should not exceed 8% 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

<b>Member Name</b>
<i>It is completed for each Research Team Member. The members of the Advisory Board should not be included.</i>

## HOST INSTITUTION “LETTER OF INTENT” - INSTRUCTIONS

**NOTE:** A Letter of Intent for the Host Institution is mandatory for the submission of each application.

The “Letter of Intent” for the Host Institution must contain the official info of the organization (i.e. logo, address) and should be signed and stamped (if applicable) by the Legal Representative of the Organization.

In the text the following should be included:

- The intention of the Host Institution to collaborate with the Principal Investigator for the implementation of the project (if funded) (reference to the title, the acronym of the Proposal and the PI) under the framework of the “3rd Call for H.F.R.I. Research Projects to Support Post-Doctoral Fellows”.

## COLLABORATING ORGANIZATION “LETTER OF INTENT” - INSTRUCTIONS

**NOTE:**

A Letter of Intent is submitted only if the corresponding collaboration is described in the proposed research project. A “Letter of Intent” must be submitted for each one of the Collaborating Organizations.

The “Letter of Intent” must contain the official info of the organization (i.e. logo, address) and should 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). The title and acronym of the Proposal has to be specified as well as the PI’s name and the Host Institution under the framework of the “3rd Call for H.F.R.I. Research Projects to Support Post-Doctoral Fellows”.
- 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.