



HELLENIC REPUBLIC
MINISTRY OF DEVELOPMENT AND INVESTMENT
GENERAL SECRETARIAT FOR RESEARCH AND INNOVATION

HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION

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H.F.R.I.'s 2nd Call for the procurement of High Value Research Equipment

Template (PART B)

Version 1.0

INSTRUCTIONS FOR COMPLETING PART B

Please use the following templates to write your proposal. The templates are mandatory. However, you can modify them according to the needs of your research proposal e.g., you may omit sections if not applicable, change the order of the different sections etc. You may also remove the guidelines in italics. Please include the indicative fields in your proposal.

Save each section (i.e. B1, B2) as a separate pdf document and upload it on the platform in the respective field. It is likely the formatting is affected when you download the document. Please ensure that the document still complies with the formatting specifications defined in the Call ([link](#)) and make the appropriate corrections.

It is important to note that any information presented beyond the page limits as defined in the Call ([link](#)) will not be taken into consideration during the evaluation process.

- ❗ 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 comply with the formatting specifications of Table A.

Part B1 PI's CV and achievements

- ❗ Page limit: max. **five (5) pages**, including cover page.
- ❗ Document size: max. **5MB**.

Part B2 – Research proposal

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

FORMATTING SPECIFICATIONS

Each page it is suggested to contain a header presenting the PI’s name, the acronym and a reference to the respective part of the proposal (Part B1, Part B2) and a footer with reference to the respective Scientific Area (SA1, SA2, etc.) and the page number.

The following Table (Table A) lists the Formatting Specifications that should be followed for the layout.

Please follow the page limits strictly. Only information presented within the page limits will be evaluated!

Table A. Formatting Specifications

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

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PART B1

PART B1 PI'S CURRICULUM VITAE & SCIENTIFIC ACHIEVEMENTS

(max. 5 pages including the cover page)

Proposal Title Proposal Acronym

- **Principal Investigator** (Name/Surname):
- Scientific Area:
- Project Duration (in months):
- Total Budget (€):
- Host Institution:

1 PI'S CURRICULUM VITAE

PERSONAL INFORMATION

SURNAME	
NAME	
e-mail	
TEL.	

CURRENT POSITION(S)

yyyy -yyyy	Current position Name of Faculty/Department, Name of University/Institution/Company, Country
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PREVIOUS POSITION(S)

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

yyyy -yyyy	Position Name of Faculty/Department, Name of University/Institution/Company, Country
yyyy -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.

yyyy - yyyy	Name of Faculty/Department, Name of University/Institution, Country, Thesis title, Degree
yyyy - 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)
▪	<i>Insert row below to add information</i>

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
▪	<i>Insert row below to add information</i>
▪	..

MEMBERSHIPS & REVIEWING ACTIVITIES (if applicable)

yyyy - yyyy	Evaluator, Name of University/Institution/Country
yyyy - yyyy	Member, Name of Research Network, etc.
yyyy - yyyy	<i>Insert row below to add information</i>

TEACHING ACTIVITIES (if applicable)

yyyy - yyyy	Teaching position – Topic, Name of University/Institution/Country
yyyy - yyyy	<i>Insert row below to add information</i>

SUPERVISION OF GRADUATE STUDENTS & POSTDOCTORAL FELLOWS (if applicable)

yyyy - yyyy	Number of Postdocs/PhD/Master Students Name of University/Institution/Country
yyyy - yyyy	<i>Insert row below to add information</i>

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
	<i>Insert row below to add information</i>

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 OF RELATED PROJECTS *(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

2 PI'S SCIENTIFIC ACHIEVEMENTS

The PI should list his/her activity related to the activities of the specific project (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

Please write your text here

H.F.R.I.'s 2nd Call for the procurement of High Value Research Equipment PART B2

PART B2 RESEARCH PROPOSAL

(max. 10 pages including cover page and references)

Proposal Title Proposal Acronym

- **Principal Investigator** (Name/Surname):
- Scientific Area:
- Project Duration (in months):
- Total Budget (€):
- Host Institution:

1 OBJECTIVES AND CHALLENGES

Indicative fields should include:

- *Project objectives, equipment description (including existing research equipment – if applicable) and the necessity/challenges of its procurement in relation to PI's and HI's research activities*
- *Equipment's state-of-the-art*
- *Scientific impact and added value*

Please write your text here

2 FEASIBILITY STUDY, ACCESS POLICY AND IMPLEMENTATION PLAN FOR THE OPERATION OF THE RESEARCH EQUIPMENT

- *Sustainability and long-term operation study of the equipment (including post-project actions)*
- *Implementation plan for post-project equipment availability/accessibility*
- *Plan for integration and networking of research equipment in national and international equipment of infrastructures networks*

Please write your text here

3 IMPLEMENTATION PLAN

Indicative fields should include:

- *Description of each Work Package (WPs)*
- *Tables of Deliverables and Milestones*
- *Table of Risks and Contingency Plan*
- *Timeline/timetable of the different work packages and their components (Gantt Chart)*

3.1.1 Description of each Work Package (WPs)

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:
Objectives	
Description of Work	
Tasks	
Deliverables	
Milestones	

Copy table below to add information

3.1.2 Deliverables

Mandatory deliverable: Procurement, Installation and successful operation of the equipment

Indicative deliverables: technical reports, access policy plan, operational regulations, implementation plan for the operation of the equipment, plan for the integration of the equipment into national and/or international networks, database generation, dissemination reports [peer-reviewed journals, publications in conference proceedings, lectures/conferences/workshops presentations], posters, etc.]

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

Copy table below to add information

3.1.3 Milestones

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

Copy table below to add information

3.1.4 Risks and Contingency Plan

Description of risk (indicate level of likelihood: Low/Medium/High)	WPs involved	Proposed risk - Mitigation measures
<i>Insert row below to add information</i>		

3.1.5 Timeline/timetable of the different work packages and their components (Gantt Chart).

Insert Gantt Chart here

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.

4 BUDGET

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

Cost Category	Restrictions
DIRECT COSTS	
Equipment	≥ 200.000€ for SA1, 2, 3, 4, 5 and 8 ≥ 30.000€ for SA6, 7 and 9
Other costs	≤ 5% of equipment cost
INDIRECT COSTS	= 5% of direct costs
Total Budget	€

Budget justification

Please justify the proposed costs per category here