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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](https://www.elidek.gr/call/2i_prokiriksi_erevnitikou_exoplismou/)) and make the appropriate corrections.

It is important to note that any information presented beyond the page limits as defined in the Call ([link](https://www.elidek.gr/call/2i_prokiriksi_erevnitikou_exoplismou/)) 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 Β2 – 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** |
| Α4 | Times New Roman, Arial, Calibri, Cambria | 11 pt  (at least) | Single (at least) | Top-Bottom: 1,5 cm Left-Right: 2 cm |

1. **H.F.R.I.’s 2nd Call for the procurement of**
2. **High Value Research Equipment**
3. **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:

## 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 |

|  |  |
| --- | --- |
| **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) |
| * *Insert row below to add information* |

| **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 |
| * *Insert row below to add information* |
| * .. |

| **MEMBERSHIPS & REVIEWING ACTIVITIES** *(if applicable)* | |
| --- | --- |
|  | |
| **yyyy - yyyy** | Evaluator, Name of University/Institution/Country |
| **yyyy – yyyy** | Member, Name of Research Network, etc. |
| **yyyy - yyyy** | *Insert row below to add information* |

| **teaching activities** (*if applicable*) | |
| --- | --- |
| **yyyy - yyyy** | Teaching position – Topic, Name of University/Institution/Country |
| **yyyy - yyyy** | *Insert row below to add information* |

| **SUPERVISION OF GRADUATE STUDENTS & POSTODOCTORAL FELLOWS** *(if applicable)* | |
| --- | --- |
|  | |
| **yyyy - yyyy** | Number of Postdocs/PhD/Master Students  Name of University/Institution/Country |
| **yyyy - yyyy** | *Insert row below to add information* |
|  |  |
|  |  |

| **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 |
|  | *Insert row below to add information* |

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
|  |  |  |  |
|  |  |  |  |

## 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:

## 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*

## 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*

## 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)*

#### 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*

#### 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]](#footnote-1)** | **Dissemination Level[[2]](#footnote-2)** | **Due Date**  **(in months)[[3]](#footnote-3)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Copy table below to add information*

#### Milestones

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

*Copy table below to add information*

#### Risks and Contingency Plan

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

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

*Insert Gantt Chart here*

## 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*

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** [↑](#footnote-ref-1)
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.) [↑](#footnote-ref-2)
3. *Please add the respective Project’s delivery month.* [↑](#footnote-ref-3)