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

Address: 185 Syggrou Ave. & 2 Sardeon St., 17121 Nea Smyrni
Email: researchdepartment@elidek.gr
Tel: +30 210 6412410, +30 210 6412420

3rd Call for HFRI's Research Projects

to Support Faculty Members & Researchers

Template (PART B)

Version 1.0

HISTORY OF DOCUMENT CHANGES

Version	Issue Date	
1.0	01.09.2023	**Initial Version**

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, B2.1 etc.) 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 CV and achievements

- Page limit: max. **ten (10) pages,** including cover page.
- Document size: max. **3MB**.

Part B2.1 Research proposal

- Page limit: max. **sixteen (16) pages** 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. **3MB**.

FORMATTING SPECIFICATIONS

Each page should contain a header presenting the PI's name, the acronym and a reference to the respective part of the proposal (Part B1, Part B2, etc.) 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

3rd Call for H.F.R.I.'s Research Projects to Support Faculty Members & Researchers
PART B1

PART B1 PI CURRICULUM VITAE & SCIENTIFIC ACHIEVEMENTS

(max. 10 pages including the cover page)

Proposal Title
Proposal Acronym

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

1 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 (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 SCIENTIFIC ACHIEVEMENTS

The PI should list his/her activity regarding (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

3rd Call for H.F.R.I.'s Research Projects to Support Faculty Members & Researchers
PART B2.1

PART B2.1 RESEARCH PROPOSAL

(max. 16 pages including cover page and references)

Proposal Title
Proposal Acronym

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

1 EXCELLENCE, STATE-OF-THE-ART AND OBJECTIVES

Indicative fields should include:
- *Relevance with the selected Scientific Area*
- *Proposal objectives and necessity/challenges*
- *State-of-the-art & Innovation*
- *Scientific and/or social impact*

Please write your text here

2 METHODOLOGY AND IMPLEMENTATION

Indicative fields should include:
- *Research Methodology*
- *Work Plan*
- *Research Team*
- *Ethics*

2.1 Research Methodology
Please write you text here…

2.2 Work Plan (Work Packages, Gantt Chart, Deliverables and Milestones Table, Table of Risks and Contingency Plan}

Please include the following:
- Brief outline of the overall work plan.
- 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).

- Brief description of the measures to be undertaken in order to address any Ethical issues arising from the implementation of the proposed project and state of any necessary licences and/or other documents that have already or will need to be secured.

2.2.1 Brief outline of the overall work plan

Please write your text here…

2.2.2 Description of each Work Package (WPs)

Indicative Table for the description of each Work Package.

*[**Important:** Please include a Project Management and a Dissemination and Communication Management Work Package]*

WP Number:	WP Title:	
Starting Month:	**Ending Month:**	**Person Months (PMs):**
Objectives Description of Work Tasks Deliverables Milestones		

Copy table below to add information

2.2.3 Deliverables

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]

Copy table below to add information

2.2.4 Milestones

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

Copy table below to add information

2.2.5 Risks and Contingency Plan

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.*

	Insert row below to add information	

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

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.

3rd Call for H.F.R.I.'s Research Projects to Support Faculty Members & Researchers
PART B2.2

PART B2.2 RESEARCH TEAM MEMBERS' CVS

(max: 1 page/member)

Proposal Title
Proposal Acronym

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

Number	Name	Affiliation (Host Institution or Collaborating organization)	Brief Role in the Project

Member Name:
It is completed for each Research Team Member (1 page per TM)

Copy table below to add more Research Team Member

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 should be included (i.e. logo, address) and should bear the signature and stamp (if applicable) of the **Legal Representative** of the Organization.

Additionally, in the text the following information must 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 "Basic Research Financing Action (Horizontal support of all Sciences)"
- Description of the type and the nature of the collaboration, 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 involve access to infrastructure and/or resources of an Organization but collaboration between Professors/Researchers, it is not necessary to submit a "Collaborating Organization Letter of Intent", but a Solemn Declaration Form signed by the respective collaborating person (Research Team Member).