



HELLENIC REPUBLIC  
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GENERAL SECRETARIAT FOR RESEARCH AND INNOVATION  
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## **4th Call for H.F.R.I.'s Research Projects to Support Post-Doctoral Researchers**

**Template (PART B)**

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 not be taken into consideration during the evaluation process.*

## HISTORY OF DOCUMENT CHANGES

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<b>Version</b>	<b>Issue Date</b>	
1.0	11.04.2024	<b>Initial Version</b>

## INSTRUCTIONS FOR COMPLETING PART B

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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 CV and achievements

- ❗ Page limit: max. **four (4) pages**, including cover page.
- ❗ Document size: max. **3MB**.

### Part B2 Research proposal

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

## **FORMATTING SPECIFICATIONS**

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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*

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

## 4th Call for H.F.R.I.'s Research Projects to Support Post-Doctoral Researchers

### PART B1

#### PART B1 PI CURRICULUM VITAE & SCIENTIFIC ACHIEVEMENTS

*(max. 4 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:

#### 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	<b>Position</b> Name of Faculty/Department, Name of University/Institution/Company, Country
YYYY -YYYY	<b>Position</b> Name of Faculty/Department, Name of University/Institution/Company, Country

**EDUCATION**

Please add separate sections for each degree starting with the most recent.

<b>YYYY -YYYY</b>	Name of Faculty/Department, Name of University/Institution, Country, Thesis title, Degree
<b>YYYY -YYYY</b>	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)**

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

**TEACHING ACTIVITIES (if applicable)**

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

**(CO) SUPERVISION OF POST - GRADUATE STUDENTS & PhD STUDENTS (if applicable)**

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

**FELLOWSHIPS and AWARDS** *(if applicable)*

<b>YYYY - YYYY</b>	Scholarship, Name of Faculty/Department/Centre, Name of University/Institution/Country
<b>YYYY - YYYY</b>	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 (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

Please write your text here



## 4th Call for H.F.R.I.'s Research Projects to Support Post-Doctoral Fellows

### PART B2

#### PART B2 RESEARCH PROPOSAL

*(max. 10 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:

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

*Indicative fields should include:*

- *Proposal objectives and challenges*
- *State-of-the-art & Innovation*
- *Scientific and/or social impact*
- *Impact on the career prospects*

*Please write your text here*

#### 2 METHODOLOGY AND IMPLEMENTATION

*Indicative fields should include:*

- *Research Methodology*
- *Work Plan*
- *Advisory Board*
- *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 <sup>1</sup>	Dissemination Level <sup>2</sup>	Due Date (in months) <sup>3</sup>

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

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

Insert Gantt Chart here

<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.



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## HOST INSTITUTION “LETTER OF INTENT” INSTRUCTIONS

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

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 **Director of Research of the lab/clinic or the President/Head of Sector of the Department /School where the Postdoctoral Researcher will be hosted for the implementation of the project.**

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 “4th Call for H.F.R.I. Research Projects to Support Post-Doctoral Researchers”.