

Guide for Applicants
RESEARCH PROGRAM “ARISTEIA”

INTRODUCTION

All applications must be submitted electronically via the dedicated web-based submission platform. The proposal formats and page numbers as well as the uploaded file formats (either pdf or xls) are strictly limited. Only the material contained within the specified page limits, while respecting the layout parameters and the requested file formats, will be evaluated. The applicants should fill in all the required fields. The research proposals should be written in English.

Section 1: General Information

- Proposal Number: [pre-filled by the system]*
- * The above field cannot be modified
- Proposal Acronym: Provide an acronym of no more than 20 characters for your project.
- Proposal Title: Provide a title of no more than 180 characters for your project.
- Starting Date: Specify the expected starting date of the proposed research project.
- End Date: Specify the expected end date of the proposed research project.
- Primary Research Domain: Choose a Primary Research Domain for your project.
- Primary Research Area: Choose a Primary Research Area for your project.
- Primary Research Field (if applicable): Choose a Primary Research Field for your project.
- Secondary Research Domain (optional): Choose a Secondary Research Domain for your project.
- Secondary Research Area (optional): Choose a Secondary Research Area for your project.
- Secondary Research Field (optional, if applicable): Choose a Secondary Research Field for your project.
- Requested funding: Specify in Euros the total budget you are requesting.
- Keywords: Enter free text keywords that best characterize your research proposal. There is an upper limit of 90 characters (spaces and line breaks included) for this field.
- Abstract: Provide an abstract of your research proposal. Use plain typed text (no formulas and special characters allowed). There is a lower limit of 100 characters and an upper limit of 2000 characters (spaces and line breaks included) for this field.

Section 2: Principal Investigator

- Family Name: Last name of the Principal Investigator
- First Name: First name of the Principal Investigator

- Title: Please choose one of the following titles for the Principal Investigator: Prof., Dr, Mr., Mrs., Ms.
- Gender: Indicate Male or Female as appropriate (for statistical purposes)
- Country of Birth: Please select your country of birth
- Date of Birth: Please provide your date of birth
- Current Company Name (if applicable): Indicate the name of your current Employer
- Current Department/Faculty/Institute/Lab (if applicable): The name of your Current Department or Faculty or Institute or Laboratory
- Current Company or Department/Faculty/Institute/Lab address: Provide the address of your current Company or Department or Faculty or Institute or Laboratory
- Telephone number: Provide contact phone number including the city/area code
- E-mail address: Provide the e-mail address of the Principal Investigator
- Link to Personal Web Page (English version only - Optional field): Optionally you may provide a link to the personal website of the Principal Investigator (English Version only)
- Upload a pdf file containing the following information:
 - i. Curriculum Vitae - not including publications (maximum 2 pages)
 - ii. List of most significant publications (maximum 2 pages)
 - iii. Significant research achievements in the last 10 years (publications, invited talks, patents, awards etc) (maximum 2 pages)
 - iv. List other Research Projects in which you have participated in the last 10 years. Please, specify the title of the research project, the budget of the grant, the source of funding, your role in the research team and the starting/ending dates (maximum 2 pages)

The authors should respect the following layout parameters:

Page Size:	A4
Font Type:	Times New Roman
Font Size:	at least 11 pt
Line Spacing:	Single
Margins:	2cm side, 1.5cm top-bottom

Note: The pdf file should not exceed the size of 10 MB. Only the material contained within the above mentioned page limits will be evaluated.

Section 3: Team member CVs

Upload short CVs, including key publications, for the main research team members (maximum 3 pages in total).

Only the material contained within the page limit, while respecting the layout parameters, will be evaluated.

Note: The pdf files should not exceed the size of 10 MB.

Section 4: Proposal Synopsis (PDF)

Upload a pdf file with the extended synopsis of the Scientific Proposal (maximum 3 pages).

Only the material contained within the page limits mentioned below, while respecting the layout parameters, will be evaluated.

Extended Synopsis of the Scientific Proposal (upload a pdf file)	
Content:	Extended Synopsis of the Scientific Proposal (maximum 3 pages)
Page Size:	A4
Font Type:	Times New Roman
Font Size:	at least 11 pt
Line Spacing:	Single
Margins:	2cm side, 1.5cm top-bottom

Section 5: Host Organisation

- Name of Host Organisation: The legal name of the Institution/Entity which will host the project; this must be either the Principal Investigator's current employer, or an Institution with which he/she is already officially affiliated.
- Office/Section/Department/Faculty name of Host Organisation: The legal name of the Principal Investigator's Office or Section or Department or Faculty.
- Address of Host Organisation: The address of the Project Investigator's Host Organisation.
- Link to Host Organisation's Webpage (English version only): Provide link, if available.

- Description of infrastructure, facilities and expertise of the Host Organisation's relevant research unit. There is a lower limit of 100 characters and an upper limit of 2000 characters (space and line breaks included).

Section 6: Budget

- Requested Grant (in Euros): Pre-filled to match the budget specified in the General Information form.
- Justification of each main budget item: You should provide a brief description of the project budget, ideally per expenses category, in the provided field. There is a lower limit of 100 characters and an upper limit of 8000 characters (spaces and line breaks included) for this field.
- List any additional research support and how this is related to the present proposal: There is a lower limit of 100 characters and an upper limit of 4000 characters (spaces and line breaks included) for this field.
- Upload a table that shows the total budget of the project and the requested budget per work package. You must use the preformatted .xls file, which is available on the platform.

Download the pre-formatted .xls file, save it to your computer, fill in the Excel file with the requested information, and then upload it using the 'browse' button.

The project cost estimation should be as accurate as possible. Please ensure that the table contains the correct amount for the different types of costs (direct and indirect eligible costs). The eligible costs are explicitly specified in the call of this research program.

Notes:

- 1) You are not allowed to use an .xls file template other than the one provided.
- 2) You have to press the 'Save Form Data' button to save your data in the Budget Justification Field.

Section 7: Full Proposal

This section contains the description of the scientific proposal. The uploaded pdf file must not exceed twelve (12) pages in total (maximum of 10 pages for the scientific proposal and of 2 pages for any additional notes) and the file size should not exceed 10MB. The 2 pages for additional notes should be filled ONLY IF any special information related to the project is

necessary. This, for example, may be information concerning safety precautions (if required), research protocols (if applicable), etc. The two pages are NOT meant as additional space for the proposal itself.

The scientific, technical and/or scholarly aspects of the project should be described in detail demonstrating the ground-breaking nature of the research, its potential impact and research methodology. The fraction of the applicant's research effort that will be devoted to this project needs to be indicated.

Only the material contained within the specified page limits, while respecting the layout parameters, will be evaluated.

Section 8: Ethical issues

Using the drop down menu please specify whether your research proposal raises any ethical issues. If any, please provide a brief explanation of the ethical issues involved and how you are planning to deal with those (an upper limit of 4000 characters, spaces and line breaks included, applies to this field).

Section 9: Summary

In this section you can provide a 'printing-friendly summary' of your research proposal.

Section 10: Finalise

In this section you can review the status of the uploaded data and finalise your submission. Please note that unless you finalise your submission (i.e., press the 'Finalise Submission' button) your proposal will not be considered for evaluation. Following, submission of your proposal you will not be able to modify your data. An automatic confirmation email will be sent to the Principal Investigator to acknowledge receipt of the research proposal. Please make sure that the Principal Investigator's email address has been entered correctly in the relevant field.