FULL PROPOSAL GUIDELINE

Full Proposals can only be submitted by applicants who have been invited to the Full Proposal stage by the Crisis Call Board. Full Proposals must be submitted by Project Leaders via the online submission system EPSS before the deadline of Tuesday **March 26th, 2024, 14:00 CET (Central European Time)**. Project Leaders must submit the application on behalf of all Principal Investigators.

In developing the Full Proposals, applicants must follow the guidelines and the application structure as explained below, build on their previous Outline Proposal, and continue to ensure a strong fit to the Crisis Theme and Scope. The Full proposal must meet all General and National/Regional Eligibility Requirements.

It is expected that applications submitted to the Full Proposal phase are consistent with the initial Outline Proposals. However, we recognize the importance of Outline Proposals to evolve and that changes may be required in case of *force majeure* or to address feedback from the Outline Proposal phase. However, **if major changes, such as a new PI, or a fundamental realignment of the project focus are become necessary, applicants should first contact both their national contact point(s) and the Crisis Call Secretariat** for advice as to whether such amendments are acceptable.

All relevant call documents: Full Proposal Template, CV template, National/Regional Eligibility Requirements, Glossary and Frequently Asked Questions (FAQs) are available at the CHANSE website:
1. Call Announcement
2. Full Proposal Template
3. Full Proposal guideline
4. CV template
5. National/Regional Eligibility Requirements
6. Glossary and Frequently Asked Questions

Please note:
➢ Documents have been updated for the Full Proposal phase and must be checked again;

➢ All general requirements must be fulfilled by the Full Proposal:

   ✓ The budget of the proposal does not exceed 1 500 000 EUR;

   ✓ The project will last between 24 and 36 months

   ✓ The Project consortium is composed of at least 4 and maximum 6 Principal Investigators, i.e. partners, eligible to receive funding from the *Crisis* Call Funding Organisations from 4 or more different countries participating in the call

➢ In addition to the general submission and eligibility requirements, some national funding organisations require additional documentation to be submitted. Please carefully check the relevant national requirements well before the submission deadline.
The following national funding organisations require additional documentation:

Funding Organisation	Deadline for National Applications
Austria-FWF	26 March 2024
Belgium-F.R.S.-FNRS	2 April 2024 (14.00 CET)
Bulgaria- BNSF	not applicable
Croatia – HRZZ	28 March 2024
Czechia- CAS	not applicable
Denmark – Independent Research Fund Denmark	not applicable
Estonia- Estonian Research Council	not applicable
Finland- Academy of Finland	not applicable
France- ANR	26 March 2024
Ireland- IRC	not applicable
Latvia- LZP	not applicable
Lithuania- Research Council of Lithuania	not applicable
Norway- RCN	not applicable
Poland- NCN	2 April 2024
Portugal-FCT	not applicable
Romania	not applicable
Slovakia- SAS	not applicable
Slovenia-MVZI	21 March 2024 – only national financial plan
Spain-AEI	not applicable
Sweden- Swedish Research Council	9 April 2024
Switzerland- SNSF	26 March 2024
United Kingdom-AHRC	26 March 2024

I. SECTIONS WHICH MUST BE EDITED/FILLED IN <u>DIRECTLY IN THE EPSS SYSTEM</u>:

* only if needed

*Details of the application

- **Project acronym**
- **Project title**
- **Project duration**
- **Envisaged starting date of the project (1 December 2024 - 31 March 2025)**
- **Free keywords** (*max. 8 items*)
- **Summary of the project** (*max. 1500 characters with spaces*)

Discipline or disciplines in the project

Please list up to four disciplines in relevance to your project.

- Law
- Geography
- Media and communications
- History and archaeology
- Linguistics
- Literary studies
- Philosophy, ethics and religion
- Arts (arts, history of arts, performing arts, music)
- Anthropology
- Cultural studies
- Other (please specify)

*Details of the Project Consortium

Please make sure that all previously provided information are up to date.

- **Project Leader details** (*only minor changes such as address or contact details*)
  Name, title(s), University / institute / organisation, Department, Country, Funding organisation, Postal address, Postal code, Telephone

- **Partner Principal Investigators** involved in the realisation of the project (*only minor changes such as address or contact details; for each PI add FTE spent on the project e.g. 1.0 FTE, 0.5 FTE – changes only in case of force majeure or if recommended by Review Panel or Call Secretariat)*
  Name, title(s), University / institute / organisation, Department, Country, Funding organisation, Postal address, Postal code, Telephone
- **Cooperation and Associate Partners** (*if the "Letter of commitment" is not written in English, it must be replaced. All CPs' and APs must provide English version of the Letter of Commitment*)

*Ethical issues

Describe any foreseeable ethical issue that may arise during the course of the research project. Please describe how these issues will be addressed.

This section can be fully edited in the system.

Financial plan

Please provide full description of the financial plan directly in the EPSS system. The total sum of the budget should be equal to the one in the outline proposal. The total sum cannot be increased. Major changes can apply only in case if advised by the funding organisation, the Call Secretariat or the Review Panel.
Please be advised that all PIs should consult their part of the budget with the respective funding organisation.
Please provide a Description of Resources where funding is requested in this particular proposal. The Description should explain why the resources requested are appropriate for the research proposed taking into account the nature and complexity of the research proposal.

II.   ATTACHMENTS WHICH MUST BE UPLOADED TO THE EPSS SYSTEM

Here you can download the [Full Project Description Template which must be attached](#) in the EPSS system.
Please save the file in the following format: CR.[proposal number].[acronym].pdf (e.g. "CR.123.DIGIWORLD.pdf").

Full proposal description (max. 15 pages with references)

Project description must be written <u>in the provided form</u> (in accordance with the guidelines) and uploaded to the [EPSS system](#)!
For the evaluation criteria, please refer to the Call Announcement. Your proposal should include all details required.

Part A – Description of the Collaborative Research Project (ca. 8 pages)
- Concept and objectives of the Project
- Research context and progress beyond the state-of-the art, including why European level collaboration is essential
- Research design and methodology, including the main theoretical and conceptual innovations expected from the project
- Work plan, detailed timeline and milestones and deliverables

Part B– Knowledge exchange and potential impact (ca. 4 pages)
- Expected relevance of the Project outcomes and its potential value for users, both academic and non-academic. Description of the involvement and contributions of non-academic Associate Partners (if applicable)
- Planned activities and measures to maximise knowledge exchange and transfer, and the dissemination and/or exploitation of trans-national Project results to academic and non-academic users and management of intellectual property
- Data management plan - plan for the storage of and access to data collected; how the project will be archived (project website, outputs and data)

Part C – Description of the Project implementation and management (ca. 3 pages)
- Description of the consortium (European added value of the collaboration, complementarity and expertise of PIs, balance, level of integration and collaboration)
- Description of the Project management structure and procedures, including how the consortium will ensure active collaborations across all partners from the beginning of the project

Please provide in the system up to 30 references of articles and publicly available documents directly supporting the proposal.

CVs (max. 2 pages per CV)

Here you can download the CV Template which must be attached in the EPSS system

*Please upload to the system as separate PDFs, one CV for the Project Leader and one for each of the Principal Investigators on the provided template. CVs of other team members are not requested[1]. The **CV of the Project Leader** should include the information on her/his experience leading national or international collaboration research projects.*

Each CV must be provided in English and include at least the following headings:
- **Personal information**
- **Current and previous position(s)**
- **Up to 10 publications of the PI during the last 10 years** (including those most relevant for this proposal). Only include manuscripts which have been accepted for publication or which have already been published as part of the recognised literature. Therefore, publications that are currently being written, under review, etc. as well as hyperlinks to the external sources must not be included
- **A list of all research grants** received by the PI for the same or closely related topic within the past 5 years
- **A list of projects** in which the PI has participated within the past 5 years.

Technical requirements: Arial, min 11pt, single spaced. All pages must be numbered and each page should contain the project acronym. Side margins should be at least 15 mm, top margins at least 25mm and bottom margins 20mm. Header and footer must not be removed or changed.

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[1] All UK Co-I CVs (mandatory if including UK Co-Is in proposal; 1 page maximum) should be emailed to AHRC (international@ahrc.ukri.org) by March 26th, 2024, 14:00 CET (the Full proposal deadline). For detailed information please check the National Eligibility Requirements.