

## FULL PROPOSAL GUIDELINE

Full Proposals can only be submitted by applicants who have been invited to the Full Proposal stage by the CHANSE Steering Group. Full Proposals must be submitted by Project Leaders via the online submission system EPSS before the deadline of Tuesday **December 7th 2021, 14:00 CET (Central European Time)**. Project Leaders must submit the application on behalf of all partners of the Collaborative Research Project (CRP).

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 “Transformations” Theme and Scope.

CHANSE expects applications submitted to the Full Proposal phase to be 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 necessary, applicants should first contact both their national/regional contact point(s) and the CHANSE Call Secretariat** for advice as to whether such amendments are acceptable.

All relevant call documents: Full Proposal template, CV template, National/Regional Eligibility Requirements, CHANSE 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;
- 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.

### Coordinator

National Science Centre, Poland  
Twardowskiego 16, 30-312 Kraków  
[www.ncn.gov.pl](http://www.ncn.gov.pl)

### Contact

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## **I. SECTIONS WHICH MUST BE EDITED/FILLED IN DIRECTLY IN THE EPSS SYSTEM:**

\* only if needed

### **\*Details of the application**

- Project acronym
- Project title
- Project duration
- Envisaged starting date of the project (choose between 1<sup>st</sup> September – 1<sup>st</sup> November 2022)
- Free keywords
- Topic selection
- Summary of the project

### **Discipline or disciplines in the project**

*Please select up to four disciplines in relevance to your project (max. 4).*

- Psychology and cognitive sciences
- Economics and business
- Education
- Sociology
- Law
- Political science
- Social and economic 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 is 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*)  
Name, title(s), University / institute / organisation, Department, Country, Funding organisation, Postal address, Postal code, Telephone
- **Cooperation Partners** (*if the “Letter of commitment“ is not written in English, it must be replaced. All CPs’ must provide an English version of the Letter of Commitment*)

## References

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

## \*Ethical Issues

*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.*

**Description of Resources (up to 3000 characters)**

TO EDIT PLEASE OPEN THE EPSS  
SYSTEM

## ATTACHMENTS WHICH MUST BE UPLOADED TO THE EPSS SYSTEM

Here you can download the [Full Proposal Description Template](#) which **must be attached** in the EPSS system.

Please save the file in the following format: **CHANSE.[proposal number].[acronym].pdf** (e.g. “CHANSE.123.DIGIWORLD.pdf”).

*This form must follow the structure as specified below. The document should be written in English.*

*Font and style: 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, headers and footer must not be removed or changed. For the evaluation criteria, please refer to the Call Announcement. Your proposal should include all details required. Please make sure that each attached document does not exceed 25 megabites.*

*Full Proposal description must be submitted as one PDF in the Full Proposal description section in the EPSS system. **This document cannot exceed 15 pages. Please note that references should be included in a separate box.** Be advised that all pages above the limit will be removed from the application.*

### Full proposal description (max. 15 pages)

*Project description must be written in the [provided form](#) (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 (CRP) (ca. 8 pages)**

- Concept and objectives of the CRP
- 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 CRP outcomes and its potential value for users, both academic and non-academic. Description of the involvement and contributions of non-academic Cooperation Partners (if applicable)
- Planned activities and measures to maximise knowledge exchange and transfer, and the dissemination and/or exploitation of trans-national CRP 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 CRP 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 CRP management structure and procedures, including how the consortium will ensure active collaborations across all partners from the beginning of the project

#### **CVs (max. 2 pages per CV)**

*Please upload to the system as separate PDFs, one CV for the Project Leader and one for each Principal Investigators on the [provided template](#). CVs of other team members are not requested. 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.

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