FULL PROPOSAL GUIDELINE

Full Proposals can only be submitted by applicants who have been invited to the Full Proposal stage by the Well-being 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 Well-being Call Theme and Scope.

It is expected that applications submitted to the Full Proposal phase 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 become necessary, applicants should first contact both their national contact point(s) and the Well-being Call Secretariat (wellbeing@ncn.gov.pl)** 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 *Well-being* 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:

Country	Funding organisation	Deadline for National Level Submission
Austria	Austrian Science Fund	26 March 2024
Belgium	Fund for Scientific Research	2 April 2024 (14.00 CET)
Bulgaria	Bulgarian National Science Fund	not applicable
Croatia	Croatian Science Foundation	28 March 2024
Czechia	Czech Academy of Sciences	not applicable
Estonia	Estonian Research Council	not applicable
France	French National Research Agency	26 March 2024
Germany	German Research Foundation	27 March 2024 at 23.59 hrs.
Latvia	Latvian Council of Science	not applicable
Lithuania	Research Council of Lithuania	not applicable
Luxembourg	Luxembourg National Research Fund	2 April 2024
Poland	National Science Centre	2 April 2024
Romania	Executive Unit for Financing Higher Education, Research, Development	not applicable
Slovenia	Slovenian Research and Innovation	not applicable
Spain	State Research Agency	not applicable
Spain	"la Caixa" Foundation	not applicable
Sweden	Swedish Research Council for Health, Working Life and Welfare	9 April 2024
Sweden	Swedish Research Council	
Switzerland	Swiss National Science Foundation	26 March 2024
United Kingdom	United Kingdom Research and Innovation–Economic and Social	not applicable

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 (choose between – 1st December 2024 and 31st March 2025 at the latest)
- **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.

- Psychology and cognitive sciences
- Economics and business
- Education
- Sociology
- Law
- Political science
- Social and economic geography
- Media and communications
- 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), gender, 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 if recommended by Review Panel or Call Secretariat*)
  Name, title(s), gender, University / institute / organisation, Department, Country, Funding organisation, Postal address, Postal code, Telephone

- **Cooperation and Associate Partners** (*in case if the "Letter of commitment" is not written in English, it must be replaced. All CPs must provide English version of the Letter of Commitment*)

Please note that the applicants who submitted the Outline Proposal should be the same for the Full Proposal stage. A team is only allowed to add Associate or Cooperation Partners and Team members to the consortium between the Outline and Full Proposal stage. In case there is more than one applicant from a single country, please indicate who will act as National Contact Point. The Project Leader should always be listed as the National Contact Point of that country.

*Ethical issues and Data Management Plan

This section can be fully edited in the system.
Please describe whether there are any ethical issues raised by the proposed research and storage of data and if so, how they are addressed appropriately and comprehensively by the research proposal and the project design.
Data management plan should include the plan for the storage of and access to data collected; how the project will be archived (project website, outputs and data).

Financial plan

*The budget included in the Full Proposal should not deviate more than 10% from the total budget in the Outline Proposal, only if National and Regional Eligibility Requirements allow for deviations on the national/regional level. The Full proposal's total budget may not exceed a **maximum of € 1,500,000 across partners**, with deviations included. 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.

Justification of Resources

Please provide a justification of resources for each and all funding agencies involved in the funding request (i.e. one per participating funding agency). Justification should be provided for the overall level of funding requested in respect to the value added of the proposed research. The justification of resources should explain why the resources requested are appropriate for the research proposed taking into account the nature and complexity of the research proposal. It should be no more than 3000 characters for each funding agency. Cooperation Partners do not need to provide a Justification of Resources; their contribution to the project (in kind or in cash) should be demonstrated in their Letter of Commitment.

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: WB.[proposal number].[acronym].pdf (e.g. "WB.123.DIGIWORLD.pdf").

<div style="text-align:center">

Full proposal description (max. 15 pages, with references)

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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 (ca. 8 pages)
- Which research question does the proposal seek to answer?
- Why is the research question significant? How will it contribute to the theme or themes of the call? If applicable, how does the proposal cut across different themes of the programme?
- What is the impact of the project on theoretical and methodological approaches in the field?
- By what methods and work plans will the research question be tackled?
- In what ways is the project innovative? What are the main theoretical and conceptual innovations expected from the project?

Part B Potential impact of research[1] (ca. 3-4 pages)
- What are the expected outcomes and impact of the research project?
- Who are the potential users, academic and non-academic, of the research?
- Which activities will be deployed to communicate the research activities and outcomes to potential users?
- Will the projects work with stakeholders to ensure impacts are achieved?
- Plan of publications resulting from the research;
- Plan of dissemination: describe the main target groups, instruments and how knowledge will be embedded;
- Valorisation: describe how the valorisation of the developed knowledge will be realised;
- Please describe how the project will be managed as a whole and how the monitoring of the progress against the objectives and anticipated results will be ensured

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[1] The 'impact' criterion should be understood in a broad sense, taking into consideration the project's impact on the development of science, civilization and society, and not merely its direct practical application or use.

- Will collaborations beyond academia be involved, for example engagement with communities affected by issues highlighted in the call or people with lived experience of challenges faced?

Applicants are expected to demonstrate consideration of who may be interested in the outcomes of the proposed work in their application. In projects where non-academic partners are participating, Project Leaders must submit meaningful and binding arrangements for the management of ntellectual Property Rights (IPR) issues. In the case of research that does not lend itself to knowledge utilisation as described in the aforementioned terms, the researchers are requested to explain why they believe that knowledge utilisation is not applicable to the proposed research.

Part C – Management, international cooperation and composition of the research team (ca. 3 pages)

- What added value will be gained by undertaking this research as a collaborative project with the proposed participants? What are the advantages of a transnational project, in its comparative nature for instance?
- How will the project participants contribute to the project? What research expertise and competence do the participants bring to the project proposal?
- What is the work plan?
- How does the project proposal take into account and address the following aspects:
1) Gender balance in terms of considering under-represented gender, and further addressing the following dimensions: i) gender balance among the applicants, and ii) gender balance in the overall project teams;
2) Academic age balance in terms of heterogenic teams, including post-doctoral and PhD students as participants in the project allowing for inter-generation transfer of knowledge, skills etc.; and
3) Geographical diversity in terms of geographically balanced consortia, including diverse partners.
- Timetable

References

Please provide 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 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
- **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.