**CIVIS3i** **Research and training proposal** **template**

CIVIS3i Programme Proposal template

Project proposal

CIVIS3i – Postdoctoral Fellowships

Second Call

Version 2

21 July 2022

Disclaimer

This document is aimed at informing potential applicants for CIVIS3i Second Call funding. Proposals must be prepared and submitted via the online proposal submission system under the CIVIS3i submission platform ([Apply](https://civis3i.univ-amu.fr/en) button).

***This page is for information only and should be deleted from your proposal!***

***Don’t include this page on your proposal, as it will count to the 10-page limit.***

***This page is for information only and should be deleted from your proposal!***

***PROPOSAL INSTRUCTIONS***

*Proposals must respect the following minimum standards:*

* *A* ***minimum font size of 11 points****, except for the* ***Gantt chart*** *and tables where the* ***minimum font size is 8 points***
* *Single line spacing*
* *A4 page size*
* ***The margins size cannot be changed*** *(top, bottom, left, right), they are set to the minimum*
* *A clearly readable font (e.g., Arial, Times New Roman…) on a printed copy*
* *Maximum 10 pages, excluding references*
* ***The titles and subtitles cannot be changed***
* ***The header cannot be changed****, except to add your project acronym (compulsory) and, optionally, your project’s logo*
* *Must contain page numbers*
* *Must be written in English*
* *Must include a cover page with project information (e.g., applicant name, consortium, etc.; see below), which will not count toward the page limit*
* *Throughout the template any* ***instructions (in red) should be deleted*** *before submitting the project*

*The cover page (next page) does not count for the page limit.*

***Literature references*** *minimum font size is 8, and will not count towards the page limit. Include the references cited in the technical and scientific description of the proposal, using the method of cross-referencing of your choice (for instance numbered citations allows more space for writing). Please include the respective URL whenever possible. CIVIS3i recommends highlighting your name and your advisors’ names on the list of references (underlined, bold). A suggested good number of references for the whole proposal is around 30.*

*Of the maximum 10 pages applied to the section “Research and training proposal”, applicants are free to decide on the allocation of pages between the sections, but the titles and subtitles cannot be changed. It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit.*

*In your proposal you can mention that your host institution is part of CIVIS, one of the Erasmus+ European University Alliance. Therefore, you will have access to the shared infrastructures, events, courses and initiatives of the alliance, expanding the opportunities and impact of your project. You can find up-to-date information on CIVIS opportunities at: www.civis.eu*

*Please read the Guide for Applicants and the Evaluation Criteria as these will assist in preparing a strong proposal.*

*Applicants are required to read carefully and comply with the instructions. Projects exceeding the 10-page limit or not complying with the instructions will be declared ineligible.*

***COVER PAGE***  ***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Page count starts on the next page \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\****

***Application Reference Number [Application* ID*] :***Cliquez ou appuyez ici pour entrer du texte.

*This number is given automatically on the online submission system, upon creation of your account*

***Candidate full name (Principal Investigator)****:* Cliquez ou appuyez ici pour entrer du texte.

***Project Acronym:*** Cliquez ou appuyez ici pour entrer du texte.

***Title of the research project [255 characters max]:*** Cliquez ou appuyez ici pour entrer du texte.

*The title should be brief, informative, understandable to a reader with a general scientific background and suitable for public dissemination*

***Abstract [350 words max]:*** Cliquez ou appuyez ici pour entrer du texte.

***Recruiting university:*** Cliquez ou appuyez ici pour entrer du texte.

***Host laboratory:*** Cliquez ou appuyez ici pour entrer du texte. *Please indicate only the research center/institute/lab name and not the full address*

***Advisor:*** Cliquez ou appuyez ici pour entrer du texte.

***Co-host university:*** Cliquez ou appuyez ici pour entrer du texte.

***Co-host laboratory:*** Cliquez ou appuyez ici pour entrer du texte.

***Co-advisor:*** Cliquez ou appuyez ici pour entrer du texte.

***CIVIS Hub(s):*** Choisissez un élément.

***Interdisciplinary project (Yes/No):*** Choisissez un élément.

*Indicate if your project contemplates more than one main disciplines (e.g., if your project includes Environmental sciences and Sociology, select Yes). This must be coherent with your proposal.*

***Disciplines:*** Cliquez ou appuyez ici pour entrer du texte.

***Intersectoral exposure (Yes/No):*** Choisissez un élément.

*Indicate if your project contemplates any collaboration with the socio-economic (non-academic) world. This must be coherent with your proposal.*

***Secondment organization(s):*** Cliquez ou appuyez ici pour entrer du texte.

*If already identified.*

**Research and Training Proposal**

1. **EXCELLENCE**
   1. **State-of-the-art**

*Provide an introduction, discuss the state-of-the-art, specific objectives and give an overview of the project. Mention any novelty brought by the research project, its originality in relation to the state of the art, and the relevance of the project’s ambition. Consider interdisciplinary aspects (if relevant). Indicate the project’s* ***relevance to the CIVIS3i themes (hubs)****. This section must convince the evaluators that the researcher has the background needed and understand the open problems in the field of research in which the proposal falls.*

*Discuss the gender dimension in the research content (if relevant). In research activities where human beings are involved as subjects or end-users, or in research activities using e.g., animal models, gender differences may exist (e.g., https://genderedinnovations.stanford.edu/video\_landing.html). In these cases, the gender dimension in the research content has to be addressed as an integral part of the proposal to ensure the highest level of scientific quality.*

* 1. **Research questions**

*Indicate the overarching and specific research questions or objectives that the planned research project aims to address.*

*Based on the critical review of the literature presented above, describe the proposed research questions, focusing on:*

* *What is the problem to be investigated; what are its challenges and what is the “great idea” that the applicant has to overcome them?*
* *Why is the problem important and interesting?*
* *How will the project advance the state of the art, and what are the new basic ideas that will enable the applicant to reach the project’s goal?*
* *What important ideas does the applicant have for achieving these ends?*
* *What results can be expected from the project?*
  1. **Methodology**

*Discuss the research methods and approach, highlighting the type of research / innovation activities proposed and interdisciplinary methodological approach if relevant. Specify what points of view and methods are to be adopted? Make sure the methods are appropriate, complete and described in sufficient detail.*

* 1. **Research environment (including the partner laboratory within another CIVIS3i university, if already identified)**

*Describe the hosting arrangements. The application must show that the experienced researcher will be well-integrated within the team/institution so that all parties gain maximum knowledge and skills from the fellowship. The nature and the quality of the research group/environment as a whole should be outlined, together with the measures taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer. Describe shortly how your time will be spent between your two hosting institutes, and the supervision duties of each supervisor.*

*The active contribution of the hosting institutions to the research and training activities should be described. Describe the main tasks and commitments of the hosting institutions and all partner organisations (if applicable). Describe the infrastructure, logistics, and facilities offered insofar as they are necessary for the good implementation of the project.*

* 1. **Training programme in an academic and, if relevant, non-academic environment**

*Outline how a two-way transfer of knowledge will occur between the researcher and the host institution(s):*

* *Explain what new knowledge the experienced researcher will gain during the fellowship at the hosting organisation(s) and how it will be acquired.*
* *Outline the previously acquired knowledge and skills that the researcher will transfer to the host organisation(s).*

*Researchers should* ***demonstrate*** *how their existing professional experience, talents and the proposed research will contribute to their development as independent/mature researchers* ***during the fellowship****. They should also highlight how they have the potential to bring the project to a successful completion. Researchers should explain the new competences and skills that will be acquired and how they relate to the researcher’s existing professional experience.*

*Describe the project’s potential for intersectoral collaboration with non-academic partners (if relevant). Describe the training that will be offered. Typical* ***training activities*** *in postdoctoral fellowships may include:*

* *Primarily, training-through-research by the means of an individual personalised project, under the guidance of the advisor and other members of the research staff of the host organisation(s)*
* *Hands-on training activities for developing scientific skills (new techniques, instruments, research integrity, 'big data'/'open science') and transferable skills (entrepreneurship, proposal preparation, patent applications, management of IPR, project management, task coordination, supervising and monitoring, take up and exploitation of research results)*
* *Inter-sectoral or interdisciplinary transfer of knowledge (e.g., through secondments)*
* *Participation in the research and financial management of the project*
* *Organisation of scientific (e.g., workshops)/training/dissemination events*
* *Communication, outreach activities and horizontal skills*
* *Training dedicated to gender issues*

*Make sure that the training programme proposed is complete, justified by the needs of the project and appropriate with regards to the existing competences of the candidate.*

*A* ***Career Development Plan (CDP) should not be included in the proposal****, but will be part of the project's implementation in line with the European Charter for Researchers. A CDP is different from this “Training Program” section because it aims a longer-term vision of the researcher’s career; this “Training program” section aims at a description of the training plan the researcher intends to embark in during the CIVIS3i fellowship. The Plan should be established jointly by the advisor(s) and the researcher. In addition to research or innovation objectives, this plan comprises the researcher's training and career needs, including training on transferable skills, teaching, planning for publications and participation in conferences.*

* 1. **Expected impact on the state of the art of research**

*Explain the originality and innovative aspects of the planned research as well as the contribution that the project is expected to make to advancements within the research field. Describe any novel concepts, approaches or methods that will be implemented.*

*Discuss the interdisciplinary aspects of the planned research (if relevant) and make sure they are supported with the relevant data.*

1. **IMPACT**
   1. **Expected impact of the project on the candidate's career**

*Explain the expected impact of the planned research and training (i.e., the added value of the fellowship) on the future career prospects of the postdoctoral researcher* ***after the fellowship****. For instance, indicate to what extent the new competences acquired during the fellowship will improve the knowledge of the postdoctoral fellow/host institutes after the fellowship finishes.*

*Outline clearly the career goals of the researcher and how the planned research and training are likely to contribute to their achievement. Focus on how the new competences and skills can make the researcher more successful in their long-term career whether within or outside academia.*

* 1. **Expected impact for society**

*Explain the contribution that the planned research project is expected to have for society, specific stakeholders or any other societal dimension, general or specific. Outline clearly how the new competences gained, including any secondments, increase the impact of the researcher’s future activity on European Society and any benefits at the EU level, involving stakeholders and end-users.*

* 1. **Dissemination, exploitation and communication activities planned**

*Describe how the new knowledge generated by the project will be disseminated and exploited, and what the potential impact is expected to be. Be specific and realistic with the time, resources and experience you have. Indicate if you plan to participate in interdisciplinary events. Discuss the strategy for targeting different audiences, such as peers and key stakeholders (e.g., the scientific community, industry, professional organisations, policy makers, etc.). Also describe potential commercialisation, if applicable, and how intellectual property rights will be dealt with, where relevant.*

*Demonstrate how the planned public engagement activities contribute to engage society and to creating awareness of the performed research. Demonstrate how both the research and results will be made known to the public in such a way that they can be understood by non-specialists.*

*The type of outreach activities could range from an Internet presence, press articles and participating in European Researchers' Night events to presenting science, research and innovation activities to citizens, including to students from primary and secondary schools or universities in order to develop their interest in research careers.*

*Dissemination of results include:*

* *Scientific papers, other publications,*
* *Participation in international conferences with high impact,*
* *Open access*

*Exploitation of results include :*

* *Plan for protection of results (Intellectual Property Rights),*
* *Patents,*
* *Strategy for exploitation*

*Communication of results include :*

* *Outreach activities for the general public, students,*
* *Communication with the media,*
* *Online presence, social media*

*For more details refer to the "*[*Dissemination & exploitation*](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/dissemination-of-results_en.htm)*" section of the H2020 Online Manual.*

1. **IMPLEMENTATION**
   1. **Work plan**

*Describe how the work planning (including* ***deliverables*** *and* ***milestones****), the interaction between the various tasks, and the resources mobilised will ensure that the research and training objectives will be reached. Explain why the number of months planned and requested for the researcher (and corresponding to the project duration) is appropriate in relation to the proposed activities. Pay attention to the coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources, and be clear about how the proposed management structure and procedures contribute to the feasibility of the work plan. Your institution services are crucial for this section; contact your advisors for their contribution here.*

*This subsection is not only technical - it should also address organizational considerations. It should show that the researcher has a well-conceived plan to achieve the objectives (including, if needed, alternative methodologies if the proposed methods prove to be unfruitful), that the researcher knows how to predict results, that the temporal planning and management are adequate and that resources are well distributed. Your CIVIS3i consortium (advisors, mentors, other collaborators) should participate in the preparation of the work plan, with a clear and complete GANTT Chart.*

*A* ***GANTT chart*** *must be included in this section listing the following:*

* *Work Packages titles (there should be at least 1 WP);*
* *Indication of major deliverables, if applicable;*
* *Indication of major milestones, if applicable;*
* *Secondments, if applicable.*
* *Planning for dissemination, exploitation and communication activities (unless included in a dedicated WP).*

*The schedule should be in terms of number of months elapsed from the start of the fellowship. The GANTT chart counts towards the 10-page limit.*

*A* ***deliverable*** *is a distinct output of the project, meaningful in terms of the project’s overall objectives and may be a report, a document, a technical diagram, software, etc. Deliverable numbers should be ordered according to delivery dates. Use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.*

***Milestones*** *are control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the researcher must decide which of several technologies to adopt for further development.*

* 1. **Appropriateness of the management structure and procedures, including risk management**

*Describe the organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached. Discuss the research and/or administrative risks that might endanger reaching the project’s objectives and the concrete contingency plan and mitigation actions to be put in place should risks occur. Tables are accepted, for instance listing the WP, risk description, level of risk (high, medium, low), mitigation action. Your institution services are crucial for this section; work together with your consortium members.*

***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Page count ENDS \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\****

**References**

*See the instruction for the References section on the instructions page.*

*Example*

*Boldtype font: PI, Underlined: Consortium members/advisor(s)*

***Grady****, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States.* Psychology of Popular Media Culture*,* 8*(3), 207–217.* [*https://doi.org/10.1037/ppm0000185*](https://doi.org/10.1037/ppm0000185)