**Research Proposal**

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| General instructions (please delete this box in the final version)  The template is obligatory. Applicants are required to read carefully and comply with the layout instructions (font, font size, margins, line spacing included).  - Sections 1, 2 and 3 should be maximum 10 pages. Projects exceeding this length limit will be declared ineligible.  - References are added at the end of section 3 and are not included in the page limit.  - Section 4 is not included in the page limit  - Font to be used: Arial or Times New Roman.  - Minimum font size for text: 11 points  - Minimum font size for captions, tables, references, footnotes: 9 points  - Top, bottom, left, right margins: 15mm  - Single line spacing  - Please remove the instructions after each heading in the final version |

# Excellence

## Quality, credibility and timeliness of the research project; innovative character; appropriate consideration of interdisciplinarity and gender aspects, if relevant

Provide a brief and clear introduction, discuss the state-of-the-art and explain the research questions/objectives.

Provide a description of the methodology used to achieve the objectives/answer the questions. Present any preliminary results that prove the feasibility of the proposed project.

Comment on the necessity, the timely character and the innovative character of the research project.

Explain to what extent the proposed project advances significantly the state-of-the-art and the knowledge in the research field.

Describe the interdisciplinary aspects, if applicable.

Explain whether there is a gender dimension in the research proposed, if applicable.

## Appropriateness of the training and of the two-way transfer of knowledge between the researcher and the hosting group

Describe and provide justification for the training activities proposed. Two basic types of training exist:

* Research-related training that will be established in a form of a personalised project with the guidance of the supervisor and that will include the training necessary to answer to the specific needs of the project (e.g. learning a technique, participating in conferences, secondments (see also section 3.1), etc.)
* Wider training on cross-cutting issues (ethics, open science) and transferable skills (communication, pedagogical skills, intellectual property rights management, project management, etc.). ULB has a wide array of trainings offered and can be consulted through the call website: <https://if-at-ulb.ulb.be/storage/files/career-development-programme-v2-sept-2019.pdf>.

Pay attention to the two-way transfer of knowledge (i.e. what you gain from the hosting group and how the hosting group benefits from your experience).

Be advised that successful candidates will develop and monitor during their fellowship a Career Development Plan (CDP) in cooperation with their supervisor and dedicated career development personnel of ULB. The CDP is not required at the submission stage.

## Appropriateness of the supervision and the hosting arrangements

Explain and justify why the supervisor’s expertise and qualifications match the specific needs of the project (e.g. track record, collaboration network, supervision experience, etc.).

Describe the precise involvement of the supervisor in the specific project.

Describe the hosting environment of the research group and the measures put in place to host and integrate the candidate in the team (e.g. team meetings, team responsibilities).

## Quality of the researcher and potential to reach professional independence

Describe how your existing competences and background are necessary for the successful completion of the fellowship. Explain how the new competences acquired during the fellowship will help you reach professional maturity and independence. The section will be evaluated in conjunction to your CV

# Impact

## Enhancing the future career prospects of the researcher

Explain the impact of the research project and the training on your future career.

Describe what you long-term career goals are (in academia or not) and how the project will provide you with the necessary competences to achieve them.

## Enhancing the perspective of new research and collaboration opportunities for the hosting group and beyond

Describe any new or further collaboration opportunities that could open up in the hosting group thanks to the project.

Explain the impact of the proposed research activities in the research field, in the scientific community and the society in general (if applicable).

## Quality of the strategy for the dissemination, communication and exploitation of project results and activities

Dissemination refers to the results of the project and how they are transmitted to the scientific community and other stakeholders (e.g. publications, conferences, workshops with policy makers, etc).

Exploitation also refers to the results of the project and how they can be valorised for economic or societal purposes, i.e. protected through patenting, licensing, etc. Candidates should comment on the potential for commercialisation or societal valorisation of the project results. Intellectual property issues should be briefly addressed, knowing that ULB has a dedicated Technology Transfer Office (TTO) to guide the fellows in such activities. For more details refer to the ["Dissemination & exploitation" section of the H2020 Online Manual](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/dissemination-of-results_en.htm).

Communication refers to all types of activities undertaken during the project and communicated to diverse audiences, including the general public. These activities aim also at raising public awareness on European Research and are therefore designed to be understandable by non-specialists (e.g. videos, blog, presence in science fairs, school visits, etc.).

For more details refer to the ["Communicating your project" section of the H2020 Online Manual](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/communication_en.htm)*.*

All dissemination, exploitation and communication activities should be detailed and clearly appear in the work plan of the candidate (in the Gantt Chart of Section 3.1)

# Implementation

## Coherence, feasibility and effectiveness of the work plan; appropriate allocation of resources

Describe and justify how the work is planned throughout the duration of the project. Use a Gantt chart (see example below) to represent visually the work plan. Explain the allocation of time and resources to the different tasks. Describe the work packages, deliverables, milestones and secondments.

A Work Package (WP) is a logical grouping of tasks that need to be carried out to achieve the objectives set in section 1.1. There is no correct or wrong number or structure of WPs, it is highly dependent on the nature of the work. Deliverables (D) are distinct tangible research outputs (e.g. a report, a software, a prototype, etc.). Milestones (M) are control points, not necessarily in the form of a distinct output (e.g. a decision, the organisation of a conference, a major deliverable coming out).

Secondments (S) are research or training visits to another academic or non-academic organisation offering expertise that is not existing in the host group. A secondment must be meaningful, justified and helpful to achieve the objectives of the project. The maximum duration of secondment(s) must not exceed 6 months. The organisation of secondment must be described in detail. If a secondment is necessary but the organisation is not known to the candidate at the date of submission, the candidate is required to describe the expertise that should be covered by a secondment and the Department of Research Administration of ULB will assist in finding the appropriate organisation.

An indicative example of a Gantt chart is provided below; candidates are welcome to adapt it as needed.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Month | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| *Research* | ***Work Package 1*** | |  |  |  |  |  |  |  |  | M1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Task 1* | |  |  | D1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Task 2* | |  |  |  |  |  |  |  | D2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Work Package 2*** | |  |  |  |  |  |  |  |  |  |  | M2 |  |  |  | M |  |  |  |  |  |  |  |  |  |
| *Task 3* | |  |  |  |  |  |  |  |  |  | D3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Task 4* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | D4 |  |  |  |  |  |  |  |
| *Task 5* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | D5 |  |  |  |  |  |  |
| *…* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Training* | *Courses (CO)* | |  |  |  |  | 1 |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Secondment (S)* | |  |  |  |  |  |  |  |  |  |  |  | 1 | | | | |  |  |  |  |  |  |  |  |
| *Conference (C)* | |  |  |  |  |  |  | 1 |  |  |  |  |  |  |  |  |  |  | 2 |  | 3 |  |  |  |  |
| *Workshop (W)* | |  |  | 1 |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Impact* | *Dissemination (DM)* | |  |  |  |  | 1 |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  | 3 |  |  | 4 |
| *Communication (COM)* | |  | 1 |  |  |  |  |  |  |  |  | 2 |  |  |  | 3 | 4 |  |  |  |  |  |  |  |  |
| *Exploitation (EX)* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 |  |  |  |  |
| **Legend (examples)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Deliverables* | | |  | | --- | | D1: Report on [topic]; D2: Report on [topic]; D3: Prototype on [topic]; … | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Milestones* | | M1: Deliverable D2 submitted; M2: Decision on methodology; … | | | | | | | | | | | | | | | | | | | | | | | | |
| *Courses* | | CO1: Course at [location] on [topic]; … | | | | | | | | | | | | | | | | | | | | | | | | |
| *Secondment* | | S1: Secondment at [location] on… | | | | | | | | | | | | | | | | | | | | | | | | |
| *Conferences* | | C1: Conference at [location] on [topic], etc. | | | | | | | | | | | | | | | | | | | | | | | | |
| *Workshops* | | W1: Workshop at [location] on [topic], etc. | | | | | | | | | | | | | | | | | | | | | | | | |
| *Dissemination* | | DM1: Presentation in department meeting; DM2: peer-review article; DM3: presentation at C3;… | | | | | | | | | | | | | | | | | | | | | | | | |
| *Communication* | | COM1: Video for ULB website; COM2: school visit; COM3: personal blog; | | | | | | | | | | | | | | | | | | | | | | | | |
| *Exploitation* | | EX1: Meeting with ULB’s TTO for exploitation strategy | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 1: Gantt Chart

## Appropriateness of management structure and procedures, including risk management

Explain the management structure of the project and the way decisions will be taken. Specify the exact role of each implicated party (candidate, supervisor, research group).

Describe the mechanisms for the quality management of the project (e.g. meeting frequency & format). Be advised that successful candidates will be required to provide, at minimum, a mid-term and a final progress report.

Provide a clear identification and assessment of the potential risks, strategies to minimise them and contingency plans in case they appear.

## Appropriateness of the infrastructure and, if relevant, complementarity of participating organisations

Describe the infrastructure, logistics, facilities offered insofar as they are necessary for the good implementation of the action.

Describe the complementarity between the hosting group and the group where secondment is offered, if relevant.

Do not spend time describing the administrative support that ULB offers during the fellowship as this is by default offered to all successful candidates.

# Ethics self-assessment (not counting towards the 10 pages)

Complete the following questionnaire on potential ethics issues. Be as detailed as possible. For further information, visit [EU Ethics guidelines](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm). Institutional ethics clearance (if relevant) will not be required at submission stage.For successful proposals only, an ethical approval will be necessary prior to the beginning of the research activity when required the approval. The fellows will receive guidance on this aspect by the Department of Research Administration.

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| --- | --- |
| Ethics issue | Yes/No |
| Does your research involve human embryonic stem cells? |  |
| If yes, please indicate the page number where the issue is mentioned and explain here how you will address it: | |
| Does your research involve human participants? |  |
| If yes, please indicate the page number where the issue is mentioned and explain here how you will address it: | |
| Does your research involve human cells or tissues? |  |
| If yes, please indicate the page number where the issue is mentioned and explain here how you will address it: | |
| Does your research involve personal data collection and/or processing? |  |
| If yes, please indicate the page number where the issue is mentioned and explain here how you will address it: | |
| Does your research involve animals? |  |
| If yes, please indicate the page number where the issue is mentioned and explain here how you will address it: | |
| Does your research involve any non-EU countries? |  |
| If yes, please indicate the page number where the issue is mentioned and explain here how you will address it: | |
| Does your research involve any activities that could harm the environment, health and safety? |  |
| If yes, please indicate the page number where the issue is mentioned and explain here how you will address it: | |
| Does your research involve dual-use items? |  |
| If yes, please indicate the page number where the issue is mentioned and explain here how you will address it: | |
| Does you research show focus on application other than exclusively civil? |  |
| If yes, please indicate the page number where the issue is mentioned and explain here how you will address it: | |
| Does your research have the potential for misuse of research results? |  |
| If yes, please indicate the page number where the issue is mentioned and explain here how you will address it: | |
| Does your research have any other ethics issues? |  |
| If yes, please indicate the page number where the issue is mentioned and explain here how you will address it: | |