Project Description   
for Proposals to Complexity Science

Version: 15.11.2018

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| **RTI initiative:** | *Complexity Science* | |
| **Full title of project:** | *Project title (max.* *120 characters)* | |
| **Short title of project:** | *Acronym (max. 20 characters)* | |
| **Applicant:** | *Name of institution* | |
| **Project partner(s):** | *Name(s) of institutions* | |
| **Project duration:** | From [01.MM.YY] to [28./29./30./31.MM.YY] | Duration in months |
| **Costs:** | Total costs [€]: | Total funding [€]: |
| **project goals**  *Please present the goals of the project with a maximum of 5 sentences.* | | |

# In general

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## Checklist for Submission

The information provided in Chapter 0 is designed to help you in your submission and can be deleted in the final Project Description to be uploaded as an attachment via eCall.

### Checklist for formal check

The formal check serves to check the application for formal correctness and completeness. Please note: **If the formal requirements are not met and the deficiencies cannot be corrected, the proposal will be excluded from the further procedure and will be formally rejected without exception in accordance with the principle of equal treatment of applications.**

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| --- | --- | --- | --- |
| ***Criterion*** | ***Items checked*** | ***Can deficiency be corrected?*** | ***Consequence*** |
| Completeness of the application | Project Description: descriptive part of proposal (upload as .pdf file)  ***The Project Description form must be completed in full; alteration and addition of chapters or headings are not permitted!*** | *no* | Rejection as result of formal check |
| Use of correct forms | *Project Description (see Download Centre at* [www.ffg.at/complexityscience2018](http://www.ffg.at/complexityscience2018)) | *no* | Rejection as result of formal check |
| Duration | max. 72 months | *no* | Rejection as result of formal check |
| Language | Englisch | *no* | Rejection as result of formal check |
| The applicant / project partner is eligible for submission of a proposal. | See guidelines, chapter 8.2 | *no* | Rejection as result of formal check |
| Call-specific supplementary information to be included in the form | * If applicable, a list of the 5 major publications relevant to the project; description of the qualification profile of any N.N.s | *yes* | Rectification via eCall is possible |
| Uploads to the proposal as a separate pdf document | * CVs of staff already working in the applicant institution (not future recruits) | *yes* | Rectification via eCall is possible |

### General points

* Adhere to the questions. Questions, comments and notes marked in blue in the form may be overwritten or deleted.
* Describe your project in sufficient detail for reviewers to form an accurate impression of your planned project. Try to keep your text precise and to the point.
* The maximum number of pages is NOT a request to reach this limit. Applications should enable the reviewers to understand the topic and the benefits resulting from the proposed project. Quality is more important than quantity.
* In the event of any questions please refer to your contact person at the FFG (contact information is available in the call announcement).

## Submission

Project proposals may **only** be submitted **electronically via eCall** at <https://ecall.ffg.at> **within the submission deadline**.

**Please see the detailed eCall tutorial at** [**https://ecall.ffg.at/Cockpit/Help.aspx**](https://ecall.ffg.at/Cockpit/Help.aspx)

In the case of a consortium: The main proposal may only be submitted if **all partners** have previously **completed and submitted** their partner proposals via eCall.

A project proposal is considered to have been submitted if the **eCall application has been finalised** by clicking the “Submit“ (*Einreichung abschicken*) button. On successful submission, a **confirmation** will be sent by e-mail. It is not possible to resubmit the proposal or parts of it or to revise the proposal after the submission deadline.

It is **NOT required** to send a **duly signed copy of the proposal** submitted online.

All proposals submitted will only be made available to the persons involved in the administration of the call. All these persons are **subject to strict confidentiality**. In particular, the national and international experts who take part in the evaluation procedure must sign a declaration of confidentiality before they start their work.

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| **Submission deadline:**  **Proposals for funding must be received via eCall by 12:00 noon on 6 March 2019!** |

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# Kurzfassung

Kurzfassung auf **Deutsch** (max. 1 Seite), entspricht der Kurzfassung aus den Projektdaten im eCall.

Die aussagekräftige Kurzfassung muss folgende Punkte beinhalten:

* Wie werden die Ausschreibungsziele (Auf- und Ausbau von Forschungskapazitäten, Erreichen kritischer Masse) adressiert?
* Inhaltliche Schwerpunkte und Ziele der (mind. zwei) Forschungsgruppen
* Problematik und Motivation zur Einrichtung von Forschungsgruppen pro Thema

# Abstract

Summary in English (translation of "Kurzfassung") (max. 1 page), corresponds to English summary from eCall project data

The concise summary should include the following points:

* How are the call objectives (establishment and expansion of research capacities, achievement of critical mass) addressed?
* topics and goals of the (at least two) research groups
* problem to solve and motivation to establish research groups per topic

# Quality of the Project

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## State of the art – current level of technology/knowledge

(max. 5 pages)

Describe the current state of the art, i.e. current level of knowledge, relevant to each planned research topic per group (min. 2) based on the following criteria:

* State of the art – current level of knowledge
* in the research institution itself
* in the national innovation system
* in Europe (including EU projects) and beyond

Describe which disciplines and methods are covered.

Describe as far as possible the research activities of the research groups to be established in terms of content.

## Activities and Results from other projects

Please explain the differences to other projects carried out by the applicant or the consortium partners in the past three years. Include in particular all ongoing and completed projects of thematic relevance. Special focus should be placed on the results you intend to use for your project and potential synergies. Use the description to underline that you have the expertise and experience to carry out the proposed project (supplementary to Chapter 2, Suitability of Applicant / Project Partners).

If these projects were funded by the FFG, please indicate the FFG project number and the project title.

Use the following table to provide the relevant information:

Existing results and deliverables obtained from publicly funded projects which provide the basis of or feed into the proposed project

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| --- | --- | --- | --- | --- |
| **Funding provider** | **Project number** | **Title** | **Description of results already obtained and relevant deliverables (verifiable results / products of R&D work) in terms of the basis for / differentiation from the proposed project** | **Location and type of documentation**  **(e.g. link to homepage, publication, conference proceedings, interim report, final report, …)** |
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## Quality of planning

### (max. 5 pages)

### Detailed description of establishment and expansion of research groups

Describe how the staff recruitment is planned in order to establish and expand the research groups, i.e. which existing and which new resources will be used and recruited, as well as the planning of cooperation and networking with other research groups, at the site, nationally and internationally.

Describe how the research groups are embedded organizationally and what happens after the end of the funding period.

### Work and time schedule (Gantt chart)

Insert a work and time schedule and consider the recruitment phase.

Please pay attention to readability.

### Description of cost plan (max. 1 page)

Please explain the relevance of the items listed in the cost plan for the project: personnel costs, costs of infrastructure use, costs of materials, third-party costs and travel costs (especially purpose of travel) Please note: At the beginning of the project, costs incurred in recruiting personnel can be claimed to a small extent.

**Please observe the new regulations in the Cost Guidelines 2.1:**

<https://www.ffg.at/recht-finanzen/kostenleitfaden/version-2>1

**Overhead costs are now calculated automatically based on a fixed rate.**

### Third-party costs (if exceeding 20% of total costs per partner)

(max. 1/4 page)

Third-party costs should not exceed 20% of the total project costs per partner. Please justify any excess.

# Suitability of Applicant / Project Partners

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## Expertise of the applicant and project partners (in case of a consortium)

(max. 1 page per partner)

### Applicant (A)

1. Name of institution
2. Relevant expertise of organisation and staff involved in the project. Provide evidence of relevant expertise by enclosing CVs of staff already working in the applicant institution (not future recruits) and a list of the major (max. 5) publications relevant to the project. Please observe the relevant instructions on attachments.
3. Describe which qualifications and expertise are taken into account in the recruitment process for the planned topics.
4. Description of know-how relevant to the project, e.g. market success, patents
5. Description of existing infrastructure relevant to the project and other aspects indicating the applicant’s ability to perform the project

### Consortium partners (P-Nr.) (in case of a consortium)

This page is to be completed individually and separately for each project partner.

1. Name of institution
2. Relevant expertise of organisation and staff involved in the project. Provide evidence of relevant expertise by enclosing CVs of senior scientific and technical project staff and a list of the major (max. 5) publications relevant to the project. Please observe the relevant instructions on attachments.
3. Description of know-how relevant to the project, e.g. market success, patents
4. Description of existing infrastructure relevant to the project and other aspects indicating the project partner’s ability to perform the project

### Third-party expertise if required

Please describe if any fields of expertise are not covered by the consortium and must therefore be contributed by a third party (e.g. via subcontracts). Name the subcontractors and describe in what form they will contribute the relevant expertise.

The content of every subcontract exceeding 20 % of the total costs must be described individually and in detail. This limit does not apply to services provided by affiliated organisations which are shown as third-party costs. If the subcontractor is not known yet, describe the aim of the work to be subcontracted and the qualifications to be met by the subcontractor.

## Composition of project team with regard to gender balance (gender mainstreaming)

(max. 1/2 page)

Please describe what measures are taken in the recruitment process in order to aim at a more gender balanced team composition as compared to the average in the field.

# Benefit and Exploitation

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(max. 4 pages)

## Impact and significance of the project results for the organisations involved in the project

Describe the strategic significance of the project and the establishment of new research groups for the organisation(s) involved in the project in both qualitative and quantitative terms (internal benefit):

* Long-term increase in research capacities
* Securing or extending the organisation’s research position
* Are potential users adequately involved?

## User benefit and exploitation potential

Describe the benefits of the project results in both qualitative and quantitative terms (external benefit).

* What is the benefit for science, economy and society of the project results?
* How will the project results be disseminated?
* What new knowledge can be gained from the project in the relevant scientific target group?

# Relevance of the Project

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(max. 4 pages)

## Relevance to the Call

To what extent does the project contribute to achieving the goals of the programme?

Please list the goals of the initiative and underpin how your planned research groups and topics address them.

## Incentive effect of funding (additionality)

Please explain how funding changes the project in terms of (only for the criteria where applicable):

* Enabling: The project could not be carried out without funding.

Please explain why funding is necessary to enable the project.

* Duration: The project can be completed within a shorter period of time than possible without funding

Explain to what extent and why funding helps to speed up the completion of the project.

* Size: Size of the project can be increased compared to the project being carried out without funding

Give reasons why the size of the project can be increased compared to the project being carried out without funding.

* Scope: The scope of the project can be increased.

Give reasons why the funding makes the project more ambitious.