



Belmont Forum - NORFACE T2S Application Template Outline Proposal
Deadline: 5 April 2017, 17.00 Eastern Standard Time.

Please refer to the National eligibility requirements when completing the proposal

Applications can ONLY be submitted via the electronic application system of the BFGO online portal (<https://bfgo.org>). Any required supplemental documents should be uploaded in PDF format. Guidance on how to submit the outline proposal is available on the BFGO and NORFACE T2S website.

Your application must follow the structure of this form. Incomplete applications and applications not using the form will not be evaluated.

A. Registration form

THIS IS CAPTURED IN BFGO WEB FORMS - NO UPLOADING REQUIRED

1. Title of the project and acronym:

2. Name and address of the Main Applicant (MA):

Main applicant/consortium leader

- o Name, title(s): Male
- o University/Institution/
Organisation: Female
- o Department/lab:
- o Postal address:
- o Postcode: Town/city:
- o Telephone: Fax: E-mail:
- o Completion date doctorate¹:
- o Percentage of working time to be spent on the project
(indicative):
- o Applicant in another Outline Proposal? Yes/No

3. Name and address of the Co-Applicants (CA): *Copy and add if required*

Please name only one Co-Applicant per University/Research Institution/Organisation. Other project team members should be listed under Heading 5 'Other research team members'. If there is more than one applicant from a country, identify the national contact point.

Co-Applicant 1

- o Name, title(s): Male
- o University/Institution/Organisation: Female
- o Department/Lab:
- o Postal address: National Contact point
- o Postcode: Town/city:
- o Telephone: Fax: E-mail:
- o Completion date doctorate¹:
- o Percentage of working time to be spent
on the project (indicative):
- o Applicant in another Outline Proposal? Yes/No

¹ Include the completion date (the day when the Applicant received his/her PhD).



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Co-Applicant 2

- o Name, title(s): Male
- o University/Institute/Organisation: Female
- o Department/Lab:
- o Postal address: National Contact point
- o Postcode: Town/city:
- o Telephone: Fax: E-mail:
- o Completion date doctorate¹:
- o Percentage of working time to be spent on the project (indicative):
- o Applicant in another Outline Proposal? Yes/No

4. Other project team members (eligible for funding): *add lines when required*

Please include here the information about other project team members working on the project proposed. Please also mention the indicative percentage of working time to be spent on this project. Where the names of PhD students or Postdocs are not yet known, please include them as NN, and give other information available.

| <i>Participant No.</i> | <i>Name and title</i> | <i>University/Institution/Organisation</i> | <i>Dept/Lab</i> | <i>Percentage of working time (indicative)</i> | <i>Completion date doctorate¹:</i> | <i>Participant in another T2S outline Proposal?</i> |
|------------------------|-----------------------|--|-----------------|--|---|---|
| <i>Country 1.....</i> | | | | | | |
| | | | | | | |
| | | | | | | |
| <i>Country 2.....</i> | | | | | | |
| | | | | | | |
| | | | | | | |
| <i>Country 3:.....</i> | | | | | | |
| | | | | | | |
| | | | | | | |

5. Cooperation partners (not eligible for funding): *add lines when required*

Please include here information about partners in the project who will be cooperating but are not eligible for funding in the present programme – such as researchers in other countries or at organisations not eligible for funding in the country in question or non-academic partners in some of the participating countries (see Call for Proposals table 1). These partners should provide their own funding and in the Full Proposal phase they will be asked to demonstrate this. Please also mention the indicative percentage of working time to be spent on this project.

| <i>Name and title</i> | <i>University/Institution/Organisation</i> | <i>Percentage of working time (indicative)</i> | <i>Source of funding</i> |
|-----------------------|--|--|--------------------------|
| | | | |



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6. Summary of the project (max. 1500 characters, excluding spaces, add word count)

Please include the following information: relevance of the research topic to the call; objectives, potential outcome and impact of the project; explanation of how the project will be organised.

7. Keywords (max. 8 separated by a semicolon ";")

8. Discipline or disciplines of the project

9. Duration of the project

Duration (months): _____ to commence on (date): _____

10. Have you submitted the same idea elsewhere or have you requested any additional grants for this project from any other institution?

Yes/No. If yes, please elaborate.

B. Research proposal

PLEASE UPLOAD THIS AS SUPPLEMENTAL DOCUMENTS UPLOADED TO BFGO WEBSITE IN PDF FORMAT.

11. Description of the project (max. 2500 words, excluding references, add word count)

Please include the following information:

a) The project description should explain in clear language:

- Which research question does the proposal seek to answer?
- Why is this 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?
- By what methods and work plans will the research question be tackled?
- In what ways is the project transformative? What are the main theoretical and conceptual innovations expected from the project?
- What added value will be gained by undertaking the research as a collaborative project with the proposed partners? What is the transnational added value of the project?
- How will the applicants and cooperation partners contribute to the project? What research expertise and competence do they bring to the project proposal?
- What are the expected outcomes and impacts of the research project? How will findings be shared with interested parties?
- Please clearly delineate the strengths, weaknesses and suitability of secondary data sources and thoroughly justify any new data collection to address the research questions.

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b) Data management plan

Please clearly delineate the strengths, weaknesses and suitability of secondary data sources and thoroughly justify any new data collection to address the research questions. Please note that the programme may support the collection of new data, be that quantitative or qualitative, but only where data does not exist to address key questions. If the research involves primary data collection or acquisition, please indicate how existing datasets have been reviewed and state why currently available datasets are inadequate for this proposed research.

c) Potential impact of research²

- What are the expected outcomes and impact of the research project? What are your anticipated pathways to impact?
- Who are the potential users, both academic and non-academic, of the research?
- Which activities will be deployed to maximise knowledge exchange with potential users?

d) References

Please list the references used.

12. Timetable of the project (*max. 500 words, add word count*)

C. Cost estimates

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13. Budget

Please include the total requested funding per participating national agency and the total budget requested from NORFACE. For applicants from countries outside the Euro-zone, please transfer your budget to Euros and indicate the exchange rate used. If a Cooperation partner contributes to the project, please include their contribution in the budget.

Please consider the national eligibility requirements.

| European Partners | | Requested funding (€) |
|--------------------------|--|------------------------------|
| <input type="checkbox"/> | Belgium - Flanders | |
| <input type="checkbox"/> | Belgium - Wallonia and Brussels Federation | |
| <input type="checkbox"/> | Finland | |
| <input type="checkbox"/> | France | |
| <input type="checkbox"/> | Germany | |
| <input type="checkbox"/> | Ireland | |
| <input type="checkbox"/> | Latvia | |
| <input type="checkbox"/> | Luxemburg | |
| <input type="checkbox"/> | Norway | |

² 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.

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| | | |
|-------------------------------|---|-------------------------|
| <input type="checkbox"/> | Slovenia | |
| <input type="checkbox"/> | Sweden | |
| <input type="checkbox"/> | Switzerland | |
| <input type="checkbox"/> | Netherlands | |
| <input type="checkbox"/> | United Kingdom | |
| Non-European Partners | | |
| <input type="checkbox"/> | Brazil | |
| <input type="checkbox"/> | Chinese Taipei | |
| <input type="checkbox"/> | Japan | |
| <input type="checkbox"/> | USA | |
| <input type="checkbox"/> | International Social Science Council (ISSC) | |
| Total budget requested | | |
| | Cooperation partner(s) | Contribution (€) |
| | | |

Please specify the budget for the Main and Co-Applicants in the overview below (*Note: This table is also available in Excel on the website www.norface.net*)

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| BUDGET ITEMS | Estimate of Funding MA (in Euros) | Estimate of Funding CA 1 (in Euros) | Estimate of Funding CA 2 (in Euros) | Estimate of Funding CA ... (in Euros) | Estimate of Funding CA ... (in Euros) |
|--|--------------------------------------|--|--|--|--|
| Name of applicant: | | | | | |
| Country: | | | | | |
| 1. Employment costs | | | | | |
| Post-doc Researchers(s) | | | | | |
| PhD Student(s) | | | | | |
| Administrative personnel | | | | | |
| Other (please specify) | | | | | |
| Subtotal Employment costs | | | | | |
| 2. Equipment | | | | | |
| Item 1 | | | | | |
| Item 2 | | | | | |
| Item | | | | | |
| Subtotal Equipment | | | | | |
| 3. Travel and meeting costs | | | | | |
| Conferences | | | | | |
| Fieldwork | | | | | |
| Project meetings | | | | | |
| Other (please specify) | | | | | |
| Subtotal Travel and meeting costs | | | | | |
| 4. Consumables | | | | | |
| Item 1 | | | | | |
| Item 2 | | | | | |

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| | | | | | |
|---|--|--|--|--|--|
| Item ... | | | | | |
| Subtotal Consumables | | | | | |
| 5. Dissemination and knowledge exchange costs, | | | | | |
| Item 1 | | | | | |
| Item 2 | | | | | |
| Item ... | | | | | |
| Subtotal Dissemination and KE costs | | | | | |
| 6. Overheads (if applicable) | | | | | |
| 7. Other costs (e.g. subcontracting; please specify) | | | | | |
| T O T A L | | | | | |

- Employment costs** should comprise gross salary and all additional taxes, social insurance payments, etc. The employment costs should not be detailed by person but by position (e.g. please do not indicate the costs of each Senior Researcher, Ph.D. student, etc. if there are more than one involved, but the total cost for all Senior researchers, Ph.D. students, etc. involved).
- Equipment** is material used for the project. Equipment/material with a cost below €1.000 should be listed under the category "Other costs". Costs related to collection & usage of data should be mentioned here.
- Travel and meeting costs** also include subsistence costs as well as other costs necessary for the organisation of the project meetings (e.g. hiring venues, catering, etc).
- Consumables** are goods that must be replaced regularly (e.g. office supplies).
- Dissemination and Knowledge Exchange costs** may include both costs for scientific publications (e.g. Open Access publications) and other dissemination materials (e.g. reports, leaflets, websites, etc), events, exhibitions or other knowledge exchange activities targeting users and the general audience.
- Overheads** are all eligible costs which cannot be identified as being directly allocated to the project but which can be justified in line with the National Eligibility Rules. They usually comprise costs connected with infrastructures and the general operation of the organisation such as rental or depreciation of buildings, water/gas/electricity, maintenance, insurance, supplies and petty office equipment, communication and connection costs, postage, etc. and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, etc. Please refer to the national eligibility rules.
- Other costs** should list any other costs that cannot be categorized in the above sections.

D. Annexes

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15. Curriculum vitae of the research team including a publication list.

Provide a short CV of the Main Applicant and the Co-Applicants, and of Cooperation Partners if applicable. The Main Applicant's and Co-Applicant's CVs may cite a maximum of ten relevant publications. Each Cooperation Partner's CV may cite a maximum of five relevant publications. The CV of the Main Applicant should include the information on her/his experience leading national or international collaboration research projects. CV should be no longer than two pages each.



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Please mark key publications which are directly relevant to the proposed research with an S (the S stands for significant). Please only include manuscripts which have been accepted for publication or which have already been published as part of the recognised literature.

No other annexes allowed.

E. Signature

I declare that I have completed this form truthfully.

Main Applicant:

Name:

Date:

It is **not** necessary to send a hard-copy of the application to NORFACE. An electronic signature is allowed.
