



**HELLENIC REPUBLIC
MINISTRY OF EDUCATION, RESEARCH AND RELIGIOUS AFFAIRS**

**HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION
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Ref. No. 7122

2nd Call

for H.F.R.I. Research Projects to Support Post-Doctoral Researchers

Templates

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Version 1.0

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The following templates are indicative examples. You can modify them according to the needs of your research proposal. Please follow the guidelines below.

Any information presented beyond the page limits, as defined in the "Call" ([link](#)) and in the following guidelines, will not be taken into consideration during the evaluation process.

DOCUMENT HISTORY

Version	Ref. No.	Publication date		Page
1.0	7122	29.11.2018	Initial version	

NOTES

**(Part B1 is evaluated both in the 1st and 2nd phases.
(Part B2 is only evaluated in the 2nd phase.)**

Part B1. Principal Investigator's CV and Extended Synopsis of the Proposal

Part B1.1. PR-PI's CV and Scientific Achievements

- ❗ Part B1.1 should be written in **English**.
- ❗ **The maximum page limit is four (4) pages**, including cover page.
- ❗ Document size: max. 1MB.
- ❗ File format: PDF (Portable Document Format).
- ❗ Please follow the technical text specifications of [Table A](#).
- ❗ Please use the proposed document and modify it accordingly.

Part B1.1.1. Publications

- ❗ Part B1.1.1 should be written in **English**.
- ❗ Part B1.1.1 is submitted separately from Part B1.1.
- ❗ There is no page limit for this document.
- ❗ Document size: max. 1MB.
- ❗ File format: PDF (Portable Document Format).
- ❗ Please follow the technical text specifications of [Table A](#).
- ❗ Please use the proposed document and modify it accordingly.

Part B1.2 - Extended Synopsis

- ❗ The extended synopsis should be written in **English**.
- ❗ **The maximum page limit is six (6) pages**, including cover page and bibliographic references.
- ❗ Document size: max. 1MB.
- ❗ File format: PDF.
- ❗ Please follow the technical text specifications of [Table A](#).
- ❗ Please use the proposed document and modify it accordingly.

Part B2. Detailed presentation of the research proposal

Part B2.1. Research Proposal

- ❗ Part B2.1 should be written in **English**.
- ❗ **The maximum page limit is sixteen (16) pages**, including cover page and bibliographic references.
- ❗ Document size: max. 2MB.
- ❗ File format: PDF (Portable Document Format).
- ❗ Please follow the technical text specifications of [Table A](#).
- ❗ Please use the proposed document and modify it accordingly.

Part B2.2. CVs of the Research Team members

- ❗ Part B2.2 should be written in **English**.
- ❗ This document shall include the CVs of all the Research Team members.
- ❗ The maximum page limit for the CVs of the Research Team members is **one (1) page per member**.
- ❗ Part B2.2 is submitted as a single file.
- ❗ Document size: max. 1MB.
- ❗ File format: PDF (Portable Document Format).
- ❗ Please follow the technical text specifications of [Table A](#).
- ❗ Please use the proposed document and modify it accordingly.

TECHNICAL SPECIFICATIONS

Each proposal page should contain a header presenting the PR-PI's name and surname, the acronym and the reference to the respective part of the proposal (Part B1.1, Part B1.1.1, Part B1.2, Part B2.1 etc.), as well as a footer with reference to the respective Scientific Area (S.A.1, S.A.2, etc.) and to the total page number.

The following Table lists the suggested technical specifications to be followed in all submitted documents.

The page limits for each part should be applied strictly. Only information presented within these page limits will be evaluated.

Table A. Technical specifications

Page Size	Font	Font Size	Line Spacing	Page Margins
A4	Times New Roman, Arial, Calibri or similar	11 pt (at least)	Single (at least)	Top-Bottom: 1,5 cm Left-Right: 2 cm

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PART B1¹

*(Part B1 is evaluated both in the 1st and 2nd evaluation phases.
(Part B2 is only evaluated in the 2nd phase.)*

Cover Page (Part B1.1.)

Part B1.1. Curriculum Vitae & Scientific achievements

(max limit: 4 pages, including cover page)

Proposal's Title
Proposal's Acronym

- **Principal Investigator** (Name/Surname):
- Scientific Area:
- Scientific Field 1:
- Scientific Field 2:
- Project's Duration (in months):
- Total Budget (€):
- Host Institution:
- Cooperative Organisation(s): (if applicable)

Abstract.

Proposal summary (identical to the proposal abstract submitted in English through the electronic platform [Part A]).

It shall be noted that the abstract of the Proposal should not exceed 2,000 characters (including spaces and line breaks).

The abstract should clearly present the objectives of the research proposal and the way these should be accomplished. For this reason, it should be brief and accurate. Also, it should not contain confidential information.

¹ In the Call ([link](#)), you can find information on how to complete Part B1.

PERSONAL INFORMATION	
SURNAME	
NAME	
DATE OF BIRTH	<i>Please complete in format DD.MM.YYYY (Date.Month.Year)</i>
PLACE OF RESIDENCE	
e-mail	
TEL.	

EDUCATION

Please add separate sections for each degree starting with the most recent.

MM.YYYY - MM.YYYY Name of Faculty/Department, Name of University/Institution, Country, Thesis title, Degree

MM.YYYY - MM.YYYY Name of Faculty/Department, Name of University/Institution, Country, Thesis title, Degree

RESEARCH/WORKING EXPERIENCE

Please add previous research/work experience starting with the most recent.

MM.YYYY - MM.YYYY **Current position**
 Short description of activities/responsibilities
 Name of Faculty/Department, Name of University/Institution/Company, Country

MM.YYYY - MM.YYYY **Previous position**
 Short description of activities/responsibilities
 Name of Faculty/Department, Name of University/Institution/Company, Country

MM.YYYY - MM.YYYY **Previous position**
 Short description of activities/responsibilities
 Name of Faculty/Department, Name of University/Institution/ Company, Country

PUBLICATIONS

*Please add the most important publications (**max. five (5) publications**) and highlight those related to the subject of the proposed research project (if any). It shall be noted that the full list of the PR-PI's publications is submitted in Part B1.1.1.*

- Title, Authors, Journal, Volume, Pages, Year, DOI (Number and Link)

CONFERENCES/WORKSHOPS/etc.

Participation in national or international scientific conferences, workshop days, summer schools, educational seminars, etc. in chronological order, starting with the most recent.

- Conference Name, Title, Date, Location

FELLOWSHIPS and AWARDS *(if applicable)*

YYYY - YYYY Scholarship, Name of Faculty/Department/Centre, Name of University/Institution/Country

YYYY - YYYY Award, Name of Institution/Country

MEMBERSHIPS & REVIEWING ACTIVITIES *(if applicable)*

YYYY - YYYY Evaluator, Name of University/Institution/Country

YYYY - YYYY Member, Research Network "Name of Research Network", etc.

TEACHING ACTIVITIES *(if applicable)*

YYYY - YYYY Teaching position – Topic, Name of University/Institution/Country

RESEARCH GRANTS *(if applicable)*

Please add all research projects (international or national), in which you participate or have participated (in any role).

Project Title	Funding source	Period	Role of the PI

GRANT APPLICATIONS *(if applicable)*

Please add other research proposals related to the proposed research project, in which you are involved (PR-PI) in any role.

Project Title	Funding source	Submission date	Role of the PI


SCIENTIFIC ACHIEVEMENTS

A brief text summarizing the most important scientific achievements.

Part B1.1.1 PI's Publications

Proposal's Title Proposal's Acronym

- **Principal Investigator** (Name/Surname):
- Scientific Area:
- Scientific Field 1:
- Scientific Field 2:
- Projects' Duration (in months):
- Total Budget (€):
- Host Institution:
- Cooperative Organisation(s): (if applicable)

 *Please add publications in peer-reviewed journals, books, chapters in books, publications / papers in conference proceedings with reviewers, patents, other publications etc.*

Peer reviewed publications

1. Title, Authors, Journal, Volume, Pages, **Year**, DOI (Number and Link)
- 2.

Books and Chapters in Books

1. Authors, Book Title, Publisher, **Year**
- 2.

Publications/posters in Conferences' Proceeding with Reviewers

1. Authors, Title, Conference Name, Conference Location, Country, Date, **Year**, Link
- 2.

Patents

1. Authors, Title, **Year**, Patent Number (i.e. European Patent No. EP GB2322334)

Other

Publications

Cover Page (Part B1.2)


Part B1.2. Extended synopsis

(max limit: 6 pages, including cover page and bibliographic references)

Proposal's Title Proposal's Acronym

- **Principal Investigator** (Name/Surname):
- Scientific Area:
- Scientific Field 1:
- Scientific Field 2:
- Projects' Duration (in months):
- Total Budget (€):
- Host Institution:
- Cooperative Organisation(s): (if applicable)

Extended Synopsis

 *The extended synopsis is an autonomous and independent text. This should be a brief presentation of the research proposal, especially focusing on the innovative nature of the research project and the feasibility of the described scientific approach. It is important for the extended synopsis to contain all the key information of the proposed research project, including the feasibility of the scientific proposal, given that **only Part B1 of the Call is evaluated during the 1st Evaluation Phase.***

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Part B2²

(Part B2 is only evaluated in the 2nd phase.)

Cover Page (Part B2.1)

Part B2.1. Research Proposal

(max limit: 16 pages, including cover page and bibliographic references)

Proposal's Title
Proposal's Acronym

- **Principal Investigator** (Name/Surname):
- Scientific Area:
- Scientific Field 1:
- Scientific Field 2:
- Projects' Duration (in months):
- Total Budget (€):
- Host Institution:
- Cooperative Organisation(s): (if applicable)

1. Excellence, State-of-the-art and objectives

(This section should at least include the following fields.)

1.1. Proposal objectives and challenges

1.2. State-of-the-art & Innovation

1.3. Scientific and/or social impact

1.4. Impact on the career prospects

² In the Call (link), you can find information on how to complete Part B2.

2. Methodology and Implementation

(This section should at least include the following fields.)

2.1. Research Methodology

2.2. Work Plan – Deliverables - Milestones

Please add the following:

- Brief outline of the overall work plan structure
- The time schedule of the different work packages and their components (Gantt Chart).
- Description of each Work Package (WPs) [Table 2.1].
- Tables of Deliverables and Milestones [Tables 2.2, 2.3].
- Degree of Risk involved in the implementation of the project and Contingency Plan [Table 2.4].

Table 2.1. Work package description

Indicative Table for the description of each Work Package.

[Important: Please include a Project Management Work Package.]

WP Number:	WP Title:	
Starting Month:	Ending Month:	Person Months (PMs):
Objectives		
Description of Work		
Tasks		
Deliverables		
Milestones		

Table 2.2. Deliverables List

(Indicative deliverables: technical reports, research results, databases, new studies, interactive tools, e-learning tools, dissemination reports [publications in peer-reviewed journals, publications in conference proceedings, books/chapters in books, lectures/presentations in conferences, poster presentations, patents etc.]

Deliverable Number	Deliverable Name	Related WP	Type ³	Dissemination Level ⁴	Due Date (in months) ⁵

³Please use one of the following types:

R = Report (document, report, including interim and final reports)

DEM = Demonstrator (prototype, plan, etc.)

DEC = publications, patents, etc.

Other

⁴ Please use one of the following terms:

PU = PUBLIC (publicly available)

CO = CONFIDENTIAL (access available only to the research team and H.F.R.I.)

⁵ Please enter the respective Project's month, during which the submission of the deliverable is expected.

Table 2.3. Milestones List

Milestone Number	Milestone Name	Related WP	Due Date (in months)	Means of Verification

Table 2.4. Risks and Contingency Plans (Mitigation Measures)

Description of risk (indicate level of likelihood: Low/Medium/High)	WPs involved	Proposed risk – Mitigation measures

2.3. Research team

Describe the specific roles of the Research Team members in the implementation of the project. The involvement of all the Research Team members, as well as the involvement of the Collaborating Organisations, which are potentially proposed, has to be fully justified, with emphasis on the scientific added value they bring to the project.

2.4. Advisory Board⁶

(if applicable)

⁶ The formation of an Advisory Board for the Research Project is optional.

3. Budget (including project costs)

(Please complete/modify the following table to include all costs of the proposed Project. In addition, justify the proposed costs per category.)

Table 3.1. Project Budget and justification

Cost Category		Total in €
Direct Costs		
Personnel	Person Months (PMs)	
	PI	
	PostDoc(s)	
	PhD and MSc Candidate(s)	
	Other (please define)	
Total Direct costs for Personnel ⁷		
Other direct costs⁸		
Type	Justification	
Consumables		
Travel		
Dissemination		
Use and/or access to equipment etc.		
Equipment		
Others		
Total "other direct costs"		
Indirect Costs⁹		
Total		

Table 3.2. Summary of Research team effort

	Person Months per WP			Total PMs
	WP1	WP2	WPx	
Principal Investigator (PI)				
Postdoctoral Researcher(s)				
PhD and/or MSc Candidate(s)				
Others				
Total Person Months				

⁷ The Direct Costs for Personnel should be at least 50% of the Research Project Total Budget.

⁸ Total direct costs, apart from costs for personnel, should not exceed 42% of the Research Project total budget.

⁹ Indirect costs amount to 8% of the total costs provided in all other categories and are included in the Research Project Budget.

Cover Page (Part B2.2)

Part B2.2. Research team (CV's)

(max limit: 1 page / member)

Proposal's Title
Proposal's Acronym

- **Principal Investigator** (Name/Surname):
- Scientific Area:
- Scientific Field 1:
- Scientific Field 2:
- Projects' Duration (in months):
- Total Budget (€):
- Host Institution:
- Cooperative Organisation(s): (if applicable)

Name and surname of the Research Team member

INSTRUCTIONS ON HOW TO WRITE LETTERS OF INTENT LETTERS OF INTENT OF THE HOST INSTITUTION AND ALL COOPERATING ORGANISATIONS

Letters of intent are mandatory for the Host Institution. For the Collaborating Organisations, they are submitted only if the corresponding collaboration is described in the proposed research project. A letter of intent should be submitted for each one of the Collaborating Organisations, regardless of their country of origin.

In order for the “Letter of intent” to be **complete**, the official notepaper of the Host Institution and/or the Collaborating Organisation (with their logo and name in English) should be used. Furthermore, the letter of intent should be signed and stamped (if applicable for foreign organisations) by the representative of the Organisation who is in charge of the specific collaboration type that is mentioned in the proposed research project. The letter should clearly affirm the Organisation’s intent to collaborate in the specific proposal, which is submitted under the H.F.R.I.’s Call (reference should be made to the proposal’s title and acronym, as well as the PR-PI’s name and surname).

It shall be noted that the letter of intent should be written in **English**.

The name of the Call in English is as follows:

Hellenic Foundation for Research and Innovation (H.F.R.I.) 2nd Call for Research Projects for Postdoctoral Researchers