**Guidelines (shown highlighted in grey throughout this document):**

**Please delete the guidelines before submitting your proposal.**

**Proposal title:** please include the proposal title in the header.

**Page limit:** Sections 1, 2 and 3 should be at most 10 pages. You must decide how many pages you wish to allocate to each section within the allowed 10 pages. All tables, figures, references, the Gantt chart and any other element in these sections must be included as an integral part of these sections and are thus counted towards this page limit. Do not add a cover page or a table of contents.

**The following formatting conditions apply:**

* The page size is A4. Margins should be 2.0cm side and 1.5cm top and bottom.
* The reference font for the body text of proposals should be at least Arial font size 10. Single line spacing.
* Text elements other than the body text, such as references, tables, headers, foot/end notes, captions, formulas, etc., may deviate but must be legible and not be less than Arial font size 8.

**Abstract:** Please include the proposal abstract maximum of 2,000 characters. The abstract will not count towards the page limit.

Delete guidelines and all text highlighted in grey before submitting your proposal.

ABSTRACT:

Include the proposal abstract (max. 2,000 characters)

1. Excellence
   1. Proposed research

In this section, you must provide a detailed description of the scientific and technical aspects of the proposal, demonstrating the originality and novelty of the research and the proposed research methodology.

* Introduction, state-of-the-art and objectives. Provide an overview of the proposal. Discuss the state of the art and how your project goes beyond it. Specify the proposal objectives in the context of the state of the art in the field. When describing the envisaged research, it should be indicated how and why the proposed work is important for the field and what impact it will have if successful. Specify any particularly challenging or unconventional aspects of the proposal, including multi- or inter-disciplinary aspects (if relevant).
* Describe the overall methodology, including the concepts, models and assumptions that underpin your work. Explain how this will enable you to deliver your project’s objectives. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them.
* Originality and novelty of the research. Explain the proposed research’s contribution to advancements within the research field. Describe any novel concepts, approaches or methods that will be employed.
  1. Transfer of knowledge

Outline how a two-way knowledge transfer between you and the host institution (s) will occur.

* Provide details on the proposed secondment (type of organisation, timing, duration, technical objective and added value of the secondment).

Important note: As part of the SyMeCo programme, fellows will undertake a secondment relevant to the proposed research and the fellow’s career development needs. Whilst it is optional to have the secondment fully agreed upon at the application stage, general details of what is envisaged must be provided. Fellows may select an intersectoral secondment with an industry partner or an interdisciplinary secondment with a partner from the academic, public sector or another socio-economic sector. The secondment may also be split into two: one in the industry sector and one in the academic sector if it is in the best interest of the research and the fellow’s career development needs.

* Explain how you hope to gain new knowledge and skills during the fellowship at the host institution and secondment host (e.g. planned training activities).
* Outline any previously acquired knowledge and skills that you might be able to transfer (e.g., to the research group you will join, Lero, the host institution and the secondment organisation).
  1. Professional experience, competencies and skills

Discuss the quality and appropriateness of your professional experience, competencies and skills concerning the proposed research project.

* 1. Match between the proposal and the supervisor/research group

Relevance of the proposed supervision. Provide information regarding the prospective supervisor related to your research proposal (e.g., their expertise in the proposed topic, track record in the field, main international collaborations, participation in relevant projects, and relevant publications). Provide evidence of the match between your proposed research and the capabilities of the research group you will join. Provide similar details for the secondment supervisor/secondment organisation (if known).

1. Impact
   1. Potential impact of the fellowship on the researcher’s career prospects

* Provide a brief outline of your career objectives/goals.
* How does the fellowship improve your career prospects? Explain how the fellowship will contribute to further your professional development as an independent/mature researcher. If you have career objectives outside of research/academia, explain the relevance of the fellowship in contributing to these objectives.
  1. Expected impact of the research and quality of the plans for dissemination, exploitation and communication
* Describe the contribution that the proposed research is expected to make to advancements within its field. What is the potential impact of the research if successful? (e.g., contributions to literature, contributions beyond academic outputs)
* What is your communication, exploitation and results dissemination strategy? Outline how you will disseminate the results of your research and how you will communicate the new knowledge generated during the fellowship (e.g. publications, conference attendance, poster presentations, reports, workshops, and outreach activities).

1. Implementation
   1. Proposed work plan

Describe your research work plan. Include any work packages, tasks, deliverables and milestones required to complete the proposed research/fellowship. The proposed secondment, dissemination and communication activities should also be included. The fellowship duration is 24 months. The proposed project must be feasibly undertaken within the fellowship duration.

Important note: A Gantt chart must be provided at the end of this document reflecting your work plan. It should give the schedule for work packages, deliverables, milestones, secondment and dissemination and communication activities. The schedule should be in terms of number of months elapsed from the start of the fellowship. Please see the example provided at the end of this document.

* 1. Risk management

Describe any potential risks associated with the project implementation and your proposed contingency plans.

Please include a Gantt chart reflecting your work plan described in section 3.1. The Gantt should give the schedule for work packages, deliverables, milestones, secondment, and dissemination and communication activities. The schedule should be in terms of number of months elapsed from the start of the fellowship.

Please see example below. You may modify the example below (e.g., add/delete rows, rename work packages, etc.) or add your own chart.

Notes:

* The titles of the WP’s indicated in the Gantt example do not have to be followed or included in your Gantt. You may adapt the Gantt example as needed or add your own chart.
* The number of WP’s provided below is an example only. Add or remove WP’s as needed.
* Add as much detail as needed to reflect your work plan.

GANTT CHART:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work Package | Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| WP1 | Management |  |  |  |  |  | D1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | M1.1 |
| WP2 | Data collection |  |  |  |  |  |  | M2.1 |  |  |  |  |  |  |  |  | D2.1 |  |  |  |  |  |  |  |  |
| WP3 | Field work |  |  |  |  |  |  | M3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  | M3.2 | D3.1 |  |  |
| WP4 | Research part x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP5 | Research part y |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP6 | Dissemination and  communication |  |  |  |  | D6.1 |  |  |  |  |  | D6.2 |  |  | D6.3 |  |  |  |  |  | D6.4 |  |  |  |  |
| WP7 | Secondment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … | … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Milestone | M |
| Deliverable | D |

Legend