Instructions for the Applicant

This template is used to fill in the project description by the applicant under the call *09I03-03-V3 – Large projects for excellent researchers*. The structure of this template **must be maintained** and prepared in such a way as to allow an efficient and fair examination of each application. Sections 1, 2 and 3 are identical to the evaluation criteria. Only complete applications which address all the mandatory sections set out in this template and in the call will be included in the evaluation process.

The project description shall not exceed 30 pages. All tables, numbers, references or other relevant information must be included in the project description and count towards the total page limit. The maximum limit must not be circumvented by inserting external hyperlinks. Content that exceeds the permitted project description limit will not be taken into account and will not be subject to expert evaluation, so it is recommended to comply with the maximum set limit per number of pages.

Formal requirements for the description of the project:

The prescribed font to use in the project description is Times New Roman or Arial, minimum size 11. The page size is A4 with edges of at least 1.5 cm. Page numbering should be maintained in the project description.

Delete all auxiliary data in this template in grey before submitting.

In case of conflicting meanings between language versions of the project description template, the English version prevails.

Project description (template) under call 09I03-03-V3 Large projects for excellent researchers

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Title of the project:

Acronym (short title of the project): *max. 50 characters*

Identification of the entity involved in the implementation of the project:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Official name of the entity | Short name of the entity  Please indicate the short name of the entity that you will use throughout the application, max. 15 characters | Role of the entity in the project | Principal investigator  *(full name)* | Researcher category |
| 1 |  |  | Applicant |  | Please select |

## 1. Excellence of the project

***Specification of the aspects to be taken into account in this section*:**

Excellence and experience of the principal investigator.

Relevance of the project and its linkage and contribution to the objectives and areas targeted by the call.

Scientific quality and experience of the principal investigator.

Relevance of the problems/needs at which the project is aimed.

The project goes beyond the currently available technical solutions, procedures, products, etc. (“beyond the state of the art”).

Compliance of the project with strategic documents at national and/or European level and linking the activities of the project to the European Research Area.

Compliance of the project with smart specialisation domains in the Research and Innovation Strategy for Smart Specialisation of the Slovak Republic.

Appropriateness, timeliness and relevance of the proposed methodology to the objectives of the project.

Quality of use and management of research data and outputs within the project, integrating the principles of open science.

### 1.1 PROJECT OBJECTIVES

* Main objective and specific objectives of the project

Objectives should be clearly defined, realistic, measurable and achievable in implementation. For each target, please also indicate how it is verified and evaluated.

* Linking the objectives of the project to the objectives of the call

Are the objectives of the project relevant to the call? Are the objectives measurable, verifiable and realistically achievable in the course of the project solution?

### 1.2 RELEVANCE, QUALITY AND INNOVATION OF THE PROJECT

*Briefly describe the current situation in the area that the project will address. How will the planned activities of the project address problems and challenges in this area? Why is necessary/appropriate to implement this project?*

*Describe how the project goes beyond the currently available solutions, processes, products, etc.? How does the project respond to the above-described challenges?*

*Describe the research and or innovation activities in the project, new concepts, procedures, approaches, services, products, collaborations, etc. that will arise or will be developed as a result of the project and their synergy with similar or related projects. Describe the expected results and benefits of the project.*

Describe at what stage of preparedness and development are the specific research activities in the project. Define the technology readiness level in the framework of the planned research activities – in what spectrum from “ideas to application” or from “laboratory to market” (TRL) are the proposed activities to be covered by the project and where they should get (within the project)? (where possible).

*Identify the project’s compliance with key* strategic documents at national and European level*:*

* *Identify the compliance of the project with the smart specialisation domains in the Research and Innovation Strategy for Smart Specialisation of the Slovak Republic[[1]](#footnote-2)*
* *Identify the intersection and consistency of project activities with other strategic documents at national and/or European level*
* *Identify the intersection and consistency of project activities with the long-term priorities and strategic documents of the applicant*

*Describe the link between the project and its activities to the European Research Area*

*How does the project contribute to the development of human resources and the promotion of excellence?*

1.3 EXCELLENCE OF PRINCIPAL INVESTIGATOR *(max. 3 pages)*

Personal information

First and last name:

Identifier (*ORCID or Researcher ID or other-Specify)*:

Date of birth:

Nationality:

Website (if relevant):

**Education**

MM/YYYY – PhD

Name of Faculty/ Department, Name of University/ Institution, Country

MM/YYYY – Master/Doctor

Name of Faculty/ Department, Name of University/ Institution, Country

**Current position/positions**

MM/YYYY – name/description of current position 1

Name of Faculty/ Department, Name of University/ Institution, Country

MM/YYYY – name/description of current position 2

Name of Faculty/ Department, Name of University/ Institution, Country

**Previous positions**

MM/YYYY – MM/YYYY – name/description of previous position 1

Name of Faculty/ Department, Name of University/ Institution, Country

MM/YYYY – MM/YYYY – name/description of previous position 2

Name of Faculty/ Department, Name of University/ Institution, Country

Scholarships and awards

MM/YYYY – MM/YYYY – Scholarship 1 – Name of Faculty/ Department/ other, Name of University/ Institution, Country

YYYY – award – Organisation name, Country

MM/YYYY – MM/YYYY – Scholarship 2 – Name of Faculty/ Department/ other, Name of University/ Institution, Country

**Teaching activities (if applicable)**

YYYY – teaching position 1 – Topic, Name of University/ Institution, Country

YYYY – YYYY – teaching position 2 – Topic, Name of University/ Institution, Country

Organisation of scientific meetings (if applicable)

YYYY – describe your role and name of the event, the number of participants, Country

Institutional responsibilities (if applicable)

YYYY – Faculty member, Name of University/ Institution, Country

YYYY – YYYY – Graduate Student Advisor, Name of University/ Institution, Country

YYYY – YYYY – Member of the Faculty Committee, Name of University/ Institution, Country

YYYY – YYYY – Organiser of the Internal Seminar, Name of University/ Institution, Country

YYYY – YYYY – Member of a Committee; role, Name of University/ Institution, Country

Review activities (if applicable)

YYYY – Scientific Advisory Board, Name of University/ Institution/ Publisher, Country

YYYY – Review Board, Name of University/ Institution/ Publisher, Country

YYYY – Review Panel member, Name of University/ Institution/ Publisher, Country

YYYY – Editorial Board, Name of University/ Institution/ Publisher, Country

YYYY – Reviewer, Name of University/ Institution/ Publisher, Country

YYYY – Scientific Evaluation, Name of University/ Institution/ Publisher, Country

YYYY – Evaluator, Name of University/ Institution/ Publisher, Country

Membership of scientific societies (if applicable)

YYYY – Member, Research Network “Name of the Research Network”

YYYY – Associated Member, Name of Faculty/ Department/Centre, Name of University/ Institution, Country

YYYY – Founding Member, Name of Faculty/ Department/Centre, Name of University/ Institution, Country

Major collaborations (if applicable)

Name of Collaborators, Topic, Name of Faculty/Department/Centre, Name of University/Institution/Country

**Overview of the most important grants in the last 5 years** (max. 5)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project name | Source of funding | Budget (EUR) | Implementation period | The role of the principal investigator in the project |
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**Overview of the most important outputs of the principal investigator** *(max. 5)*

|  |  |  |  |
| --- | --- | --- | --- |
| Publication title | **Type of output** *(e.g. publication, dataset, software, patent, service, product, etc.)* | Short description | Role of Principal Investigator |
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Briefly describe your most important research and/or innovation achievements

### 1.4 EXCELLENCE OF THE APPLICANT

*Describe how the applicant brings sufficient expertise to the project and the consistency of its expertise and capacities with the proposed project to implement it in the required quality and scope and to cover all its aspects (including e.g. multi- and interdisciplinary approach, knowledge on open science, FAIR access to research data, gender equality in research, etc.).*

*Describe the uniqueness of the applicant in relation to the project. What is the comparative advantage of implementing this project in Slovakia by applicant compared to other entities?*

### 1.5 METHODOLOGY

Describe the overall concept of the project – realization of individual R & I activities, and potential weaknesses. Describe the methodology and procedures used in each activity and their interconnectedness.

Describe research and innovation activities at national or international level, the results of which will be used in the project and how they will be used.

Describe the use of research infrastructure within the project and its connection with the proposed methodology, in the case that the part of the project was (also) investments in research infrastructure.

*Indicate how the activities of the project comply with the ‘do no significant harm’ principle‘[[2]](#footnote-3) and identify that they are not among the activities and assets that are excluded from support[[3]](#footnote-4).*

How will research data be used, shared and available? What types of data will be collected, gathered and stored and according to what standards? How will this data be used, shared and made available for verification and reuse? If the data is not made available, please indicate why.

## Impact of the project

***Specification of the aspects to be taken into account in this section*:**

The credibility of the proposed procedures, the likelihood that the project will achieve the expected results and will have the expected impact.

The significance of the anticipated impact – on the given area of knowledge and the scientific community, on the economy, on society, on the environment.

Adequacy of expected results and impacts of the project – qualitative and quantitative.

The appropriateness and quality of the proposed measures to maximise the results and impact of the project.

The quality of the proposed IPR management strategy for project results (if relevant).

### 2.1 THE WIDER IMPACT OF THE PROJECT

Describe the expected impact of the project in the medium and long term.

Describe the wider impact of the project, what the implementation of the project will have beyond its direct focus and after completion of its implementation.

Identify the individual target groups that will benefit from the activities and fulfilment of the project objectives, describe the impact of the project on these groups.

Describe the direct and relevant scientific, economic, environmental, societal impact of the project (or any other impact, if relevant).

Identify and describe the potential negative impact of the project and what are the proposed measures to eliminate/minimise it.

Describe the specific expected results and impacts of the project activities (qualitative and quantitative), which will bring significant and direct benefits measurable within the monitored data.

Monitored data may include, for example:

* + number of top students, doctoral candidates and scientists working in the project;
  + number of joint projects supported by other schemes
  + number of patent applications
  + number of publications
  + number of collaborations (international, private sector, application sphere)
  + other

When designing project results and impacts as part of the monitored data, describe the basis on which the estimate, benchmarks, statistical data, etc. were made.

* Potential obstacles to the planned impact of the project

Describe the potential obstacles to the research and innovation activities of the project, the conditions (e.g. legislative, competitive environment or others that go beyond the scope and duration of the project) that may affect the desired results and impact. Identify whether these factors can evolve over time and the ways you will address them.

(This does not include the risks of project implementation, which will be described in section 3).

### 2.2 IMPACT MAXIMISATION MEASURES – DISSEMINATION AND COMMUNICATION

*What tools and measures do you choose to maximise the impact of the results and outputs of the project activities? Describe what communication and sharing tools you will use, list of the planned communication activities and target groups that will be targeted both during and after the project.*

*(In the planned communication activities, take into account the target groups and how to reach them through various tools and ways).*

*How will technology transfer, commercialisation of project outputs, etc. will be ensured?*

Describe the measures to exploit the results of the project after its completion. Describe the measures for the use of research data and other research outputs after the completion of the project implementation. Describe the measures for the use of the research infrastructure after completion of the project, if the project concerned (also) investment in research infrastructure.

**Use and protection of intellectual property rights (if relevant)**

*If relevant, describe the strategy for managing intellectual property rights in relation to the results of the project. How will their protection and the possibility of commercial use be ensured? Briefly describe what requirements will need to be met in order for the results of the project that will be intellectual property to be exploited and how you intend to meet these conditions.*

## Project implementation

***Specification of the aspects to be taken into account in this section*:**

Quality and efficiency of the project plan, feasibility of planned activities.

The coherence and logic of the work packages and the adequacy of the allocated resources, the adequacy of the proposed milestones and deliverables.

The capacity and tasks of the applicant; description how an applicant has the necessary expertise and material and technical equipment.

Estimation of implementation risks, quality of proposed measures.

Coordination and management of the project.

Quality of project management and processes.

*Quality of ensuring gender equality and equal opportunities within the project*.

### 

### 3.1 PROJECT PLAN AND DELIVERABLES

Describe the overall structure of the project plan, which consists of individual work packages, their interconnectedness, logical and time sequence (e.g. use the Pert diagram).

Specify the timeline of the project – indicate the number of months of project duration and the timetable for the implementation of the individual work packages (e.g. Gantt diagram).

Provide a list of planned work packages (table template below) and draw up a separate table for each work package.

3.1.1 Work packages

Table template for the work package (1 work package = 1table):

|  |  |
| --- | --- |
| **Research type for work package** | Please select |
| **Work package code** | *Enter the code generated in budget table.* |
| **Title of the work package** | *Enter the name of the work package, which will have a maximum of 20 characters. This name should be indicated equally throughout the application and its annexes.* |
| **Start of work package (Mx month)** |  |
| **End of work package (Mx month)** |  |
| **Objectives** | |
|  | |
| **Description of the work package** | |
|  | |
| **Deliverables** | |
| *Enter the deliverable number and describe each deliverable in more detail* | |

3.1.2 List of work packages (template):

|  |  |  |  |
| --- | --- | --- | --- |
| Work package code | Title of the work package | **Start of activities** *(specify month of project implementation)* | **End of activities** *(specify month of project implementation)* |
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3.1.3 List of deliverables (template):

Mandatory outputs shall be at least:

* Interim report on the implementation and achievements of the project submitted at mid-term of project implementation
* Final report on the achievements of the project presented at the end of the project implementation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Deliverable number | Deliverable | Work package code | Type | Access and dissemination | Method of verification | Delivery (project implementation month) |
|  |  |  | Report, prototype, software, patent, other (please specify)... | P= public (public)  N= non-public, limited only to executor for reporting purposes |  |  |
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3.1.4 List of milestones (template):

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| --- | --- | --- | --- | --- |
| Milestone number | Milestone | Work package code (one or more) | Method of verification | Delivery time (in months) |
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### 3.2 PROJECT MANAGEMENT AND PROJECT MANAGEMENT PROCESSES

Describe project management, structure and how activities will be managed.

Describe how gender equality and equal opportunities will be ensured in the implementation of the project.

Describe the applicant’s approach to risk management in the implementation of the project.

3.2.1 Implementation risks (template):

|  |  |  |
| --- | --- | --- |
| Description of the implementation risk | **Work package code** *(one or more)* | Proposed measures to minimise or eliminate the risk |
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### 3.3 OPERATIONAL CAPACITY OF THE APPLICANT

3.3.1. List of key researchers, innovators/experts involved in the project, their role in the project (the template):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Surname | Rod | Nationality | Career phase | Role in the project | **Identifier (***ORCID or Researcher ID or other-Specify)* |
|  |  | M-man  F-woman (female)  I don't want to mention/other |  | R3 – Independent researcher  *R4 – Lead researcher [[4]](#footnote-5)* | team member or team leader |  |
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3.3.2 Description of the research/innovation infrastructure available to the applicant and necessary for the implementation of the project (the template):

|  |  |
| --- | --- |
| Name of infrastructure or equipment | Short description of infrastructure and its usage within the project |
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3.3.3 List of five most important projects in which an applicant has been involved and are relevant to the submitted project (in the last 5 years) (template):

|  |  |
| --- | --- |
| Project name | Short description |
|  |  |
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3.3.4 List of up to five most important deliverables that are relevant to the submitted project (for the applicant) (template):

|  |  |  |
| --- | --- | --- |
| Deliverable name | **Type of deliverable** *(e.g. publication, dataset, software, patent, service, product, etc.)* | Short description |
|  |  |  |
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1. <https://www.mirri.gov.sk/wp-content/uploads/2018/10/Research-and-innovation-strategy-for-smart-specialisation-of-the-Slovak-Republic-2021-2027.pdf> [↑](#footnote-ref-2)
2. *As set out in the Technical Guidance on the application of the ‘do no significant harm’ principle under the RRF Regulation (2021/C 58/01).* [↑](#footnote-ref-3)
3. In o*rder to ensure compliance of the call with the DNSH Technical Guidance (2021/C58/01), the following activities and assets are excluded from support:*

   1. *activities and assets related to fossil fuels, including subsequent use, except for electricity and/or heat generation projects, as well as related natural gas transmission and distribution infrastructure that comply with the conditions set out in Annex III to the technical guidance on the application of the ‘do no significant harm’ principle (2021/C58/01).*
   2. *activities and assets under the EU Emissions Trading System (ETS) achieving projected greenhouse gas emissions that are not lower than the relevant benchmarks. If the supported activity achieves projected greenhouse gas emissions that are not significantly below the relevant benchmarks, an explanation of the reasons why this is not possible shall be provided. Benchmarks established for free allocation of allowances for activities falling within the scope of the emissions trading scheme as laid down in Commission Implementing Regulation (EU) 2021/447.*
   3. *activities and assets related to landfills, incinerators. This exclusion shall not apply to activities in installations dedicated exclusively to the treatment of non-recyclable hazardous waste and to existing installations where activities are aimed at improving energy efficiency, capturing exhaust gases for the storage or use or recovery of materials from incineration ash, provided that such measures do not lead to an increase in the capacity of waste treatment facilities or an extension of the lifetime of such facilities; evidence on this shall be provided at installation level.*
   4. *activities and assets related to mechanical-biological treatment facilities of waste. This exclusion shall not apply to activities in existing mechanical biological treatment facilities where the activities are aimed at improving energy efficiency or retrofitting activities for separate waste recycling, composting and anaerobic digestion of bio-waste, provided that such activities do not lead to an increase in the capacity of waste treatment facilities or to an extension of the lifetime of such facilities; evidence on this shall be provided at installation level.*
   5. *activities and assets where long-term disposal of waste can harm the environment.*

   [↑](#footnote-ref-4)
4. *According to the definitions of categories R1-R4 in EUROPEAN FRAMEWORK FOR RESEARCH CAREERS –* [*https://cdn5.euraxess.org/sites/default/files/policy\_library/towards\_a\_european\_framework\_for\_research\_careers\_final.pdf*](https://cdn5.euraxess.org/sites/default/files/policy_library/towards_a_european_framework_for_research_careers_final.pdf) [↑](#footnote-ref-5)