

Young Researchers and Professionals Program – Instructions for Applicants 2008

REPUBLIC OF CROATIA
Ministry of Science, Education and Sports
Science and Technology Project
Loan Nr. 7320-HR

Unity through Knowledge Fund

YOUNG RESEARCHERS AND PROFESSIONALS PROGRAM

Instructions for Applicants 2008

Dear Applicants,

Please read carefully the following instructions;

General rules

- **Until they receive final decision on their project proposal submitted for the Young Researchers and Professionals Program, main applicants listed in a project proposal shall not apply for other UKF's programs as main applicants or co-applicants.**
- **Main applicants, who were awarded grants in the framework of the Young Researchers and Professionals Program, are not allowed to apply as the main applicants or co-applicants for other UKF's programs.**
- **Personnel whose salary or addendum to salary is already being paid from the UKF grant are not allowed to ask for additional financial support in case they are members of a project team of a different proposal that has been approved for financing.**
- **Applicants are allowed to submit only twice identical/similar project proposal within the same UKF Program.**
- **Applicants are not allowed to submit identical/similar project proposal to the National Foundation for Science, Higher Education and Technological Development of the Republic of Croatia, to the Ministry of Science; Education and Sports of the Republic of Croatia, to the EU Framework Programs and to the UKF at same time.**
- **Proposal must be completed in English, using the Arial 10 pt font. For some items on the form, a maximum number of words or pages are stated. Do not exceed this number and fill in the word count. Your application may be disqualified if you exceed the maximum number of words or pages as stated.**

A. Project proposal

1. Project info

- Project title – provide a short descriptive title of no more than 20 words. Avoid the use of acronyms, quotation marks and upper case characters.*
- Name of the project leader- provide a name of the person, who has responsibility for intellectual direction of the proposed project as well as administrative and financial responsibility over the grant in coordination with Leading Organization.*
- Duration of the project – enter the proposed duration of the requested support period for the project (min. 12, max 24 months)*
- Grant applied for- provide the name of grant within the program you are applying for:*



Young Researchers and Professionals Program – Instructions for Applicants 2008

- e. *Organization(s) to administer the funding (full name, address, web address and contact person details) – Enter the legal entity in Croatia (university, institute, SME...) where the project is going to be implemented.*
- f. *Other organizations involved (full name, address, web address and contact person details). Please note that you have to provide written commitments of all organizations involved*

2. Summary of the project

In no more than 400 words of plain, non-technical language, summarize aims, significance, expected outcomes and the national/community benefits of the research project. If your proposal is successful, this summary may be used for publicity purposes. Avoid the use of acronyms, numbers, formulas and technical expressions.

3. Composition of the project group

Provide names and positions of all participants in proposed project:

- a. *Names of the main applicant and the co-applicant (if applicable). The main applicant should provide hers/his Curriculum Vitae on the separate enclosed form (Young Researchers Program – Curriculum Vitae Form).*
- b. *All other co-workers including the foreseen part-time positions where persons are still not known. For the full-time positions, you should provide all personal details.*

F.T.E means Full Time Equivalent – an F.T.E. of 1.0 means that the person is equivalent to a full-time worker.

4. Description of the project

The description of overall project should not exceed 1500 words, including references. Please specify the number of words used.

- a. **Rationale and background of the project including the state of the art of the research/technology field**
Describe the motivation, background and focus of the proposed research/technology project. Include information about the recent international progress in the field, and the relationship of this proposal to work in the field generally. Analyze context of the problem addressed and which research gaps are addressed, and explain why existing research efforts are insufficient.
- b. **Overall objectives, significance and innovation of the research/technology project**
Provide hypothesis and describe the overall objectives of the proposed project. Explain how the proposed project is significant and explain how the project addresses an important problem. Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the proposed project's aims and concepts are novel and innovative. State in detail what new methods or technologies will be developed.
- c. **Proposed approach and methodology**
Outline a conceptual framework, design and methods of the proposed project and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the project.
- d. **Expected measurable results and their potential users**
Describe the expected outcomes of the proposed project and the likely impact of the proposed research. Indicate the potential users (e.g., scientific colleagues, researchers in other fields, industry or the public sector, etc) and potential applications of the expected results. Provide outcomes that can be measured quantitatively.
- e. **Relevance and potential benefit of the project for the development of Croatian science/society/economy**
Describe how the proposed project will result in economic, environmental and/or social benefits for Croatia.



Young Researchers and Professionals Program – Instructions for Applicants 2008

f. Proposed communication and outreach of the results

Outline plans for communicating the results of the proposed project to potential users and to the broader community (publications, public and university lectures and talks)

g. Management of the project

Describe how the project will be managed and how the monitoring of the progress against the objectives and anticipated results will be ensured. Provide details of the organizational, institutional and administrative support to the project and availability of the matching funds.

h. Literature references

Refer only to refereed papers that are widely available to national and international research communities. Provide the following details: author(s), year, journal or series, volume, pages and (if applicable) publisher and place.

5. Work plan and timetable of the project

a. Milestones (what and when is planned to be done)

Provide a detailed work plan and the time schedule of the proposed project. An overall project activity e.g. approaches for achieving the objectives, communication, visits, monitoring, publication or production of scientific/technological and non-expert output. Include application to the other sources of financing, if planned so.

b. Key performance indicators (quantitative development towards key project goals – quarterly achievements)

Provide at least one and not more than five indicators of key project activities which can be measured numerically on quarterly basis. The key performance indicators should reflect the achievements which lead to the project goals.

c. Assessment of the project risks

Describe the possible risks of the project: threats and weaknesses that could represent obstacles to the successful completion of the project.

6. Partnership, owner structure, IPR and obligations

a. Collaborations and partnership

Provide the details on proposed collaboration between all stakeholders in the proposed project. Explain the role and specific contribution of each collaborator in terms of complementarities.

b. Owner structure, obligations and intellectual property rights related to the project

Provide the details on existing owner structure and other legal obligation related to the project, including ownership rights of all stakeholders and other sources of financing. Summarize the general arrangements the administering organization and other stakeholders may have in place to manage intellectual property and commercialization of research (if applicable).

B. Financial plan

The requested funds should be viewed as a contribution to the total costs of the proposed project activities. Please note that this grant requires additional funding from other sources (host institution...). Specify the budget items as detailed as possible and present details on calculations (e.g. price, number, frequency...). Please note that inappropriate costs may represent a reason for rejecting an application, even one that is scientifically excellent.

The UKF funding needs to be matched. The proposed project should have an additional support (matching funding) provided by other sources in amount of minimum 20% of the amount requested from the UKF for projects that produce only scientific result at non-profit institution, 30% of the amount requested from the UKF for projects that produce only scientific result at for-profit corporation and at least 50% of the amount requested from the UKF for projects that produce a potentially commercial result. The applicant should provide a guarantee of matching support no later than at the time of submission of a project. Matching support can be provided as the cash or in-kind resources committed from e.g. Leading Organization, external sponsors or partners for support of the proposed project .At



Young Researchers and Professionals Program – Instructions for Applicants 2008

least 5 % of the amount requested of the UKF shall be in form of financial contributions (cash contributions). See item no. 12 for more details.

Please note that the once accepted financial plan may be subject of only 10% change within individual entries, all other changes must be approved by UKF.

Non-permissible costs are:

- scholarship fees for education (both graduate or postgraduate)
- basic facilities (office, buildings, installations, communication equipment)
- consumables or administrative and technical assistance which Leading or Partner Organization may be expected routinely to provide
- cost of accommodation, with the exception of the expenses incurred for short visits

7. Direct project costs requested from UKF

Specify the details of the cost structure for the proposed project on the yearly basis. Include durables (equipment), consumables, costs of project assistance and other costs that are allowed by UKF. Add items in the table as necessary. Do not quote items not requested by UKF.

i. the category “durables” includes equipment and instruments, system components and other durable goods provided the cost per item (incl. VAT) exceeds 1500 EUR. Please have in mind that UKF cannot finance large-scale equipment or equipment that is already available in Croatia.

ii. the category “consumables” encompasses materials and smaller pieces of equipment, where the cost per item is below 1500 EUR. The calculation of requested material costs should be justified with reference to the time plan, work plan and experimental plan. Please note that a personal costs for full-time researchers (e.g. courses, computer, books...) should be quoted in personnel cost

iii. the category “other costs” may include following: reimbursement of costs towards or for the use of research facilities, e.g. of large-scale research facilities (project-specific “equipment time”); costs for laboratory animals used in the project; costs for the use of software required by the project; costs for the disposal of hazardous waste; costs for honoraria to test persons; student’s assistance;

8. Personnel costs requested from UKF

Specify personnel costs for each person working on the project. Please note that for the Grant 3A the salary costs can be requested only for the project leader. These costs may be gross salaries or remuneration (for not employed co-worker). The salaries of project leader or co-applicants (only 3B) already holding permanent or temporary contracts can be **increased up to 30% of their gross salary**. The salaries of early stage researchers or post-docs financed by the UKF shall be equal to the salaries of early stage researchers or post-docs financed by the Ministry of Science, Education and Sports or Leading Organization, i.e. shall be equal to other personnel at their organization holding same position. Please note that hourly reimbursement cannot exceed 20 EUR gross, which refers to gross salaries or remuneration of all personnel financed from the UKF grants, i.e. if someone financed by the UKF earns more than 20 EUR gross hourly, the UKF will finance his/her salary or addendum to salary only up to 20 EUR gross hourly. The maximum number of working hours in one day is 8. Maximum number of working days in one month is 22.

The personnel costs for the staff not directly connected with the project are not reimbursed. Please also note that the salaries of laboratory technicians are not eligible cost. The available categories of employment are: employment contracts or temporary service contracts. The personnel costs are subject to taxation, social and pension expenditures, which can amount up to 60% of gross salary according to Croatian law.

Total personnel costs cannot exceed 50% of total budget requested from UKF.

9. Travel costs requested from UKF



Young Researchers and Professionals Program – Instructions for Applicants 2008

Costs for project-specific short-term visits (incl. accommodation), fieldwork, expeditions etc. may be requested. A detailed travel (cost) plan should be provided, broken down by project participant. Travel expenses can be reimbursed based on approved travel orders according to Croatian regulations for civil servants' reimbursable. The amount of per diem paid from the UKF funding shall be in accordance with per diems of beneficiaries financed from the State budget.

The UKF recognizes costs of accommodation for maximum of 21 days.

10. Supporting consulting and expertise requested from UKF

Specify the costs of supporting/supplementary expertise and consultants' services needed by the project, e.g. dissemination and transfer of knowledge, IP protection, project administration costs... Please note that these costs cannot exceed 10% of the total costs requested by the UKF.

. Please note that these costs cannot exceed 10% of the total project budget.

11. Contribution to the overhead costs of the administering institution(s)

Specify the overhead costs of the administering institution(s) requested.

Please note that these costs cannot exceed 20% of the total costs requested by the UKF.

12. Total project costs with contribution from other sources

Summarize amount requested from the UKF with all contributions from other sources, including: a Leading or a Partner organization, other public-sector sources, other Croatian private sources and foreign sources. Please provide documents of evidence (see Annexes). Please remember that at least 20% of the amount requested from the UKF should be secured from other sources as a matching funding. It can be provided as financial or in-kind resources committed from e.g. administering organization, sponsors or partners for support of the proposed project. At least 5 % of the amount requested from the UKF shall be in form of financial contributions (cash contributions). In-kind resources are defined as the fair value of non-cash contributions of goods and services calculated according to the law. Only in-kind contributions necessary to the success of the project are eligible as matching support. To be eligible for UKF co-funding, the matching support must be committed in writing by the external supporter. Please note that salaries of researchers employed at the Leading organization are not an allowable in-kind contribution. The funding from the research projects of the Ministry of Science, Education and Sports is not eligible as a matching funding for UKF projects.

C. Additional information

13. Suggested evaluators (optional). Please note that the Steering Committee has no obligations concerning this suggestion. Steering Committee assumes that applicants will not contact any of the suggested persons in connection with application.

Two kinds of lists of suggestions for evaluators may be included:

a. Negative list

You may exclude up to three potential evaluators from the evaluation procedure should they feel that competition or fundamental differences in ideology would make it hard for these persons to judge the applications objectively. If the grounds for exclusion can be verified, the Steering Committee will generally follow this wish. The negative list must include a brief justification for exclusion of the persons in question.

b. Positive list

Applicants are invited to make suggestions for potential evaluators to the Steering Committee (at least five names together with a postal address, an e-mail address and a web page). Any type of



Young Researchers and Professionals Program – Instructions for Applicants 2008

conflict of interest should be avoided (including joint publications or cooperations between project leaders or co-workers and potential referees). Note that the evaluators should be internationally recognized experts, with significant experience in projects of similar kind and type as the one here proposed (preferentially not from Croatia). Unless there is a conflict of interest, the Steering Committee will generally try to involve some of the suggested evaluators in the review procedure.

D. Annexes

14. Index of attached CVs of the main applicant (mandatory) and other co-workers (optional), submitted on the enclosed official *Curriculum Vitae Form*.

Please provide Curriculum Vitae of the project leader on the official form with all data requested there. Optionally, you can provide also CV's of the other known co-workers on the project.

15. Index of two letters of recommendation (max. 2 pages each)

Please provide two (not more, not less) letters of recommendation (letters of reference) from the persons with whom you have been collaborating.

16. Index of Letters of Commitment of all involved organizations (max. 2 pages each)

Please provide Letter/s of Commitment (max. 2 pages each) signed by responsible persons within Leading Organization and all other involved organizations. The Letter/s of Commitment should describe the nature and the level of support that will be available to the applicant and research project for the duration of the grant (premises, laboratories, employment ...). A Letter of Commitment of the Leading Organization where the project is hosted is mandatory. In the case the main applicant/co –applicant will be employed (or co-applicant is employed) at the organization different from the Leading Organization; this organization should also express its support with another Letter of Commitment.

17. Index of attached financial guarantees and legal agreements

Please provide copies of all other necessary documents needed to support your proposal: financial guarantees for already obtained or requested co-funding, copies of submitted applications for financing, legal agreements with organizations involved...

E. Consent of project leader to ensure responsible conduct of research and scientific integrity

Please read carefully and sign this consent. Project leader (the main applicant) personally accepts all moral, material and criminal liability in accordance of the proposed project with everything stated in the Consent. Without the project leader's signature, the proposal cannot be processed.

F. Project applicant(s) signatures

Project leader (main applicant) should sign this project proposal in order to ensure that the all provided details in this proposal are true and complete.

G. Signatures of responsible persons of administering organization(s)

The authorized persons of all organization involved (at least one) should sign this project proposal and provide an official stamp in order to ensure their commitment to the proposed project. The organization signed should also provide separate Letters of Commitment.

H. Curriculum Vitae (separate form)

1. Name

2. Education

- a. Degree, university/department, area, time period, success, thesis title

Provide details of all formal qualifications in date order, beginning with the most recent.



Young Researchers and Professionals Program – Instructions for Applicants 2008

3. Appointments (reverse chronological order)

Provide details of professional appointments in date order, beginning with your current/most recent position.

4. Professional, research, academic experience and achievements

a. Projects worked on so far (incl. their financial values, number of co-workers and outcome)

Provide details of science, technology and/or business projects you have been working on. Include name, place and duration of the project, its financial value, number of co-workers on the project, your role in the project and its result.

b. Research/Professional grants and prizes awarded so far (incl. funds awarded)

Provide details of all research/professionals grants, scholarships, fellowships and prizes you have been awarded so far, including name, time and source of the grant and funds awarded.

c. Tutoring experience (incl. doctorates lead)

Provide details of your experience as tutor, including students tutored and courses held

d. Entrepreneurial achievements, innovation activities, patents granted and other evidences of research excellence and potential to become future research leader

Provide details of your entrepreneurial and innovation activities (companies grounded, patents filed and granted, solutions developed...) and give all other evidences that shows your research excellence and professional potential to become future research leader

5. All refereed publications and the career-best publication

Cite all your refereed publications and cite your career-best publication in your choice. Please cite only refereed publications already published or accepted by recognized international journals or publishers.

6. Summary of doctoral thesis (max 200 words)

Provide short summary of your doctoral thesis or planned doctoral work (if you still do not hold doctoral degree)

7. A short statement on future plans within this science/technology field and what added values it will produce

Write a maximum 100 words outlining your plan concerning the relevant field, focusing particularly on what makes this plans interesting and unique and how it will contribute to the development of R&D in Croatia, and what added values it will produce.

This application should be sent ONLY in ELECTRONIC VERSION

An electronic form with scanned signatures should be submitted using the UKF web application, which can be accessed by the UKF website www.ukf.hr. After successful upload of your project proposal and all pertaining documents you will receive the automatic answer confirming that you submission has been successful