

GUIDELINES

Full Proposal

PRIOR CONSIDERATIONS

- » Before starting to write your proposal, **carefully read the call's rules for participation**. Relevant information on how to address this proposal is exclusively addressed in the rules. Proposals not complying with the rules for participation of this call **will be automatically rejected with no further right to appeal**.
- » Strictly comply with the restrictions on format, structure and content specified above.
- » The structure of this template must be followed when preparing your full proposal. It has been designed to ensure that the most important aspects of your project are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria.
- » Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content and budget during grant preparation.

IMPORTANT

Full proposals have to be built upon the prior short proposal. No changes can be incorporated into the aspects already addressed in the short proposal, including altered or inconsistent concepts or assumptions with respect to the short proposal. The content of the full proposal is aimed to extend and further develop the ideas, concepts and assumptions already presented in stage 1. **Proposals not complying this rule will be rejected.**

Full proposals will be **blind-reviewed**. Therefore they have to be anonymous. Do not include information related to the identity of the PI, research team or host institution. Proposals containing this kind of information will be automatically rejected. This information must be provided in a separate document (Capabilities).

PAGE LIMIT: 15 PAGES

If you upload a proposal longer than the specified limit, your proposal will be rejected. The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal and circumvent the page limit. Proposals can include figures, images, references and bibliography **within the 15 pages limit**. Do not add annexes or any other content exceeding the 15 pages limit.

FORMAT NOTE:

Please respect the following formatting constraints:

Font Calibri, size 11, page size A4, 2.5 cm. margins (left, right, top and bottom), 1.5 line spacing, and justified text. Title fonts can be larger. Hyphenation allowed. Typographic tools such as bold, italics, indentations or underlines are also permitted.

Do not change the typography, margins, spacing or any other format requirement. Footnotes (if any) must comply with the same format requirements than the core text. **Proposals not complying with formatting will be automatically rejected.**

STRUCTURE AND CONTENT:

Please structure the content of the full proposal according to the following parts:

1. Title, acronym and code of your proposal

2. Summary

Short summary (max 1500 characters) – Identical summary to that submitted in the application at the first stage.

3. Research objectives

Feel free to answer the following questions wherever you find appropriate within each part. The order used here is not mandatory. You do not have to rewrite these questions in your proposal, unless you wish to do so in order to clarify the text.

» **What is the project under study and why is it important? What are the principal hypotheses or research questions that will be examined?** Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved.

» **Why is your project innovative?** Describe the innovation potential (e.g. ground-breaking objectives, novel concepts and approaches, new methodologies or research topics, disruptive management of data) which the proposal represents.

» **What unique contribution(s) does your project make and what does literature (across disciplines) say about this problem?** Describe how your proposal would improve the state of the art, and the extent to which the proposed work is ambitious.

» **What societal challenge(s) is your research proposal tackling? What insights will it provide to better understand it?** Explain the scope of your proposal, detail how it addresses a specific social challenge(s) in Spain and why it is relevant, defining how your proposal will bring significant benefits for society.

» Where relevant, describe how **the gender dimension**, i.e. sex and/or gender analysis is taken into account in the project.

4. Methodology

» **What kind of data will be used to inform the questions under study?** Describe and explain the methodology behind your proposal objectives and idea. What is your Data Management Plan? Describe what types of data the project will generate/collect, and how this data will be exploited and/or shared/made accessible for verification and re-use. If data cannot be made available, explain why. Define how this data will be curated and preserved.

5. Implementation

» **What is the project plan?** Provide a brief presentation of the overall structure of the work plan (orientative budget, timing and tasks).

» **Is your project feasible?** Describe any critical risks, relating to project implementation, that the stated project's objectives may not be achieved and detail risk mitigation measures.