

Social Research Call

Full proposal content and checklist



In addition to this document, we strongly advise that you read the Rules for participation document in full. Proposals that do not comply with the rules for participation will be rejected with no right to appeal.

All applicants are required to comply with the criteria for format, structure and content specified in this document. The guidelines have 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 using the evaluation criteria.

Project evaluators are instructed to assess proposals according to the rules established in the call documents. This means that only proposals that successfully address all the required aspects are likely to be funded

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1. Full proposal content

1.1 Prior considerations

At this stage, evaluators will assess three main aspects:

- novelty,
- scientific soundness and
- social relevance.

See Assessment of proposals guide to have a detail description of the evaluation process.



Important requirements



Full proposals must be built upon the prior short proposal.

No changes can be incorporated into the aspects already addressed in the short proposal. The content of the full proposal should further develop the ideas, concepts and assumptions already presented in phase 1.

✘ Proposals containing this kind of information will be automatically rejected.



Proposals must be fully anonymous.

Full proposals will be blind-reviewed. Do not include information related to the identity of the project leader, research team or host organization, including own bibliographic references.

Information about the expertise of the project leader and the host organization will be presented separately in the expertise documents.

1.2 Format criteria

Please respect the following formatting constraints:

1.2.1 Page limit: 15 pages

- a. If your full proposal exceeds the page limit, your proposal will be rejected.
- b. This should be a self-contained document; no links or annexes should be included.
- c. Figures images and charts can be used as long as:
 - i. they do not exceed the page limits,
 - ii. they comply with the format criteria (font, text size...).
- d. Full proposals should explain how the project contributes to the literature while keeping the anonymity.

1.2.2 Typography, line spacing, margins:

- a. Font Calibri, size 11. Title fonts can be larger.
- b. Page size A4.
- c. 2.5 cm margins (left, right, top and bottom).
- d. 1.5 line spacing.
- e. Justified text.
- f. Hyphenation allowed. Typographic tools such as bold, italics, indentations or underlines are also permitted.
- g. Footnotes (if any) must comply with the same format requirements as the core text.



Do not change the typography, margins, spacing or any other format criteria. Proposals that do not comply with the format criteria will be rejected.

1.3 Structure and content

Your full proposal must have the following structure:

1.3.1 Header

- a. Project acronym
- b. Title of your proposal

1.3.2 Research proposal

Suggested structure (this order and structure is not obligatory but we recommend you address these points).

a. Introduction

What is the context of this project? Why is it important? What are the main ideas and key concepts?

b. Aims and hypotheses

What are the main research questions and hypotheses?

c. Innovation

How is your project innovative? Describe the potential innovation within your project e.g. ground-breaking objectives, novel concepts and approaches, new methodologies or research topics, cutting edge data management.

d. Expected outcomes and outputs

What unique contribution(s) will your project make? Describe how your proposal would improve the state of the art, and the extent to which the proposed work is ambitious.

e. Social relevance

What societal challenge(s) is your research proposal tackling? What insights will it provide? Explain the scope of your proposal, how it addresses any specific social challenge(s) in Spain and/ or Portugal and why it is relevant. How will your proposal bring significant benefits for society?

1.3.3 Methodology

Describe the proposed methodology, including the kind of data that will be used to inform the questions under study.

Describe the Data Management Plan, that is, 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. Describe how this data will be curated and preserved.

1.3.4 Implementation

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.

1.3.5 Public engagement

How will your project incorporate knowledge from non-academic stakeholders (including experts from outside of academia and/or those affected by the issue you are studying)? Will this be done from the beginning? How will your project achieve two way engagement with key stakeholders?



IMPORTANT

This call aims to foster innovative ideas and, as such, full proposals do not need to provide extensive bibliographical references. This document should clearly and concisely explain what your project will address, how it will do so and why it is important to carry out this research.

The Gantt chart (work plan) and budget will be submitted via the application platform and **do not need to be included in the full proposal document.**

This document should be fully anonymous as well as the Gantt chart and budget submitted via the application.

2. Research expertise

The Social Research Call aims to finance research projects with robust methodologies, based on quantitative data. With this in mind, applicants are asked to submit a research expertise document. This document should demonstrate the capacity of the project leader, research team (if applicable) and host organization to carry out this project successfully.

2.1 Format criteria

2.1.1 Page limit: 1 page

- If your research expertise document exceeds the page limits, your proposal will be rejected.
- The expertise document should be a self-contained document; no links or annexes should be included.
- References can be used as long as a) they do not exceed the page limits, b) they comply with the format criteria (font, text size...).

2.1.2 Typography, line spacing, margins

Please respect the following criteria:

- 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 is allowed. Typographic tools such as bold, italics, indentations or underlines are also permitted.
- Footnotes (if any) must comply with the same format requirements as the core text.

It must contain at least one advisor from outside of academia, linked to public and/or social sector entities, who will be involved in the research project.

✘ Proposals that do not comply with the format criteria will be rejected.

2.2 Content

- Write clearly the name of the PL and the HO. This document is not anonymous and will only be made available to the evaluators in phase 2.2.
- Determine and describe the expertise, merits, qualifications, certifications and/or credentials that demonstrate your capability (and that of your research team, if applicable) to carry out the project.
- The PL should include its ORCID identifier.

3. Public and social sector expertise

The Social Research Call aims to finance research projects that are socially relevant. With this objective in mind, applicants are asked to submit a public and social sector expertise document. This document should explain the links that the research team and host organization have with relevant institutions outside of academia (public sector, social entities, etc).

3.1 Format criteria

3.1.1 Page limit: 1 page

- Write clearly the name of the PL and the HO. This document is not anonymous and will only be made available to the evaluators in phase 2.2.
- If your expertise document exceeds the page limit, your proposal will be rejected.
- The expertise document should be a self-contained document; no links or annexes should be included.
- References can be used as long as a) they do not exceed the page limits, b) they comply with the format criteria (font, text size...).

3.1.2 Typography, line spacing, margins

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 is allowed. Typographic tools such as bold, italics, indentations or underlines are also permitted.
- Footnotes (if any) must comply with the same format requirements as the core text.

3.2 Content

This document should explain the links that the research team and host organization have with relevant organizations outside of academia (public sector, social entities, etc), including:

- Experience of the members of the research team working with non-academic organizations (public sector, social entities, etc).
- Details of the collaborating practitioner(s)' experience, including their knowledge of the public and/or social sector and any previous experience collaborating with research projects.
- How and when will the practitioner(s)' experience and knowledge be incorporated into the project?
- How will the research results be disseminated to inform the work of public and/or social sector entities? How will this project bridge the gaps between academia and other stakeholders?

 **Proposals that do not comply with the format criteria will be rejected.**

4. Checklist for phase 2 of the application

Full proposal

Anonymity

The proposal is fully anonymous: it contains no references to the project leader, the research team or the host organization.

- ✘ Dr. Smith has 10 years' experience in this field...
- ✔ The PL has 10 years' experience...
- ✘ Our team has previously published articles about this topic (Jones et al. 2016)...
- ✔ Our team has experience working in this field...
- ✘ The University of City will provide a data analysis team.
- ✔ Our university will provide...

The title of the PDF does not include any information relating to the PL or HO.

Content

It describes the novelty, the scientific soundness, social relevance, feasibility and public engagement of the project.

It states exactly what is unique about the project.

It explains how this project contributes to the literature while keeping the anonymity.

It analyses the Spanish and/or Portuguese social context.

It proposes quantitative methods and a data driven approach.

It proposes an original project that has not already been funded or disseminated.

It describes how the results of the project will have a social impact.

It describes an ethic plan in case of minors or vulnerable population.

Format

It is written in font Calibri, size 11 and the text is justified.

The page size is A4 and all margins are set to 2.5 cm.

It has a header containing the acronym and the title of the project.

It is written entirely in English.

It is not longer than 15 pages.

All footnotes comply with the same format as the core text.

Budget

The budget uploaded to the platform:

- Specifies the total amount required for this project.
 - Lists how the money will be spent.
 - Does not ask for more than 115,000 euros from the Social Research Call.
 - If there is co-funding, it is clearly stated which part of the expenses will be covered by the Social Research Call.
 - The indirect costs (overheads) do not exceed 10% of the total direct costs requested.
 - All staff costs are clearly described, including the number of weekly hours and the hourly rate of the person hired.
 - It is anonymous.
-

Gantt

The Gantt chart uploaded to the platform:

- Contains all aspects of the project.
 - Clearly shows when each task will be completed.
 - Does not exceed the 24-month limit for this call.
 - It is anonymous.
-

Research expertise

Content

- It describes the expertise, merits, qualifications, certifications and/or credentials that guarantee the PL (and research team) are able to carry out the project.
 - It includes the name of the PL and the HO (it is not anonymous).
 - It contains the ORCID identifier of the PL.
-

Format

- It is written in font Calibri, size 11 and the text is justified.
 - The page size is A4 and all margins are set to 2.5 cm.
 - It has a header containing the acronym and title of the project.
 - It is written entirely in English.
 - It is not longer than 1 page.
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Public and social sector expertise

Content

It explains the links that the research team and host organization have with relevant institutions outside of academia (public sector, social entities, including at least one non-academic expert who will be involved in the project).

It includes the name of the PL and the HO (it is not anonymous).

Format

It is written in font Calibri, size 11 and the text is justified.

The page size is A4 and all margins are set to 2.5 cm.

It has a header containing the acronym and title of the project.

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