



ALECS FELLOWSHIP PROGRAMME

2018 Call

Part B – Research Project Proposal

ANNOTATED TEMPLATE



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DOCUMENT HISTORY OF CHANGES

History of Changes			
Version	Publication date	Change	Page
1.0	29.01.2018	Initial version	

GENERAL INFORMATION

Important note – This is an annotated document. The text inserted is shown in red throughout the following pages. The text is intended to provide guidance only, and it is not exhaustive.

For the 2018 call, as part of the application documentation required, applicants must submit a research project proposal:

- Start page (1 page) where you should only provide the title for your research project proposal.
- 10 pages maximum consisting of:
 - Section 1: Excellence
 - Section 2: Impact
 - Section 3: Implementation

[Please ensure that sections 1-3 do not exceed the limit of 10 pages. It is up to you to decide how many pages you wish to allocate to each section within the allowed 10 pages, as there are no section page limits.]

The template cover page, the document history/general information page and the Gantt chart are excluded from the overall page count.

The reviewers will be instructed to disregard pages outside the overall page limit.

The Part B – Research Project Proposal template matches the ALECS programme evaluation criteria and helps you to put the right information in the right place for the reviewers to find it.

Reminder: The evaluation criteria are weighted differently and the set of weightings shown below will be applied to the scores provided for each of the criterion (Excellence, Impact and Implementation). The priority outlined below will be used to rank applications that achieve exactly the same score.

Weighting and priority		
Excellence	Impact	Implementation
Weighting: 50%	Weighting: 30%	Weighting: 20%
Priority: 1	Priority: 2	Priority: 3

Be aware of the overall weighting of each criterion - You need to score well in all three sections to progress to the interview stage, as there is an overall threshold of 70% applicable to the final weighted scores produced.

The following points regarding format and language are provided for your consideration:

- You may use charts, diagrams, tables if appropriate.
 - Ensure any colour diagrams, if provided, are understandable when printed in black and white.
 - Literature references in footnotes, font size 8 or 9.
 - Avoid jargon and explain any abbreviations.
 - Be concise. Get rid of repetitions (sign-post to other parts of the proposal if necessary).
 - You can use 1st person (I, me) or 3rd person (the researcher) but be consistent.
-

Note on gender dimension:

A topic is considered gender relevant where human beings are involved as subjects or end-users and it can be expected that its findings will affect groups of women and men differently. In such cases, applicants should integrate gender issues as part of their proposals (see sub-criterion 1.1). Reviewers will only assess the gender dimension if it is relevant to the proposal.

Note on the secondment:

- As part of the ALECS fellowship, fellows will undertake a secondment to the non-academic sector (e.g. industry) of 3-6 months duration. You must include a secondment period (either planned or agreed) in your proposal. The secondment may be undertaken in a single period or split into shorter periods. It must be relevant to the fellow's research project and to his/her career development and may be carried out in Ireland or abroad.
 - If fully agreed, provide the specific details for the secondment. General details (e.g. type of organisation, proposed duration, timing and technical objective) must be included for the planned secondment. It is not mandatory to specify the exact secondment and the secondment supervisor at the application stage. Therefore, the proposal will not be penalised if the secondment has not been fully agreed.
 - Make a note on the relevant sections stating whether your secondment is planned or fully agreed.
-

You might find useful to carry out a short self-assessment of your skills before writing the proposal, for example:

Now	Fellowship	The future
Skills I have...	Skills I will gain during my fellowship...	Where do I want to be?... What skills are needed for that role?...
<p>First: Write down all the research specific (technical) and transferrable skills you are competent in/have received training in:</p> <ul style="list-style-type: none"> • Skill X • Skill Y • Skill Z, etc. 	<p>Now fill in the gaps...</p> <ul style="list-style-type: none"> • X • Y • Z ... 	<p>Then: Where do you want to be in the future? What sector? What role?</p> <p>Now list the skills you need in that position:</p> <ul style="list-style-type: none"> • X • Y • Z ...

When doing the above, it might be useful to think about:

- Research skills core to your research project
- Additional research skills (to diversify your competencies)
- Transferable and complementary skills (you might wish to also consider skills useful in non-academic careers)

Use:

Body text font Open Sans (size 10 points minimum)

Table font Open Sans (size 8 points minimum)

Literature should be in footnotes font Open Sans (size 8 points minimum)

Please delete the gray guideline boxes provided under each section and the footnotes provided in the original template before submitting your proposal. You may add your own footnotes (e.g. for literature).



START PAGE

ALECS FELLOWSHIP PROGRAMME

2018 Call

Part B – Research Project Proposal

RESEARCH PROJECT PROPOSAL: [Title]

Insert your research project proposal title; you do not need to provide an abstract here - only the title of your proposal is required.



1. EXCELLENCE¹

1.1 Quality, innovative aspects and credibility of the research (including inter/multidisciplinary and gender aspects)

You should develop your proposal according to the following guidelines:

- Introduction, state-of-the-art, specific objectives and overview of the proposal.
- Research methodology and approach: highlight the type of research / innovation activities proposed.
- Originality and innovative aspects of the research programme: explain the contribution that the research is expected to make to advancements within the field of research. Describe any novel concepts, approaches or methods that will be employed.
- The gender dimension in the research content (if relevant): This refers to any gender aspect of the research and not the gender of the applicant.
- The interdisciplinary aspects of the research (if relevant).
- The secondment to industry (either proposed or agreed).
- Explain how the high-quality/novel research is most likely to open up the best career possibilities for you as an independent researcher and the new collaboration opportunities for the research group you will join in the host university.

[x]

- Delete the [x] box
- Provide an introduction, state-of-the-art, outline the key research objectives and overview of your proposal.
- Research methodology and approach: highlight the type of research / innovation activities proposed.
- Originality and innovative aspects of the research programme: explain the contribution that the research is expected to make to advancements within the field of research. Describe any novel concepts, approaches or methods that will be employed.
- The gender dimension in the research content (**if relevant**): This refers to any gender aspect of the research and not the gender of the applicant. If it is not relevant to your research you do not need to address this point.
- The interdisciplinary aspects of the research (**if relevant**). If it is not relevant to your research you do not need to address this point.
- **Important – include details on the secondment.** State whether the secondment is planned or fully agreed. If it is not fully agreed, provide general details (e.g. type of organisation, proposed duration, timing and technical objective). If it is fully agreed, provide the specific details (e.g. what organisation, duration, timing, and technical objective etc.). The secondment must be relevant to your research project and to your career development.
- Explain how the high-quality/novel research is most likely to open up the best career possibilities for you as an independent researcher and the new collaboration opportunities for the research group you will join in the host university.
- Don't forget to delete the gray box before submitting your proposal.

1.2 Clarity and quality of the transfer of knowledge/training for the development of the researcher in light of the research objectives and planned secondment

¹ Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.



Explain how you as an experienced researcher hope to gain new knowledge during the fellowship at the hosting university and secondment organisation.

Outline any previously acquired knowledge and skills that you might be able to transfer to the host organisations.

[x]

- Delete the [x] box
- Explain how you as an experienced researcher hope to gain new knowledge during the fellowship at the hosting university and secondment organisation.
- Outline any previously acquired knowledge and skills that you might be able to transfer to the host organisations.
- Don't forget to delete the gray box before submitting your proposal

[Some questions that might help you prepare for this section:

- *How will you gain new knowledge during the fellowship at the host organisations (host university and secondment organisation)?*
- *Outline any previously acquired knowledge and skills you might be able to transfer to the host organisations.*
 - i. What knowledge do I have that can be transferred? To whom?*
 - ii. Where and when (what month of the fellowship will this take place - you might wish to include this on the Gantt chart if appropriate)*
- *How will you transfer it? (e.g. mentoring students, delivering workshops, etc.)]*



1.3 Quality of the supervision and hosting (including intersectoral arrangements)

- Qualifications and experience of the academic supervisor - Provide information regarding the supervisor that relates to your research proposal: the level of experience on the research topic proposed and his/her track record of work, including main international collaborations and mentoring/supervision experience. Information provided should include participation in projects, publications, patents and any other relevant results.
- Appropriateness of the host institution of the supervisor: Provide evidence of the match between your proposal and the capabilities of the group you will join. If you require additional resources and support that the host does not have, explain where they can be found.
- Provide similar details for the industry supervisor and industry secondment organisation if known.

[x]

- Delete the [x] box
- Qualifications and experience of the academic supervisor: provide info on the level of experience on the topic proposed and track record of work – you might include main international collaborations, mentoring and supervision experience (e.g. numbers of postdocs mentored, PhDs supervised, etc.), participation in projects, main publications, patents, grants, awards etc.
- Appropriateness of the host institution of the supervisor: provide evidence of the match between your proposal and the capabilities of the group you will join. If you require additional resources and support that the host does not have, explain where they can be found. **Note: This part is not for the host infrastructure (covered in section 3.4) but rather the match between your proposal and the capabilities of the host/group you will join. Show that you will be well supported by the host.**
- If you will be co-supervised/mentored by other members of the team, spell out their role and experience.
- Don't forget to include similar details of the secondment supervisor and secondment organisation (if known). If the secondment is not agreed and full details cannot be provided, remind the reviewers that your secondment has not been fully agreed.
- Don't forget to delete the gray box before submitting your proposal.

1.4 Capacity of the researcher to reach or re-enforce a position of professional maturity in research

Applicants should demonstrate how their professional experience and the proposed research will contribute to their development as independent/mature researchers, during the fellowship.

An outline training and career development plan should be provided (note that a complete plan does not need to be included as only an outline is required).

Outline realistic and well-defined career objectives (e.g. obtaining a leading independent position or resuming a research career after a break). The plan should be devised with the final outcome to develop and significantly widen the competences of the experienced researcher, particularly in terms of multi/interdisciplinary expertise, inter-sectoral experience and transferable skills (e.g. gaining research skills and techniques, communication skills, research management, networking, and other transferable skills) during the period of the fellowship. Detail how the fellowship will enable you to acquire competencies that improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence.



[x]

- Delete the [x] box
- Applicants should demonstrate how their professional experience and the proposed research will contribute to their development as independent/mature researchers, during the fellowship. Detail how the fellowship will enable you to acquire competencies that improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence.
- Briefly outline career objectives (e.g. obtaining a leading independent position, resuming a research career after a break...). **Important: You do not need to provide a complete training and career development plan.**

[Section 1.4 is your sales pitch and as it gives you an opportunity to convince the reviewers that you have the potential to be an independent researcher in the future and that you are deserving of the fellowship award. Show how your past experience plus this fellowship will help you achieve your career objectives...]

- Reviewers will be instructed to look at your CV when assessing your proposal – in your CV include all relevant experience.
- Don't forget to delete the gray box before submitting your proposal.

2. IMPACT

2.1 Enhancing research- and innovation – related human resources, skills and working conditions to realise the potential of individuals and to provide new career perspectives

Explain the expected impact of the planned research and training on your future career prospects after the fellowship.

Describe the added value of the fellowship on the future career opportunities for you.

Which new competences and skills will be acquired? How should these make you more successful?

[x]

- Delete the [x] box
- Explain the expected impact of the planned research and training on your future career prospects after the fellowship.
- Describe the added value of the fellowship on the future career opportunities for you.
- Which new competences and skills will be acquired? How should these make you more successful?

[Some questions that might help you prepare for this section: What will be the impact of the new competencies acquired on your career? What will be the impact of the secondment?]



2.2 Effectiveness of the proposed measures for communication and results dissemination

- Dissemination and exploitation of results: researchers should ensure that - in compliance with their contractual arrangements - the results of their research are disseminated and exploited (e.g. communicated, transferred into other research settings or, if appropriate, commercialized). Please refer to the “Dissemination & Exploitation” section of the H2020 Online manual².
- Describe how the new knowledge generated during your fellowship will be disseminated and exploited (e.g. communicated, transferred into other research settings or, if appropriate, commercialised).
- What is your dissemination strategy – targeted at scientists, potential users and/or to the wider research and innovation community – that will achieve the optimal impact?
- Concrete planning (e.g. frequency and nature of communication activities) for section 2.2 must be included in the work plan and Gantt Chart (see section 3.1).

[x]

- Delete the [x] box
- You might find the “Dissemination & Exploitation” section of the H2020 Online manual useful when preparing this section.
- Describe how the new knowledge generated during your fellowship will be disseminated and exploited (e.g. communicated, transferred into other research settings or, if appropriate, commercialised, etc.).
- What is your dissemination strategy – targeted at scientists, potential users and/or to the wider research and innovation community – that will achieve the optimal impact?

[Some questions that might help you prepare for this section: How will you disseminate and what is the impact in disseminating to each audience?]

- You do not need to include a second Gantt chart in this section.
- You need to include concrete planning (e.g. frequency and nature of communication activities) for the activities listed in this section (2.2) on your work plan and on your Gantt chart (on section 3.1).
- Don't forget to delete the gray box before submitting your proposal.

3. IMPLEMENTATION

3.1 Overall coherence and effectiveness of the work plan including the appropriateness of the allocation of tasks and resources

² http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/dissemination-of-results_en.htm



The proposed research work plan should be designed so that the desired impact can be achieved.

- Describe your proposed research work plan. For each work package, describe:
 - Work package title; duration (month x to month z); key objectives/goals; main tasks required to reach the work package (bullet point format preferred) highlighting new knowledge learned/developed, and stating clearly the endpoint and relation to the other tasks and work packages; linked deliverables³ or milestones⁴; linked dissemination activities.
- A Gantt Chart should be included giving the schedule for work packages, deliverables, milestones, secondment and dissemination activities (please see example provided at the end of this document). The Gantt chart will not count towards the page limit.
- The schedule should be in terms of number of months elapsed from the start of the fellowship.

[x]

- Delete the [x] box

The proposed research work plan should be designed so that the desired impact can be achieved.

- Describe your proposed research work plan. For each work package, describe: **(be concise)**
 - Work package title; duration (month x to month z); key objectives/goals; main tasks required to reach the work package (bullet point format preferred) highlighting new knowledge learned/developed, and stating clearly the endpoint and relation to the other tasks and work packages; linked deliverables or milestones; linked dissemination activities.
- A Gantt Chart should be included giving the schedule for work packages, deliverables, milestones, secondment and dissemination activities **(dissemination activities should match the details provided in section 2.2)**. Please see Gantt example provided at the end of this document – **you can use the template provided (and modify it to suit your work plan) or use another template.** The Gantt chart will not count towards the page limit.
- The schedule should be in terms of number of **months elapsed from the start of the fellowship.**
- Don't forget to delete the gray box before submitting your proposal

³ A deliverable is a distinct output, meaningful in terms of the overall objectives and may be a report, a document, a technical diagram, a software, etc. Should the applicant wish to participate in the pilot on Open Research Data, the Data Management Plan should be indicated here. Deliverable numbers ordered according to delivery dates.

⁴ Milestones are control points in the action that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the researcher must decide which of several technologies to adopt for further development.



3.2 Appropriateness of the management structure and procedures, including quality management and risk management

Describe the:

- Organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached.
- Research and/or administrative risks that might endanger reaching the action objectives and the contingency plans to be put in place should risk occur.

[x]

- Delete the [x] box
- Organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached.
- Research and/or administrative risks that might endanger reaching the action objectives and the contingency plans to be put in place should risk occur.
- Don't forget to delete the gray box before submitting your proposal.

[Some questions that might help you prepare for this section:

- *How will the work plan be managed and monitored?*
- *What risks might endanger the research and/or fellowship? What is your contingency plan should the risk occur?]*

3.3 Appropriateness of the institutional environment (infrastructure)

Describe the:

- Main tasks and commitments of the beneficiary and all partner organisations (if applicable)
- The infrastructure, logistics, facilities offered in as far as they are necessary for the good implementation of your research

[x]

- Delete the [x] box
- Main tasks and commitments of the beneficiary (host university) and all partner organisations (if applicable)
- The infrastructure, logistics, facilities offered in as far as they are necessary for the good implementation of your research.
- Don't forget to delete the gray box before submitting your proposal.

[Some questions that might help you prepare for this section:

- *What is the main role of all organisations (host university, secondment organisation) involved in the fellowship? Affirm their commitment to the fellowship. What infrastructure and facilities will the host provide you with?]*



- **Stop page count (max. 10 pages for sections 1-3)**
- Include your Gantt chart on the next page

