**Guidelines (shown highlighted in grey throughout this document):**

1. The uploaded document must include the proposal title in the header. Applicants must use the following formatting constraints: Arial, at least font size 10, margins (2.0cm side, 1.5cm top and bottom), single line spacing. References should be listed in footnotes, Arial font size 8 at least. All references will count towards the page limit.
2. Applicants must follow the structure outlined below:

ABSTRACT (max. 2,000 characters including spaces). This will not count towards the page limit.

Start page count

10 pages **maximum** comprising of sections:

1. Excellence

2. Impact

3. Implementation

Stop page count

GANTT CHART. This will not count towards the page limit.

1. Delete all text highlighted in grey before submitting your proposal.

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.

ABSTRACT:

Include the proposal abstract (max. 2,000 characters)

1. Excellence[[1]](#footnote-1)
	1. Proposed research

In this section, you must provide a detailed description of the scientific and technical aspects of the proposal, demonstrating the originality and novelty of the research, the proposed research methodology and its potential impact.

* Introduction, state-of-the-art and objectives – Provide an overview of the proposal. Discuss the state of-the-art. Specify the objectives of the proposal, in the context of the state-of-the-art in the field. When describing the envisaged research, it should be indicated how and why the proposed work is important for the field and what impact it will have if successful. Specify any particularly challenging or unconventional aspects of the proposal, including multi- or inter-disciplinary aspects (if relevant).
* Describe the proposed methodology.
* Originality and novelty of the research - Explain the contribution that the proposed research is expected to make to advancements within the research field. Describe any novel concepts, approaches or methods that will be employed.
* Provide details on the proposed secondment to the non-academic sector. State whether the secondment is fully agreed or if it is envisaged.

Important note: As part of the ALECS programme, fellows will undertake a 3-6 month secondment to the non-academic sector. The secondment must be relevant to the proposed research. Whilst it is not mandatory to have the secondment fully agreed at the application stage, general details of what is envisaged must be provided (e.g. type of organisation, timing, duration, technical objective). ALECS will assist fellows in securing a relevant secondment host.

* 1. Transfer of knowledge
* Outline how a two-way transfer of knowledge will occur between you and the host institution (s):
	+ Explain how you hope to gain new knowledge during the fellowship at the host institution and at the secondment host.
	+ Outline any previously acquired knowledge and skills that you might be able to transfer (e.g. to the research group you will join, to the host institution, to the secondment organisation).
	1. Proposed supervision
* Relevance of the proposed supervision – Provide information regarding the prospective supervisor that relates to your research proposal (e.g. their expertise in the proposed topic, their track-record in the field, main international collaborations, participation in relevant projects, relevant publications). Provide evidence of the match between your proposed research and the capabilities of the research group you will join. Provide similar details for the secondment supervisor/secondment organisation (if known.
1. Impact
	1. The potential impact of the research and the expected impact of the fellowship on the applicant’s career prospects
* Describe the contribution that the proposed research is expected to make to advancements within its field. What is the potential impact of the research if successful? (e.g. contributions to literature; contributions beyond academic outputs)

* Provide a brief outline of your career objectives/goals.
* How does the fellowship improve your career prospects? Explain how the fellowship will contribute to further your professional development as an independent/mature researcher. If you have career objectives are outside of research/academia, explain the relevance of the fellowship in contributing to these objectives.
	1. Proposed measures for communication and results dissemination

* What is your communication and results dissemination strategy? Outline how you will disseminate the results of your research and how you will communicate the new knowledge generated during the fellowship (e.g. publications, conference attendance, poster presentations, reports, workshops, outreach activities).
1. Implementation
	1. The work plan
* Describe your research work plan. Include any work packages, tasks, deliverables and milestones required for the completion of the proposed research/fellowship. The proposed secondment and the proposed dissemination and communication activities should also be included.

The fellowship duration is 24 months. The proposed project must be feasibly undertaken within the fellowship duration.

Important note: A Gantt chart must be provided at the end of this document reflecting your work plan. It should give the schedule for work packages, deliverables, milestones, secondment and dissemination and communication activities. The schedule should be in terms of number of months elapsed from the start of the fellowship. Please see example provided at the end of this document.

* 1. Management, progress monitoring mechanisms and risk management
* Describe any management structure/procedures and progress monitoring mechanisms put in place to ensure that the research/fellowship objectives are reached.
* Describe any potential risks associated with the research project implementation. Describe your proposed contingency plans.
	1. Institutional environment (infrastructure)
* Describe the infrastructure and facilities (e.g. any equipment; specialist software) required for the successful completion of the proposed research that will be available to you at the host institution. Describe any other necessary resources required. If you require additional resources and support that the host does not have, explain where they will be acquired.

Please include a Gantt chart reflecting your work plan described in section 3.1. The Gantt should give the schedule for work packages, deliverables, milestones, secondment, and dissemination and communication activities. The schedule should be in terms of number of months elapsed from the start of the fellowship.

Please see example below. You may modify the example below (e.g. add/delete rows; rename work packages) or add your own chart.

Notes:

* The titles of the WP’s indicated in the Gantt example do not have to be followed or included in your Gantt. Adapt the Gantt example as needed or add your own chart.
* The number of WP’s provided below is an example only. Add or remove WP’s as needed.
* Add as much detail as needed to reflect your work plan.

GANTT CHART:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work Package | Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| WP1 | Management |  |  |  |  |  | D1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | M1.1 |
| WP2 | Data collection |  |  |  |  |  |  | M2.1 |  |  |  |  |  |  |  |  | D2.1 |  |  |  |  |  |  |  |  |
| WP3 | Field work |  |  |  |  |  |  | M3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  | M3.2 | D3.1 |  |  |
| WP4 | Research part x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP5 | Research part y |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP6 | Dissemination andcommunication |  |  |  |  | D6.1 |  |  |  |  |  | D6.2 |  |  | D6.3 |  |  |  |  |  | D6.4 |  |  |  |  |
| WP7 | Secondments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … | … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Milestone  | M |
| Deliverable  | D |

Legend

1. References should be listed in footnotes, Arial, font size 8 at least. [↑](#footnote-ref-1)