

# ARIMNet2 call 2016

## **Proposal form Part A & B**

All forms the documents for proposal submission can be downloaded from the ARIMNet2 website [www.arimnet2.net](http://www.arimnet2.net) and submission platform [www.arimnet-call.eu](http://www.arimnet-call.eu)

Only one single Proposal is required for each project involving the Research Partners of the consortium. **Proposals must be completed in English** and submitted by the Research Consortium **Coordinator** on behalf of the Research Consortium in line with the stated deadlines.

<p><b>PART A: ADMINISTRATIVE AND BUDGET INFORMATION</b> <b>To be filled ONLINE (<a href="http://www.arimnet-call.eu">www.arimnet-call.eu</a>)</b></p>
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**Each partner has to create an account** on [www.arimnet-call.eu](http://www.arimnet-call.eu) and fill the administrative data to be part of a consortium. **Please refer to the guide “Submission system ARIMNet2 2016” available on both website.**

- 1. Administrative details will have to be filled on line using the ARIMNet2 submission website.**

The following items will be asked:

- Name of the partner
- Title / position
- Organization
- Type of organization ( university/research institution/private company, etc)
- Address
- Country
- Email
- Phone

- 2. Financial plan**

Each partner should check his own country national regulations in order to prepare the financial part of his participation to the project. The national regulations are available at [www.arimnet2.net](http://www.arimnet2.net) and [www.arimnet-call.eu](http://www.arimnet-call.eu) . If you have any questions about financial issues please contact your national contact point (list of contacts available on the call website)

**The following indicative table should be filled for each partner according to their national regulations specificities.**

N° of the partner	Country	Funding Agency *	Funding	Man-months (months)	Personnel costs			Consumables	Travel & subsistence	Equipment	Other costs (to be specified)*	Overheads	TOTAL
					Permanent staff	Temporary staff except PHD	PHD						
		Required funding											
		Own funding											
		Total											

**NB : Coordinators of selected projects for funding should include in their budget the fees to cover their participation to the three (3) follow up meetings with the ARIMNET2 funding agencies.**

- For Tunisia, please precise the funding agency to whom you request the funds

**PART B: Scientific description and implementation of the proposal**  
Pdf file to be uploaded on [www.arimnet-call.eu](http://www.arimnet-call.eu)

The PART B of the proposal is the core part of the project document. It should not exceed **30 A4 pages in total**. The following format should be used: Arial, 11 pt, single space, 2 cm left/right margins, 3 cm top/bottom margin.

Part B should be uploaded to the submission site as an unprotected .pdf (not scanned). Please name the file as: [proposal identification number]\_[project acronym (for example: 99\_ARIMNet)].

Full proposals should address the following items:

- 1. Cover Page (1 page see table in Annex 1)**
- 2. Project summary** suitable for web publishing (not more than 3100 characters space included)
- 3. Scientific quality of the project**

**3.1 Concept and objectives**

- Relevance of the proposal to the topics addressed by the call
- Background, "State of the Art" in the field and concept
- Aim, objectives and hypotheses

**3.2 Quality and effectiveness of the scientific project , and associated workplan**

- Overall strategy
- Overall work plan and project target objectives
- Methodology
- Innovative approach
- Description of work package (use template in annex 2)
- Deliverables list (use template in annex)

- Timing (Gantt)

#### 4. Project Implementation

**4.1 Management structure and procedures** (Governance and global organization of the project, organisation structure of the project team)

**4.2 Individual participants** (Qualification of the individual persons involved in the management of the project including subcontractors)

**4.3 Consortium as a whole** (Statement describing how/why the proposal has a clear added value of being carried out on a transnational basis , description of the specific integration of participants in the transnational consortium structure)

**4.4 Risks and contingencies** (Description and definition of potential risk to the implementation and success of the project, describe how the chances for success are maximized, and describe the contingency plan)

#### 5. Impact

**5.1 Expected results and their impact/application including the impact in terms of innovation** (Expected impacts listed in call text)

**5.2 Spreading excellence, exploiting results, disseminating knowledge** (Dissemination plan and/or exploitation of results. The dissemination plan should specify the planned national and international dissemination activities, communication and publication plans)

**5.3 Mobility & training** (PHD and post doc mobility between partners is highly encouraged)

**6. References** used for the project description (please use a format containing the following information: Surname, A., Surname, B. and Surname, C. (Year): Title of paper, Journal, Volume, Pages) max. 30 references.

**7. Ethics Issues** (Description of the societal and ethical aspects such as environmental, human or animal welfare, intellectual or cultural development that could cause societal or ethical concerns or contribute to progress in these areas) (use template in Annex 2).

**8. Resources to be committed :** Scientific justification of required funds

In this part, each partner should justify from a scientific and technical point of view, the various expenses mentioned in the part A (Financial Plan) (not more than 1 page per partner),

**The part B should not be more than 30 pages, all sections 1-8 and forms included**

## Annex: template to be used in your proposal

### ❖ Cover page (1 page)

- Title of proposal
- Acronym
- Proposal ID ( number given when you register on the submission system platform)
- List of participant :

Participant No *	Participant organisation name	Country
1 (Coordinator)		
2 Partner		
3		

\* Please use the same participant numbering as that used in the administrative proposal forms.

### ❖ Work package description template ( 1 page/WP)

<b>Work package number</b>		<b>Start date</b>		
<b>Work package title</b>				
<b>Participant number</b>	P1	P2	P3	.....
<b>Participant short name</b>				
<b>Person months per participants</b>				

#### **Description of work**

- Task 1.1
- Task 1.2
- Task 1.3

#### **Deliverables** (brief description and month of delivery)

- D1.1
- D1.2
- .....

❖ Deliverables description template

Deliverables list						
No 1	Deliverable name	WP no.	Lead participant	Nature	Dissemination level	Delivery month

NB : indicate the different meetings planned

- ❖ Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, D4.2 would be the second deliverable from work package 4.
- ❖ Please indicate the nature of the deliverable. For example Report, Paper, Book, Protocol, Prototype, Website, Database, Demonstrator, Meeting, Workshop...
- ❖ Please indicate the dissemination level using one of the following codes: PU = Public; INT= Internal (Restricted to other project participants); RE = Restricted to a group specified by the consortium; CO = Confidential, only for members of the consortium.
- ❖ Deliverables are measured in months from the project start date (month 1).

❖ **Ethics Issues Table**

No special ethical issues apply to the project.

Research on Humans	YES	NO
Does the proposed research involve children?		
Does the proposed research involve patients?		
Does the proposed research involve persons not able to give consent?		
Does the proposed research involve adult healthy volunteers?		
Does the proposed research involve Human genetic material?		
Does the proposed research involve Human biological samples?		
Does the proposed research involve Human data collection?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Privacy	YES	NO
Does the proposed research involve processing of genetic information or personal data ?		

Research on Animals	YES	NO
Does the proposed research involve research on animals?		
Are those animals transgenic small laboratory animals?		
Are those animals transgenic farm animals?		
Are those animals non-human primates?		
Are those animals cloned farm animals?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research Involving Countries	YES	NO
Is the proposed research (or parts of it) going to take place in one or more of the countries ?		
Is any materials used in the research (e.g. personal data, animal and/or human tissue samples, genetic material, live animals, etc):		
a) Collected in any of the countries ?		
b) exported to any country?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		