



# ARIMNET2 call 2017

## **Proposal form Part A, Part B & Annex for the CV**

All the information for proposal submission can be downloaded from the ARIMNet2 website [www.arimnet2.net](http://www.arimnet2.net)

Only one single Proposal is required for each project. **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.

### **1. PART A: ADMINISTRATIVE AND BUDGET INFORMATION TO FILL ONLINE** **([https://aap.agencerecherche.fr/ layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAA\\_P=1187](https://aap.agencerecherche.fr/layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAA_P=1187))**

**PLEASE NOTE THAT THE SUBMISSION WEBSITE WILL BE OPEN FROM THE  
16<sup>th</sup> OF AGUST TO THE 14<sup>th</sup> OF SEPTEMBER 2017**

A guideline for the use of submission system will be provided in due time.

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

The following items will be asked:

- Project title (max 200 characters)
- Project Acronym (max 20 characters)
- Topic ( select from 2 call topics)
- List of partner countries (use acronyms ex: FR, TN, IT, etc)
- Summary of the proposal (3100 characters space included)
- Keywords (project specific) (max 5 keywords) (max 100 characters)
- Duration of the proposed research project (in months)(max 36 months)
- Coordinator and partner information (following table):

**The project coordinator should fill for each partner of the consortium the following online information.** The filled information is collated automatically in the generated proposal

<b>Coordinator / Partner ( specify)</b>	
<b>Contact person</b>	
<b>Title / position</b>	
<b>Date of the PhD delivery</b>	
<b>Organization / Institute</b>	

<b>Type of organization</b> ( university/research institution/private company, etc)	
<b>Acronym</b>	
<b>Address</b>	
<b>Country</b>	
<b>Email</b>	
<b>Phone</b>	

## 2. Financial plan

The coordinator should fill the following table on behalf of each consortium partner. Please note that this information will be filled directly on the website, then the presentation of the data can be slightly different.

Each partner should check his/her own country national regulations in order to prepare the financial part of his/her participation to the project. The national regulations are available at [www.arimnet2.net](http://www.arimnet2.net). If you have any questions about financial issues, please contact your national contact point (list of contacts available in the guideline for applicants available on the ARIMnet2 website)

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

N° of the partner	Country	Funding Agency *	Funding	Person-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
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## **2. PART B: SCIENTIFIC DESCRIPTION AND IMPLEMENTATION OF THE PROPOSAL**

The PART B of the proposal is the core part of the project document. It must not exceed **15 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: project acronym (dot) Initial of the coordinator, example for the project “energy” submitted by Albert Einstein: energy.AE.pdf

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 1)
    - Deliverables list (use template in annex 1)
    - 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 provided in Annex 1).

**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 15 pages, all sections 1-8 and forms included**

### **3. ANNEX FOR THE CVs AND THE COPY OF THE DIPLOMA**

An annex must be submitted through the submission and evaluation website with the CVs of the Young Researchers and the copy of their last diploma (scanned) to prove for the date of delivery of the diploma.

The annex must be named as project acronym (dot) Initial of the coordinator (dot) annex.pdf, (example for the project “energy” submitted by Albert Einstein: energy.AE.annex.pdf)

CV’s must not exceed 1 page/young researcher and should contain the 5 major publications.

**This annex must not be included in the part B and must be submitted as an independent document.**

## Annex 1: templates to be used in the proposal

Please use the following templates:

❖ **COVER PAGE (1 page)**

- Title of proposal
- Acronym
- List of participant :

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

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

❖ **Work package description template ( 1 page max/WP)**

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

<b>Description of work</b> Task 1.1 Task 1.2 Task 1.3
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<b>Deliverables</b> (brief description and month of delivery) D1.1 D1.2 .....
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❖ **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**

**Please complete and copy paste this table in your document (part B).**

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		
<b>Research Involving Countries</b>	<b>YES</b>	<b>NO</b>
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		