**HERA Joint Research Programme**

**“Public Spaces: Culture and Integration in Europe”**

**Application Template for Outline Proposals**

*Note:*

*Your application must follow the structure as specified below. The document should be written in English. All pages must be numbered and each page should contain the project acronym. The minimum font size allowed is 11. All margins should be at least 15 mm (not including footers or headers). Incomplete proposals will not be evaluated!*

|  |  |
| --- | --- |
| **Proposal Title** |  |
| **Acronym**  | Min. 3 characters; please also insert in the footer |
| **Project Leader (PL = PI 1)** | Full nameInstitution CityCountryEmail address |
| **Principal Investigator 2 (PI 2)**  | Full nameInstitution CityCountryEmail address |
| **Principal Investigator 3 (PI 3)** | Full nameInstitution CityCountryEmail address |
| **Principal Investigator 4 (PI 4)** | Full nameInstitution CityCountryEmail address |
| **Principal Investigator 5, 6, 7, …** **(if applicable)** | Full name, Institution, City, Country, Email addressPlease add rows if applicable |
| **Listing of Associate Partners (APs)** | For each Associate Partner please mention Full Name, Institution, City, Country, and Email address |
| **Listing of Cooperation Partners (CPs; if applicable)** | For each CP please mention Full Name, Institution, City, Country, and Email address |

**Outline Proposal Description (‘Application form’)**

The Outline Proposal Description must include the following:

*All word counts are inclusive of all text, tables (excluding the budget tables), references, diagrams, and pictures.*

**i. Short Description of the proposed Collaborative Research Project (CRP) – max. 2000 words** (please refer to the Call for Proposals for further guidance)

**ii. CVs of the Project Leader and all Principal Investigators – max. ONE page each** (please refer to the Call for Proposals for further guidance)

**iii. Estimated budget**

**You must use the Excel budget template provided on** [**www.heranet.info**](http://www.heranet.info)(for guidance on costs please refer to the Call for Proposals and the General and National Eligibility Requirements)

*After filling out the Excel budget template, which must also be uploaded separately, the table should be copied from the template and pasted into this section. The justification of costs should be added here under the table.*

**iv. Letters of commitment on the part of Associate Partners and Cooperation Partners (if applicable)** (please refer to the Call for Proposals for guidance)

**v. Ethics section** (please refer to the Call for Proposals for guidance)

**The completed HERA budget table in Excel (‘Attachment’)**

(Please note there are 2 tabs to complete: (A) Project information; (B) Budget table)

**Eligibility and budget check list for all HERA JRP PS PIs**

The PL confirms that:

* all PIs are eligible according to all relevant HERA JRP PS eligibility requirements;
* all PIs are involved in one HERA JRP PS Outline Proposal only;
* all budget items are eligible according to all relevant HERA JRP PS eligibility requirements;
* the information in the application is correct and in accordance with all relevant HERA JRP PS guidelines and eligibility requirements;
* the consortium will adhere to rules of good research practice as outlined in The European Code of Conduct for Research Integrity (<http://www.allea.org/wp-content/uploads/2017/03/ALLEA-European-Code-of-Conduct-for-Research-Integrity-2017-1.pdf>). The principles of integrity include, among others, fairness in providing references, giving credit, honesty in communication and impartiality and independence;
* the proposed project should not be financed from any other domestic or foreign source;
* the necessary permits and approvals are in place at the start of the project e.g. regarding ethical review;
* for all involved Associate Partners and Cooperation Partners a commitment letter or e-mail has been included.