

HERA Joint Research Programme “Cultural Encounters”

Guidelines for Applicants: Full Proposals

Full Proposals must be submitted by Project Leaders via the online application form before the deadline of **Thursday, 11 October, 14:00 Central European Time/13:00 Greenwich Mean Time**. The link to the form and the access details are communicated to the applicants in the invitation email to submit a Full Proposal. Project Leaders must submit the application on behalf of all partners of the Collaborative Research Project (CRP).

In developing the Full Proposals, applicants must follow the guidelines and the application structure as explained below and continue to ensure a strong fit to the “Cultural Encounters” Theme and Scope, provided in Annex I. The Application Template for Full Proposals and the list of the HERA JRP Contact Points are provided in Annex II and III.

All relevant documents: Guidelines for Applicants, Application Template, National Eligibility Requirements, HERA JRP Glossary and Frequently Asked Questions (FAQs) are available at <http://www.heranet.info/hera-joint-research-programme-2>.

1. Project Structure and roles of project partners

- Each Collaborative Research Project (CRP) must comprise at least **three eligible Principal Investigators (PI)**, each based in an eligible university or research institute in a different HERA JRP country. The CRP is led by one of the PIs, the **Project Leader**.
- **The Project Leader (PL)** is responsible for carrying out and managing the CRP, in addition to his/her project related research. The PL is a senior researcher with a solid experience of managing collaborative research projects. S/he will be the contact point for the HERA JRP Handling Agency throughout the application phase and is responsible for communication with the other partners of his/her CRP. The PL is also responsible for the administrative and financial management of the complete CRP, i.e. if a CRP is funded, the CRP budget will be transferred to the host institution of the PL, which in turn will be responsible for distributing funding to the CRP partners. Finally, the PL is responsible for the intellectual agenda and coherence of the project as well as all the reporting duties.
- **A Principal Investigator (PI)** is responsible for leading research activities at his/her institution. The PI status is not limited to researchers at any specific career stage after Ph.D. (in some countries applicants with equivalent research experience are also eligible to apply– please consult national eligibility requirements for further information). Other researchers (senior researchers, post-doctoral researchers, Ph.D. students) can be part of the PI’s project team and should be referred to as Project Members (PMs).
- **Non-academic Associated Partners (AP)** are stakeholders, for example in the cultural, heritage or educational sector, media, or creative industries, who may provide significant added value and valuable insights to the CRP from the user’s perspective. They can be included in the proposal in an advisory and collaborative capacity to help explore the knowledge transfer/exchange potential of the proposed research.

In order to be evaluated, proposals must be:

- 1) submitted via the online application form before the submission deadline;**
- 2) submitted by an eligible research team;**
- 3) complete and follow the prescribed format.**

2. Eligibility

Eligibility of applicants

- Only researchers located in the following HERA JRP countries are eligible to apply, irrespective of their nationality: **Austria, Belgium, Croatia, Denmark, Estonia, Finland, Germany, Iceland, Ireland, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Slovenia, Sweden and United Kingdom.**
- Each Collaborative Research Project (CRP) must comprise at least **three Principal Investigators, each** based in an eligible university or a research institute **in a different HERA JRP country.**
- Each participating researcher (e.g. senior, post-doc, Ph.D.) must be based at an eligible institution and be considered **eligible** for funding by the funding organisation of the HERA JRP country where he/she works. The PI status is not limited to researchers at any specific career stage after Ph.D., although in some countries applicants with equivalent research experience are also eligible to apply. **Please read the National Eligibility Requirements available from the HERA website. If you have any queries, contact your respective national funding organisations in order to verify eligibility with regards to qualifications of applicants.**
- **The Project Leader** can participate as a PL in one HERA JRP proposal only.
- **The Principal Investigator** is allowed to be involved in more than one HERA JRP proposal provided the following conditions are met:
 1. the PI needs to inform his/her PL about which other CRP proposals (s)he is involved in;
 2. the total number of hours per week the PI participates in the submitted CRP proposal(s) must be lower than the number of hours per week (s)he is/will be employed by his/her university/institution.
- There may be more than one **Principal Investigator (PI)** from any one eligible country in one proposal but there can be **only one Principal Investigator per institution.** As Project Leader (PL) also acts as a Principal Investigator, **there cannot be both a PL and a PI from the same institution** in one CRP. Other researchers from the same institute can be part of the PI's Individual Project (IP) team as Project Members.
- Partners from non-HERA JRP countries cannot be formally included in the proposal. Associations with other researchers can be mentioned in the description of the CRP (e.g. part of an advisory group), however no time can be budgeted for them, no associated documentation (e.g. CV, letter) can be submitted and their participation cannot be integral to the proposal.

Eligible costs

- The total budget requested from the HERA JRP **must not exceed 1M€ across all participating partners.**
- CRPs must not exceed 36 months duration. CRPs must start by June 2013 and finish by June 2016 at the latest.
- The estimated budget must be given in **Euros only** and be tabulated according to the budget templates provided (please see below).
- **All costs must be eligible according to national eligibility rules.** Eligible costs will generally include direct costs such as employment costs (PL, PIs, and other Project Members, e.g. Ph.D. students, researchers, administrative personnel, etc.), equipment, travel and meeting costs, consumables, dissemination and knowledge transfer costs as well as the overheads. Please read the National Eligibility Requirements to verify the eligibility of specific budget items according to the rules of your national funding organisation. If you have any queries, contact the contact person in your respective national funding organisation.
- Projects will also be expected to engage in knowledge exchange activities regarding the outcomes of the CRPs. Costs for these activities can be included in the proposal in addition to the costs for research (subject to national eligibility rules).
- **Non-Academic Associated Partners (AP)** associated with the project cannot be funded from the CRP for their time; only their travel and subsistence costs for attending CRP-related events can be covered.
- The costs for the participation at the HERA JRP “Cultural Encounters” Launch and Final Conferences for PL and all PIs of a CRP must be included in your travel cost estimates. The conferences will each be a one-day event taking place in one of the HERA JRP CE countries.
- Recipients of HERA JRP funding are strongly encouraged to use Open Access publishing wherever possible (see section 7. Open Access). If publishing under “author pays” regimes is foreseen at the application stage, the related costs should be included in the budget. Costs must be plausible and justified/substantiated. As a rule, the costs for peer-reviewed journal articles should not exceed 3,000 EUR. For proceedings, collections and monographs, the total budget can be up to 11,000 EUR per publication.

3. Format of the application: online application process, proposal structure and requested budget

Online Application Process

All Full Proposals must be submitted via the online application form. The link to the form and the access details are communicated to the applicants in the invitation email to submit a Full Proposal.

In the online application form you will be first asked to enter the general details on the CRP (title, project duration, etc.) and the personal details of the applicants (PL, PIs and non-academic APs). A project summary of no more than 300 words should be entered into the online form providing the following information:

- Relevance of the research topic to the Call
- Objectives/expected outcomes of the CRP
- Explanation on how the CRP would be implemented

Having filled out the online form, you will be asked to upload one document in PDF format, the "Full Proposal document" containing all required information.

Proposal structure

*The Full Proposal document should be written in English. All pages must be numbered and each page should be headed with the project acronym. The minimum font size allowed is 11. All margins should be at least 15 mm (not including footers or headers). Note that the document should be in PDF format and should not exceed 8MB in size and should not be password protected. **All Page lengths are inclusive of all text, tables (excluding the budget tables), references, diagrams, and pictures.***

The Full Proposal document must follow the following structure:

Cover page with

- Project title and acronym
- Project Leader (=Principal Investigator 1): name, institution, country
- Principal Investigators 2, 3 ...: name, institute, country listed in the same order as in the online application form.

Part A – Description of the Collaborative Research Project (CRP) (10 pages max.)

- A1 Concept and objectives of the CRP
- A2 Research Context and Progress beyond the state-of-the art
- A3 Research design and methodology
- A4 Work plan, detailed timeline and milestones
- A5 Short bibliography supporting the research case

Part B – Description of the CRP implementation and management (5 pages max., not counting the budget tables)

- B1 Description of the consortium (European added value of the collaboration, complementarity and expertise of PIs, balance, level of integration and collaboration)
- B2 Description of the CRP management structure and procedures
- B3 Allocation and justification of the resources to be committed:
 - B3.1 Detailed requested budget for each PI's Individual Project per year: budget table A followed by the justification of the requested budget.
 - B3.2 Overall requested budget of the CRP for the whole duration of the project: budget table B followed by the justification of the distribution of costs across the PIs.
 - B3.3 Description of additional funding, complementing the HERA JRP requested contribution, if applicable.

Part C – Potential Impact (5 pages max.)

- C1 Relevance to the Call for Proposals
- C2 Expected relevance of the CRP outcomes and its potential value for users, both academic and non-academic. Description of the involvement and contributions of non-academic Associated Partners (if applicable)
- C3 Planned activities and measures to maximise knowledge exchange and transfer, and the dissemination and/or exploitation of trans-national CRP results to academic and non-academic users, and management of intellectual property

ANNEXES TO THE PROPOSAL

The following information must be included as annexes:

Annex 1: A short CV of each Principal Investigator (PI) (each CV 2 pages max.). Each CV should include:

- up to 10 most relevant publications of each PI during the last 5 years.
- a list of all research grants received by each PI for the same or closely related topic within the past 5 years from any funding sources (private, national, European or international). Please also include those applications which are still pending. Please explain how these projects relate to this proposal.

Annex 2: An electronic copy of the signed and stamped statements from the host institutions of each PI, incl. the Project Leader (1 page max., preferably in English). The statement should include the following information:

- Title and acronym of the Collaborative Research Project.
- Full name of the applicant (PI or PL) involved in the CRP from the host institution concerned.
- Confirmation that the institution designated by the applicant shall be the institution where the proposed research is conducted.
- Confirmation of the employment/contractual status of the applicant: the title of the applicant's position as well as the start and end dates of the contract.
- Confirmation of approval of the requested budget of the Individual Project of the PI/PL concerned. *For UK applicants, it should be added that the institution 'confirms 80% of costs have been entered into the budget table (except students) and if the proposal is successful, the host institution commits itself to support the project in accordance with FEC model.'*
- Confirmation of any additional contribution to the CRP budget provided by the host institution, if applicable.
- Signatures and full names of the applicant and the competent authority of the host institution; date and place.

Annex 3: An electronic copy of the signed and stamped letter of commitment on the part of non-academic AP(s) (1 page max., in English). The letter should explain the AP's interest and role in the CRP and make explicit the nature of the AP's commitment to the CRP activities (financially and/or in kind).

Annexes 2 and 3 of the proposal must include scanned copies of the original signed and stamped documents merged with the Full Proposal document. Unsigned documents will be discarded.

Requested Budget

In the part B3 of your proposal, you are asked to provide:

- B3.1 The detailed requested budget for each PI per year: *budget table A*, followed by the justification of the requested budget.**
- B3.2 The overall requested budget of the CRP for the whole duration of the project: *budget table B*, followed by the justification of the distribution of costs across the PIs;**
- B3.3 A description of additional funding, complementing the HERA JRP contribution, if applicable.**

The templates for the budget tables A and B are included in the application form which can be downloaded on the HERA JRP website. These are also provided below in **Annex III**, for your information.

In **the section B3.1** of the proposal, please include table A for each Principal Investigator followed by a detailed justification of the requested budget items. These will be used by National Contacts to check the eligibility of national costings.

When filling-out budget table A please indicate:

- PI number, name and institution. Please make sure that the IP numbers in the budget tables correspond to those in the online application form.

In this table, you should specify the number and nature of research and administrative positions involved, as well as all individual budget items respective to equipment, travel and meeting costs, consumables, dissemination and knowledge exchange costs, other costs, and overheads (if applicable).

In table A, each individual position and the related costs, each individual budget item must be entered on a separate budget line. For instance, if two or three Ph.D. students are involved in one IP, each Ph.D. position and the related costs during each year should be entered on a separate budget line. Please add lines to the budget table, whenever necessary.

The following costs can be entered into the budget table A (provided these are eligible according to the HERA JRP general and National Eligibility Requirements):

1. **Employment costs** should comprise gross salary and all additional taxes, social insurance payments etc. The employment costs should be detailed by person (e.g. please indicate the costs of each Senior Researcher, each Ph.D. student, etc.) Indicate for each position what percentage of Full Time Equivalent (FTE) will be allocated to the project each year both in the budget table (next to the title of each position) and also in the justification below.
2. **Equipment** is material used for the project. Please specify the type and purpose for each major item. Equipment/material with a cost below €1.000 should be listed under the category "Other costs".
3. **Travel and meeting costs** also include subsistence costs as well as other costs necessary for the organisation of the project meetings (e.g. hiring venues, catering, etc.) Please specify the type of trips to be made in the framework of the CRP (e.g. conference, fieldwork, project meeting, etc.)
4. **Consumables** are goods that must be replaced regularly (e.g. office supplies).
5. **Dissemination and Knowledge Exchange costs** may include both the costs for scientific publications (e.g. Open Access publications) and other dissemination materials (e.g. reports, leaflets, websites, etc.), events, exhibitions or other knowledge exchange activities targeting users and the general audience.
6. **Other costs** should list any other costs that cannot be categorized in the above sections.
7. **Overheads** are all eligible costs which cannot be identified as being directly allocated to the project but which can be justified in line with the National Eligibility Rules. They usually comprise costs connected with infrastructures and the general operation of the organisation such as rental or depreciation of buildings, water/gas/electricity, maintenance, insurance, supplies and petty office equipment, communication and connection costs, postage, etc. and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, etc.

Below the table of each PI, please include a detailed justification of the requested costs. Please explain the roles of each project member in the PI's team and their involvement in the project, the purpose of major equipment items, travel, etc. This section should demonstrate that the time budgeted for each project member is well justified and proportionate to their involvement in the project.

In **the section B3.2** of the proposal, please provide a summary of the overall requested budget of the CRP for the whole duration of the project, using budget table B.

When filling-out budget table B, please remember to indicate the name and number of each PI in the respective budget columns. Using the figures from budget tables A, please enter the total costs for each PI for the whole duration of the CRP.

In table B, costs in each category (employment costs, equipment, travel, etc.) should be only specified according to the type of budget item and not by individual research position or each specific budget item. The budget should indicate clearly the cumulative amounts that each PI and the CRP as a whole would spend on employment (all research and administrative positions), travel, equipment, publications or any other items for the whole duration of the CRP.

Below the table, please justify the distribution of costs across the PIs and explain how this relates to the planned outputs and the division of work across the PIs. The funding among the PIs can be distributed unevenly. The differences may be due to the different national eligibility rules (e.g. regarding the overheads) but also due to the division of work. Please summarise the rationale behind the overall financial plan and its relation to the consortium in this section.

In **the section B3.3**, please describe the resources which would complement the HERA JRP contribution, if applicable (e.g. contributions from non-academic Associated Partners or PI/PL host institutions). Please note that all additional contributions must be guaranteed either in the statement from a host institution of the respective PI/PL attached to the proposal as Annex 2 or in a signed letter from the non-academic AP attached to the proposal as Annex 3, as the case may be.

4. Assessment procedure and criteria

Tentative timeline



Full Proposal phase: assessment procedure

Following the evaluation of the Outline Proposals, selected applicants will be invited to submit Full Proposals with the deadline on **Thursday, 11 October, 14:00 Central European Time/13:00 Greenwich Mean Time.**

Full Proposals will be assessed by at least three independent external expert referees who are selected from a pool of humanities scholars suggested by the participating funding organisations. Referee reports will be made available (anonymously) to the applicants for their information and rebuttal (optional). A list of all referees used for the international peer review will be published - unassigned to proposals - on the HERA website, once the selection process has been completed.

The HERA JRP Review Panel will rank all Full Proposals based on the referee reports and the applicant's responses to these. The Review Panel will create a ranking list consisting of the best Full Proposals and will subsequently make recommendations to the HERA JRP Board for the funding of these proposals.

Full Proposals will be evaluated according to the following selection **criteria**:

Research excellence

- sound concept and quality of objectives
- progress beyond the state-of-the-art
- quality and effectiveness of the research methodology and associated workplan

Quality and efficiency of the implementation and management

- appropriateness of the management structure and procedures
- quality and relevant experience of the individual participants
- quality of the consortium as a whole (including complementarity, balance, level of integration and collaboration)
- appropriate allocation and justification of the resources to be committed (budget, staff, equipment)

Potential Impact

- relevance to the call for proposals
- extent to which research outcomes are likely to be of value for non-academic stakeholders and user communities
- appropriateness of measures for the dissemination and/or exploitation of CRP results, and management of intellectual property

5. HERA JRP funding model

The Programme is co-funded by humanities funding agencies in 18 participating countries and the European Commission, with a total budget amounting to 18.5 M€. The HERA JRP funding model will ensure that the highest ranked proposals are funded.

6. HERA JRP structure

The overall responsibility for the governance of the HERA JRP lies with the *HERA JRP Board*, whose membership is formed by one representative from each participating funding organisation. The HERA JRP Board will monitor the project selection process and the progress and knowledge transfer activities of the funded projects.

Proposal assessment is the responsibility of the international, independent *Review Panel*. The final funding decisions are made by the HERA JRP Board on the basis of the recommendations of the Review Panel. The members of the Review Panel are leading humanities scholars, appointed by the HERA JRP Board following suggestions from

participating funding organisations. The membership of the Review Panel will be available on the HERA website for information. After the award of the grants, the Review Panel will also monitor the overall research progress of the HERA JRP and the funded projects.

A *Project Leaders Group (PLG)* will be established once the CRPs have commenced their funded research projects. The PLG is composed of the Project Leaders of all funded CRPs but external experts and non-academic stakeholders can be co-opted. The main tasks of the group will involve working with the HERA JRP Board and organising dissemination and knowledge transfer activities for the funded projects. It will also assist the Handling Agency in organising these activities.

The European Science Foundation (ESF) will act as the *Handling Agency* for the HERA JRP call management and selection process.

7. Open Access Publishing

The HERA JRP Board endorses, for the output of the HERA JRP “Cultural Encounters”, the recommendations on Open Access made by the European Research Advisory Board (EURAB) at http://ec.europa.eu/research/eurab/pdf/eurab_scipub_report_recomm_dec06_en.pdf and the Scientific Council of the European Research Council at http://erc.europa.eu/sites/default/files/document/file/erc_scc_guidelines_open_access.pdf

Recipients of HERA JRP funding are therefore strongly encouraged to use Open Access (OA) publishing wherever possible. If they foresee, at the application stage, publishing under “author pays” regimes, they are invited to include the related costs into their budget estimates (see Section 2, Eligible Costs). OA publications can only be subsidized if they are subjected to a transparent international peer review procedure.

Electronic copies of publications should be archived in a subject-specific or an institutional repository at the latest twelve months after the publication date. If no adequate repository is available, please use: OpenAire <http://www.openaire.eu/>.

8. Research Integrity

When preparing your proposal and carrying out your research project, the HERA JRP CE Board expects applicants to adhere to rules of good research practice as outlined in *The European Code of Conduct for Research Integrity* (<http://www.esf.org/activities/mo-fora/research-integrity.html>). The principles of integrity include, among others, fairness in providing references, giving credit, honesty in communication and impartiality and independence.

9. Intellectual Property Rights (IPR)

The arrangements for the handling of IPR must be in place within projects. Successful applicants will be required to submit a *consortium agreement* with IPR and other issues clarified. It is expected that the results obtained by the CRPs supported under this Programme will be placed in the public domain. HERA JRP conditions with respect to IPR are to be considered equal to those for all collaborative projects funded by the European Commission under FP7 (ftp://ftp.cordis.europa.eu/pub/fp7/docs/ipr_en.pdf). Successful applicants will be advised to familiarize themselves thoroughly with these guidelines, and to include them, in a modified or specified form, into their consortium agreements with their partners. A model consortium agreement is available at <http://www.heranet.info/hera-joint-research-programme-2>.

ANNEX I: Cultural Encounters: Theme and Scope

1. The 'Cultural Encounters' theme

History shows that interactions between individuals and groups of people are among the most formative dimensions of human endeavour and social change. Involving dynamics of both synergy and friction, cultural encounters can be accompanied by profound displacements and reconfigurations at social and political levels, resulting in conflict, segregation, and the formation of Diasporas. Yet cultural encounters also enable new forms of community and collective identity, and have stimulated large-scale innovation and renovation across European and other societies. They have resulted in new forms of knowledge and profound transformations in cultural practices, as well as new forms of communication and creativity.

To understand cultural encounters is to understand the history and meaning of Europe and the world, from the earliest periods of human settlement to the present day. The ongoing processes of identity-making within Europe and elsewhere are fundamentally the result of various forms of cultural transformation, conflict and adjustment. These processes have arisen from and are influenced by a myriad of factors, including communication, intellectual exchange, ideological contest, technological change, economic development, trade, war, occupation and political consolidation. These processes of encounter and migration (of people, ideas, goods and objects) have impacts all the way from the 'micro' level of individual lives to the 'macro' levels of ideology and societal institutions.

This new HERA JRP Cultural Encounters invites project proposals that address the general historical and theoretical issues mentioned above, as well as those that investigate more specific and exemplary aspects of cultural encounters. The programme will seek to investigate the phenomenon of cultural encounters in spatial terms (i.e., cultural encounters within geographical frames) as well as temporal terms (i.e., in contemporary time, as well as in long-term historical perspectives).

2. European research context, methodology and added value

While existing research in the area of cultural encounters at individual, national and regional levels continues to provide significant knowledge, there is also a need for comparative and synthesizing research as enabled by transnational research programmes such as the HERA programme. Such large-scale investigations allow researchers to pool information, compare findings, share methodologies, and transfer knowledge and expertise across national boundaries. They can also stimulate the development of new theoretical approaches that may re-frame our understanding of cultural and societal processes on a global scale.

The deeper understanding of cultural encounters depends, in a special way, upon the knowledge and expertise provided by humanities research. Culture is bound up with some of the most fundamental aspects of our uniquely self-reflective human existence: values, beliefs, social practices, language, accumulated knowledge, and imaginative achievement. The humanities provide unique insight and knowledge about these areas in multiple ways – through rigorous attention to forms of communication and representation; through an articulation of historical perspectives that give depth to understanding; through close analysis of ideas and their societal impact; through the construction of appropriate tools for the analysis of cultural and artistic practices; and through an ability to model complex phenomena across time and space.

In terms of methodology, it seems clear that the attempt to understand the complex causes

and consequences of cultural encounters benefits from the combined insights of comparative, multi-disciplinary and inter-disciplinary research across the humanities. If appropriate, other disciplinary perspectives may be included in proposals; however projects should retain a primary focus on the humanities. Projects should also demonstrate how their transnational and (if applicable) their multi-disciplinary/interdisciplinary aspects will add value to the projected research in fundamental ways; in other words, they should demonstrate how 'the whole will be greater than the sum of its parts.'

The previous HERA Joint Research Programme on the themes of Cultural Dynamics: Inheritance and Identity and on Humanities as a Source for Creativity and Innovation resulted in the funding of nineteen groundbreaking research projects (see www.heranet.info/hera-joint-research-programme-1). The range and excellence of these projects signals the deep value to the European research community of innovative interdisciplinary research projects on cultural themes, and the need to continuing to build a strong and comprehensive European platform for humanities research.

3. Potential focus areas

The following focus areas represent potential themes and questions that fall under the rubric of Cultural Encounters. The questions listed below are only an indicative guide for applicants; they are not intended to be prescriptive or exhaustive. Cross-cutting proposals will also be welcome.

(a) Cultural encounters over time and space

The focus here is on the role of cultural encounters from historical and geographic perspectives, where cultural change may have played a complex role as an agent of, and response to, encounters among people with different languages, literatures, religions, institutions and traditions. Key questions might include:

- 'What roles have cultural encounters played in the formation of social imaginaries and "imagined communities"? How are competing or conflicting cultural memories negotiated?'
- 'What have been the historical drivers of cultural encounters – e.g. economic change, ideological conflict and compromise, education, imperialism, migration, technological change, ecological change, etc.? How have these forces affected cultural encounters?'
- 'How have the performative and representational arts contributed to cultural encounters?'
- 'How do cultural encounters result in cultural transformations? How does this impact on cultural diversity?'
- 'What can we learn from historical cultural encounters with a view to successfully shaping contemporary and future social relationships as well as defining and refining societal concepts and values, e.g. welfare, tolerance, justice, democracy, liberty, faith?'
- 'What are the cultural consequences of globalisation processes?'

(b) Social and political dimensions of cultural encounters

This area focuses on how societies and policies have attempted to manage cultural encounters and diversity in different ways. This may include the analysis of concepts and models of the co-existence of cultural differences from historical, philosophical, theoretical and social perspectives, where phenomena such as migration, displacement, and the formation of multicultural communities will be important. It could include analysis of the cultural and political values that shape these concepts and models, and the institutional structures that support or challenge them. Key questions might include:

- 'Which historical models exist for cultural integration and how do these inform cultural encounters today? What conditions produced them, how did they succeed, why did they fail?'

- 'Which dynamics pertain between cultural integration and cultural difference?'
- 'What influence has policy had on intercultural relations and vice versa?'
- 'How have the concepts of tolerance and pluralism been enacted or utilised in situations of cultural encounter?'
- 'What are the cultural effects and policy implications of linguistic diversity and linguistic and cultural code-switching?'
- 'How can culture be used to understand identity and belonging across communities, regions and nations in multicultural communities for which integration and active citizenship are key questions?'

(c) Practices of translation, interpretation and mediatisation, in relation to cultural encounters

The third area focuses on how cultural expressions in different forms are interpreted, translated, and/or transformed across cultures, languages and sectors. This spans everyday life as well as professional and artistic practices, and includes virtual encounters on the internet as well as in encounters in real life (e.g., media, museums, literature, art, music). It embraces analysis of cultural texts as well as analysis of behaviour and professional practices in different cultural settings. Key questions might include:

- 'How do specific cultural and aesthetic practices adapt and change as a result of mediated encounters with others?'
- 'How is culture transformed in processes of translation?'
- 'How do cultural encounters stimulate different forms of creativity?'
- 'In what ways do literature, art, music, film, and other forms of media serve as a barrier or facilitator for cultural interactions?'
- 'How are digital media and communications affecting intergenerational equity and Diasporic communities and culture?'
- 'What are the relations between media and changing cultural interactions?'

4. Knowledge exchange and transfer

Knowledge exchange and transfer activities are a crucial dimension to any proposed research project. In addition to the networking that takes place among academic partners and broader dissemination activities aimed at wider academic audiences, projects should also develop links with stakeholders outside the academy in order to maximise the societal benefit of the research. For example collaborations may include the creative, cultural and heritage sectors, broadcasters, museums, galleries, business, the public sector, voluntary, community and charitable organisations, policy makers and practitioners (e.g. in the creative and performing arts). Collaborations should be meaningful for all partners involved and enable joint learning throughout the duration of the project and beyond. Public engagement activities may also be included, where appropriate, to promote a wide understanding of the nature and impact of cultural encounters.

Proposals should therefore include concrete plans for collaboration and knowledge exchange, demonstrating how these activities will add significant value to the research.

ANNEX II: Application Template: Full Proposals

HERA Joint Research Programme “Cultural Encounters”

Application Template: Full Proposals

Note

Your application must follow the structure and include budget tables A and B provided below.

The budget tables are also available in Excel format at <http://www.heranet.info/hera-joint-research-programme-2>. You can add more budget lines or columns, if necessary.

Please make sure to verify that your proposal is complete before uploading it via the online application form.

Incomplete applications will be considered ineligible and will not be processed.

Format requirements

The Full Proposal document should be written in English. All pages must be numbered and each page should be headed with the project acronym. The minimum font size allowed is 11. All margins should be at least 15 mm (not including footers or headers). Note that the document should be in PDF format and should not exceed 8MB in size and should not be password protected. **All Page lengths are inclusive of all text, tables (excluding the budget tables), references, diagrams, and pictures.**

Proposal Structure

Cover page with

- Project title and acronym
- Project Leader (=Principal Investigator 1): name, institution, country
- Principal Investigators 2, 3 ...: name, institute, country listed in the same order as in the online application form.

Part A – Description of the Collaborative Research Project (10 pages max.)

- A1 Concept and objectives of the CRP
- A2 Research Context and Progress beyond the state-of-the art
- A3 Research design and methodology
- A4 Work plan, detailed timeline and milestones
- A5 Short bibliography supporting the research case

Part B – Description of the CRP, implementation and management (5 pages max., not counting the budget tables)

- B1 Description of the consortium (European added value of the collaboration, complementarity and expertise of PIs, balance, level of integration and collaboration)
- B2 Description of the CRP management structure and procedures
- B3 Allocation and justification of the resources to be committed:
 - B3.1 Detailed requested budget for each PI’s Individual Project per year: budget table A (see below) followed by the justification of the requested budget.

B3.2 Overall requested budget of the CRP for the whole duration of the project: budget table B (see below) followed by the justification of the distribution of costs across the PIs.

B3.3 Description of additional funding, complementing the HERA JRP requested contribution, if applicable.

Part C – Potential Impact (5 pages max.)

C1 Relevance to the Call for Proposals

C2 Expected relevance of the CRP outcomes and its potential value for users, both academic and non-academic. Description of the involvement and contributions of non-academic Associated Partners (if applicable)

C3 Planned activities and measures to maximise knowledge exchange and transfer, and the dissemination and/or exploitation of trans-national CRP results to academic and non-academic users, and management of intellectual property

ANNEXES TO THE PROPOSAL

The following information must be included as annexes:

Annex 1: A short CV of each Principal Investigator (PI) (each CV 2 pages max.). Each CV should include:

- up to 10 most relevant publications of each PI during the last 5 years.
- a list of all research grants received by each PI for the same or closely related topic within the past 5 years from any funding sources (private, national, European or international). Please also include those applications which are still pending. Please explain how these projects relate to this proposal.

Annex 2: An electronic copy of the signed and stamped statements from the host institutions of each PI, incl. the Project Leader (1 page max., preferably in English). The statement should include the following information:

- Title and acronym of the Collaborative Research Project.
- Full name of the applicant (PI or PL) involved in the CRP from the host institution concerned.
- Confirmation that the institution designated by the applicant shall be the institution where the proposed research is conducted.
- Confirmation of the employment/contractual status of the applicant: the title of the applicant's position as well as the start and end dates of the contract.
- Confirmation of approval of the requested budget of the Individual Project of the PI/PL concerned. *For UK applicants, it should be added that the institution 'confirms 80% of costs have been entered into the budget table (except students) and if the proposal is successful, the host institution commits itself to support the project in accordance with FEC model.'*
- Confirmation of any additional contribution to the CRP budget provided by the host institution, if applicable.
- Signatures and full names of the applicant and the competent authority of the host institution; date and place.

Annex 3: An electronic copy of the signed and stamped letter of commitment on the part of non-academic AP(s) (1 page max., in English). The letter should explain the AP's interest and role in the CRP and make explicit the nature of the AP's commitment to the CRP activities (financially and/or in kind).

Annexes 2 and 3 of the proposal must include scanned copies of the original signed and stamped documents merged with the Full Proposal document. Unsigned documents will be discarded.

Requested budget per year: *budget table A*

To be completed by each Principal Investigator. Please remember to include a detailed justification of the requested budget items below each table.

PI number:				
PI name and Institution:				
BUDGET ITEMS	YEAR 1 Budget (in Euros)	YEAR 2 Budget (in Euros)	YEAR 3 Budget (in Euros)	TOTAL Budget (in Euros)
1. Employment costs				
Senior researcher (s)				0
Post-doc. Researcher(s)				0
PhD Student (s)				0
Administrative personnel				0
Other (please specify)				0
Subtotal Employment costs	0	0	0	0
2. Equipment				
item 1				0
item 2				0
item ...				0
Subtotal Equipment	0	0	0	0
3. Travel and meeting costs				
Conferences				0
Fieldwork				0
Project meetings ...				0
Other (please specify)				0
Subtotal Travel and meeting costs	0	0	0	0
4. Consumables				
item 1				0
item 2				0
item ...				0
Subtotal Consumables	0	0	0	0
5. Dissemination and Knowledge Exchange costs				
item 1				0
item 2				0
item ...				0
Subtotal Dissemination and KE costs	0	0	0	0
6. Other costs (e.g. sub-contracting). Please specify				0
7. Overheads (if applicable)				0
T O T A L	0	0	0	0

Overall requested budget of the CRP for the whole duration of the project: *budget table B*

Below the table, please remember to justify the distribution of costs across the PIs and explain how this relates to the planned outputs and the division of work across the PIs.

BUDGET ITEMS	TOTAL Budget -PI 1 [enter PI name] (in Euros)	TOTAL Budget -PI 2 [enter PI name] (in Euros)	TOTAL Budget -PI 3 [enter PI name] (in Euros)	TOTAL Budget -PI... [enter PI name] (in Euros)	TOTAL Budget -PI... [enter PI name] (in Euros)	TOTAL CRP Budget (in Euros)
1. Employment costs						0
2. Equipment						0
3. Travel and meeting costs						0
4. Consumables						0
5. Dissemination and Knowledge Exchange costs						0
6. Other costs (e.g. sub-contracting). Please specify						0
7. Overheads (if applicable)						0
T O T A L	0	0	0	0	0	0

ANNEX III: HERA JRP Contact Points

Handling Agency for the HERA Joint Research Programme (as regards general eligibility, administrative and procedural questions)

European Science Foundation Humanities and Social Sciences Unit	Ms. J. (Julia) Boman 1, quai Lezay-Marnesia 67080 STRASBOURG, FRANCE E-mail address: hera@esf.org
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National Contact Points

Country, Funding Agency	Contact details (as regards national eligibility questions) For administrative and procedural question, contact ESF.
Austria FWF	Fonds zur Förderung der Wissenschaftlichen Forschung Geistes- und Sozialwissenschaften Dr. M. (Monika) Maruska Sensengasse 1, 1090 WIEN, AUSTRIA E-mail address: monika.maruska@fwf.ac.at
Belgium FWO FNRS	Fonds voor Wetenschappelijk Onderzoek - Vlaanderen Dr. O. (Olivier) Boehme Egmontstraat 5, 1000 BRUSSELS, BELGIUM E-mail address: Olivier.Boehme@fwo.be Fonds de la Recherche Scientifique – FNRS Dr. M. (Monique) Septon Rue d’Egmont 5, 1000 BRUSSELS, BELGIUM E-mail address : monique.septon@frs-fnrs.be
Croatia HAZU	The Croatian Academy of Arts and Sciences. Mrs J. (Jelena) Đukić Zrinski trg 11, 10000 ZAGREB, CROATIA E-mail address: jdukic@hazu.hr
Denmark DASTI	The Danish Agency for Science, Technology and Innovation The Danish Council for Independent Research Humanities Mrs. Karin Norris Bredgade 40, DK-1260 COPENHAGEN, DENMARK E-mail address: nor@fi.dk
Estonia ETF	Estonian Science Foundation Ms. K. (Kati) Kio Endla 4, 10142 TALLINN, ESTONIA E-mail address: kati@etf.ee

Finland AKA	Academy of Finland Research Council for Culture and Society Dr. K. (Kustaa) Multamäki Hakaniemenranta 6, POB 131, FI-00531 HELSINKI E-mail address: kustaa.multamaki@aka.fi
Germany PT-DLR	Project Management Agency, Part of the German Aerospace Center Environment, Culture, Sustainability: Humanities and Social Sciences National Contact Point Socio-economic Sciences and Humanities (SSH NCP) Mrs. C. (Christa) Engel Dr. C. (Christopher) Wertz Heinrich-Konen-Str. 1, D-53227 BONN, GERMANY E-mail address: christa.engel@dlr.de and christopher.wertz@dlr.de
Iceland RANNIS	Icelandic Centre for Research Ms. H (Hulda) Proppé Laugavegi 13, IS-101 Reykjavík, Iceland E-mail address: Hulda.P@rannis.is
Ireland IRCHSS	Irish Research Council for the Humanities and Social Sciences Dr. M. (Maria) O'Brien Shelbourne Road, Ballsbridge, DUBLIN 4, IRELAND E-mail address: mobrien@irchss.ie
Lithuania LMT	The Research Council of Lithuania Ms. A. (Agne) Paleviciute Gedimino pr. 3, 01103 VILNIUS, LITHUANIA E-mail address: agne.paleviciute@lmt.lt
Luxembourg FNR	Fonds National de la Recherche, Luxembourg Mrs. S. (Susanne) Rick 6, rue Antoine de Saint-Exupéry B.P. 1777, L-1017 LUXEMBOURG, LUXEMBOURG E-mail address: susanne.rick@fnr.lu
Netherlands NWO	Netherlands Organization for Scientific Research Ms A. (Alice) Dijkstra P.O. Box 93425, 2509 AK THE HAGUE, THE NETHERLANDS E-mail address: hera@nwo.nl
Norway RCN	The Research Council of Norway Department for the Humanities, Division of Science Mrs S. (Solbjørg) Rauset P.O.Box 2700 St.Hanshaugen, N-0131 OSLO, NORWAY E-mail address: sol@forskningsradet.no
Poland	Narodowe Centrum Nauki Ms. A. (Anna) Plater ul. Królewska 57 30-081 KRAKOV, POLAND E-mail: Anna.Plater@ncn.gov.pl

<p>Portugal FCT</p>	<p>Fundação para a Ciência e a Tecnologia Ms. M.J. (Maria) Corte Real Av. D. Carlos I, 126, 1249-074 LISBOA, PORTUGAL</p> <p>E-mail address: mj.cortereal@fct.mctes.pt</p>
<p>Slovenia MESCS</p>	<p>Ministry of Education, Science, Culture and Sport Mr D. (Davor) Kozmus Kotnikova 38, 1000 LJUBLJANA, SLOVENIA</p> <p>E-mail address: davor.kozmus@gov.si</p>
<p>Sweden VR</p>	<p>The Swedish Research Council Humanities and Social Sciences Dr. L. (Lucas) Pettersson 103 78 STOCKHOLM, SWEDEN</p> <p>E-mail address: lucas.pettersson@vr.se</p>
<p>UK AHRC</p>	<p>Arts and Humanities Research Council Ms. L. (Lucy) Parnall and M. (Myriam) Volk Polaris House North Star Avenue, SWINDON SN2 1FL, UNITED KINGDOM</p> <p>E-mail address: L.Parnall@ahrc.ac.uk and m.volk@ahrc.ac.uk</p>