**HERA Joint Research Programme**

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

**Application Template for Full 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* |
| **Appl. number Outline Proposal** | HERA.1. |
| **Project Leader (PL = PI 1)** | Full name  Institution  City  Country  Email address |
| **Principal Investigator 2 (PI 2)** | Full name  Institution  City  Country  Email address |
| **Principal Investigator 3 (PI 3)** | Full name  Institution  City  Country  Email address |
| **Principal Investigator 4 (PI 4)** | Full name  Institution  City  Country  Email address |
| **Principal Investigator 5, 6, 7, …**  **(if applicable)** | Full name, Institution, City, Country, Email address  *Please add rows if applicable* |
| **Listing of Associate Partners (APs)** | *For each Associate Partner please mention Full Name, Institution, City, Country, and Email address*  *Please add rows if applicable* |
| **Listing of Cooperation Partners (CPs; if applicable)** | *For each CP please mention Full Name, Institution, City, Country, and Email address*  *Please add rows if applicable* |
| **Keywords** | *Max. 5 keywords* |

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

The Full Proposal must include the following:

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

**Part A**

**Description of the Collaborative Research Project (CRP) – max. 5000 words**

*Please refer to the Full Proposal Guidelines for further instructions*

**Part B**

**Knowledge exchange and potential impact – max. 2500 words**

*Please refer to the Full Proposal Guidelines for further instructions*

**Part C**

**Description of the CRP implementation and management – max. 2500 words, not counting the budget tables and their justification**

*Please refer to the Full Proposal Guidelines for further instructions*

*After filling out the budget tables A and B in the HERA Excel template (provided on* <http://heranet.info/funding/current-funding-opportunities/hera-public-spaces-2019-2022/>*), these should be copied and pasted in part C3. The completed Excel file should also be uploaded separately!*

**Annexes**

**Annex 1:** A short CV, in English, of each Principal Investigator (PI) (each CV 2 pages max.).

*CVs should at least include the following headings:*

* *Personal information*
* *Current and previous position(s)*
* *(International) project (management) experience*
* *Up to 10 publications of the PI during the last 5 years most relevant for this proposal*
* *A list of all research grants received by the PI for the same or closely related topic within the past 5 years*

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

**Annex 3:** An electronic copy of the signed and stamped letter of commitment on the part of the Associate Partner(s) (each 1 page max., in English).

**Annex 4:** An electronic copy of the signed and stamped letter of commitment on the part of the Cooperation Partner(s) (each 1 page max., in English).

*Annexes 2-4 of the proposal are scanned copies of the original, signed and stamped, statements of PI institutes, Associate Partners and Cooperation Partners. These PDF scans must be appended at the end of the Full Proposal document. Unsigned documents will be discarded.*

*Please refer to the Full Proposal Guidelines, FAQs, and relevant National Eligibility Requirements for further instructions!*

**The completed Full Proposal Budget template in Excel (‘Attachment’)**

*Please make sure to fill out all tabs:*

* *Project information;*
* *(A) budget tables per PI;*
* *(B) Summary budgets*

*and upload the completed Excel file as one document ‘attachment’ via the online submission system Isaac.*

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

The PL confirms that:

* the application is complete, consisting of **one** PDF document (cover page,parts A-C incl. budget tables, and annexes), and **one** Excel document (Project information, Budget tables A and B);
* all PIs are involved in one HERA JRP PS proposal only;
* all PIs are eligible according to all relevant HERA JRP PS eligibility requirements;
* 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 is not financed from any other domestic or foreign source (NB For some countries partial own/organisational funding is obligatory, as stated in the national eligibility requirements);
* the necessary permits and approvals are in place at the start of the project e.g. regarding ethical review;
* for all involved PIs, Associate Partners and Cooperation Partners the required institutional guarantees and commitment letters have been included.