|  |
| --- |
| **HERA_cmyk[2]** |

**HERA Joint Research Programme**

**“Uses of the Past”**

**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!*

|  |  |
| --- | --- |
| **Project Title** |  |
| **Acronym** | Min. 3 characters; please also insert in the footer |
| **Application number** | Please add application number of Outline Proposal |
| **Project Leader (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, …** | Full name, institution, city, country, email address  Please add rows if applicable |
| **Listing of all Associate Partners** | For each AssociatePartner please mention Full Name of AP, City, Country and and Name Contact Person |
| **Keywords** | Max. 5 keywords; please select from the list provided on the HERA website |

**Outline Proposal Description**

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

**Part A**

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

(please refer to Full Proposal Guidelines for further instructions)

**Part B**

**Knowledge exchange and potential impact – max. 5 pages**

(please refer to Full Proposal Guidelines for further instructions)

**Part C**

**Description of the CRP implementation and management – max. 5 pages, not counting the budget tables and their justification**

(please refer to Full Proposal Guidelines for further instructions)

*After filling in the budget tables in the Excel template, please copy and paste them here!*

**Annexes**

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

**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).

**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).

**Annexes 2 and 3 of the proposal are scanned copies of the original, signed and stamped, statements of PI institutes and letters of commitment of non-academic 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!***

**Checklist HERA JRP UP Full Proposal**

The PL confirms that:

* the application is complete, consisting of **one** PDF document which contains all requested elements: cover page, A, B, and C (including budget tables), and annexes 1, 2, and 3;
* all PIs are involved in one HERA JRP UP proposal only;
* all PIs are eligible according to all relevant HERA JRP UP eligibility requirements;
* all budget items are eligible according to all relevant HERA JRP UP eligibility requirements;
* the information in the application is correct and in accordance with all relevant HERA JRP UP guidelines and eligibility requirements (in case of doubts, please contact the relevant HERA JRP UP national contact point(s) well before the submission deadline);
* the consortium will 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;
* the proposed project is not 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.