**Application FORM FOR AWARDING OF Research Grant FUNDS**

**TO PromotE Scientific Excellence**

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| **A. Application form** |

1. **Project information**
	1. Project title

*Provide short descriptive title containing up to 20 words. Avoid using acronyms, quotation marks and capital letters.*

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* 1. Project Manager

*Insert first and last name, academic and/or scientific title, e-mail, address, and telephone number.*

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* 1. Project duration

*Insert planned project duration as per your project proposal (min. 36 months, max. 48 months).*

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|  |  months |

* 1. *Applicant Institution*

*Provide contact details of the licensed scientific research institution based in Montenegro that will manage, i.e. implement the project. Insert first and last name, address, web page, e-mail and telephone number of the authorised person and contact person.*

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* 1. Mandatory Partner 1 – licensed scientific research institution based in Montenegro

*Provide contact details of the licensed scientific research institution based in Montenegro. Insert first and last name, address, web page, e-mail and telephone number of the authorised person and contact person.*

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* 1. Mandatory Partner 2 – licensed scientific research institution based outside Montenegro

*Provide contact details of the licensed scientific research institution based outside Montenegro. Insert first and last name, address, web page, e-mail and telephone number of the authorised person and contact person.*

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* 1. Other partners (if applicable)

*Provide contact details of other partners on the project that are not mandatory partners. Insert first and last names, addresses, web pages, e-mails and telephone numbers of authorised persons and contact persons.*

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1. **Scientific research project summary** Word count:
(*max. 400 words; insert word count)*
	1. Description

*Shortly, using clear language (avoid technical terminology if possible), describe project objectives, methodology to achieve them, project significance, expected results and benefits of the project at international/national/local level. In case your project is approved for funding, this summary may be used for promotional purpose. This summary may also be used as a short description of your project proposal in the evaluation process and for communication with potential evaluators, thus it may not contain confidential information.*

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* 1. Priority field of research

*State your priority field of research in line with the priorities defined in the Strategy of Scientific Research Activity of Montenegro 2024-2028.*

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* 1. Type of research (fundamental, applied or developmental research)

*State the type of research.*

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* 1. Key project words

*State 1-5 key words that best describe the topic of your project proposal.*

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1. **Project Manager and project (research) team members**

*Provide all required details for the Project Manager and each project (research) team member, including the amount of working time (stated as percentage of their total workload) that they will devote to the project. F.T.E. (Full Time Equivalent) denotes full working time, where 1.0 F.T.E. denotes that a person is full-time working on the project. For example, if a scientist works 30% of their working time on the project, it is presented as F.T.E. = 0.3. Also, mandatory partner based in Montenegro that employs the project (research) team members must provide specification under 1.e, 1.f and 1.g (if applicable) and submit the Partner Statement on their project participation and contribution.*

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| 1. *Project Manager*

*Project Manager* |  |
| Last name: |  |
| First name: |  |
| Academic and/or scientific title: |  |
| Organisation: |  |
| E-mail: |  |
| Address: |  |
| Tel.: |  |
| Job description on the project:  |  |
| Share (or percentage) of workload on project out of total working time (F.T.E.): |  |

1. Project (research) team members

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| --- | --- | --- | --- |
| Last name: |  | Last name:  |  |
| First name: |  | First name: |  |
| Academic and/or scientific title: |  | Academic and/or scientific title: |  |
| Organisation: |  | Organisation: |  |
| E-mail: |  | E-mail: |  |
| Address: |  | Address: |  |
| Tel.: |  | Tel.: |  |
| Job description on the project: |  | Job description on the project: |  |
| Share (or percentage) of workload on project out of total working time (F.T.E.): |  | Share (or percentage) of workload on project out of total working time (F.T.E.): |  |

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| --- | --- | --- | --- |
| Last name: |  | Last name:  |  |
| First name: |  | First name: |  |
| Academic and/or scientific title: |  | Academic and/or scientific title: |  |
| Organisation: |  | Organisation: |  |
| E-mail: |  | E-mail: |  |
| Address: |  | Address: |  |
| Tel.: |  | Tel.: |  |
| Job description on the project: |  | Job description on the project: |  |
| Share (or percentage) of workload on project out of total working time (F.T.E.): |  | Share (or percentage) of workload on project out of total working time (F.T.E.): |  |

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| --- | --- | --- | --- |
| Last name: |  | Last name:  |  |
| First name: |  | First name: |  |
| Academic and/or scientific title: |  | Academic and/or scientific title: |  |
| Organisation: |  | Organisation: |  |
| E-mail: |  | E-mail: |  |
| Address: |  | Address: |  |
| Tel.: |  | Tel.: |  |
| Job description on the project: |  | Job description on the project: |  |
| Share (or percentage) of workload on project out of total working time (F.T.E.): |  | Share (or percentage) of workload on project out of total working time (F.T.E.): |  |

**4. Project description** Word count:
(*max. 4000 words; insert word count)*

1. Project rationale, including the most recent achievements in the stated field of research

*Describe the rationale, background and focus of the proposed scientific research project. Provide also the data on the most recent international achievements in the stated field of research and explain how the project will generally contribute to the scientific field. Elaborate on the topic context and any deficiencies of previous research exercises that you will consider, and explain why the existing research exercises are not sufficient.*

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1. General objectives, significance and authenticity of research

*Present the hypothesis, i.e. the main research topic, and describe the main objectives of the proposed project. Explain the significance of this research and how it will address and resolve the defined problem. Describe how the expected results will contribute to this field of science and explain the authenticity of the project idea and proposed objectives. Provide detailed description of new methodologies and technologies that will be developed during the project implementation.*

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1. Proposed approach and methodology

*Present the conceptual framework, design and methods of proposed research, and demonstrate that they are well conceptualised, aligned and adapted to the research leading to the objectives of the proposed project.*

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1. Expected measurable results and their potential beneficiaries

*Describe expected results of the proposed project and possible research impacts. State potential beneficiaries (e.g. scientists, researchers from other fields of research, business sector, public sector), as well as possible application of the results. Present quantitatively measurable results.*

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1. Plans for future applications for EU funds and other international funding schemes / plans for future cooperation with business sector

*Present plans for future applications for EU and international funds, or future cooperation with business sector in Montenegro and/or abroad. List the steps that you will undertake during the implementation and after the completion of the project, referring to the applications for EU and other international funds and/or cooperation with the business sector.*

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1. Proposed communication and presentation of results

*Describe how you will present the results of the proposed project to other researchers and wider community (publications, lectures for wider public, university lectures, etc.).*

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1. Project management

*Describe how the project will be managed and how the monitoring of the project progress will be ensured against defined objectives and expected project results. Provide details on the organisational and institutional support to the project and the availability of funds for the project co-financing.*

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1. Project-relevant bibliography

*State only the publications that underwent independent editing and are available to the national and international scientific community. Please add the following details: author(s), year, journal or series, page(s), and publisher, and if needed, the place of issue as well.*

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**5. Project work plan and time schedule** Word count:  (m*ax. 1500 words; insert word count)*

1. Key milestones (what and when is planned)

*Provide a detailed work plan and time schedule of the proposed project, including all activities necessary to achieve specific objectives. Present the approach that will be used for the communication within the project, monitoring of implementation, as well as modes of achieving and publishing scientific and other results. Also include activities related to the early-stage career development of researchers, and information on applications for additional funds (e.g. EU funds, private sector funding, etc.).*

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1. Key Performance Indicators (KPIs)

*These indicators are quantitatively measuring the progress leading to the achievement of key project milestones. They include annual achievements that will be used for the monitoring and assessment of project implementation success. Provide at least five indicators of key project activities that can be quantitatively measured over a 6-month period. Key performance indicators should reflect the relevant accomplishments leading to the achievement of project milestones. Examples of KPI may include the conducting of an experiment, publishing of scientific paper, software development, or similar. Please present the KPIs cumulatively, i.e. always add the KPIs from the previous period to those of the new period. For example, if your KPI in the first half of the year is 3 in vivo experiments, and in the second half of the year you conducted additional 6 in vivo experiments, your KPI in the second half of the year will be 9.*

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| *Key performance indicators* | *1.* | *2.* | *3.* | *4.* |
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1. Project risk assessment

*Describe possible project risks: threats and weaknesses that may pose obstacles to the successful completion of the project.*

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**6. Partnership, ownership structure, intellectual property rights and obligations** (m*ax. 600 words; insert word count)* Word count:

* + 1. Cooperation and partnerships

*Provide detailed description of planned cooperation among team members on the proposed project. Explain the role and specific contribution of each member and their complementarity. What is the potential of the proposed research to contribute to professional development, as well as future cooperation among the project team members? How the continued cooperation will be ensured after the completion of the project? Is there a plan for joint project applications, or joint publications?*

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* + 1. Ownership structure, project-related intellectual property obligations and rights

*Provide details on the current ownership structure (including previously protected intellectual property that is contributed to the project) and other legal considerations related to the project, as well as property rights of all participants and other funding sources.*

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| **B. Financial plan of the project** |

*Provide elaborate financial plan on a separate form (Financial plan.xls). Insert only totals below.*

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| Description / Source | 1. year | 2. year | 3. year | 4. year | Total |
| *Grant funds requested from the Ministry* |  |  |  |  |  |
| *Co-funding / please insert source* |  |  |  |  |  |
| *Co-funding / please insert source* |  |  |  |  |  |
| *Co-funding / please insert source* |  |  |  |  |  |
| **TOTAL funding in €** |  |  |  |  |  |

**Financial plan justification**

*Justify all budget items in detail.*

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| * **Direct costs**
1. **Costs of equipment procurement.** *Only the Applicant Institution and Mandatory Partner based in Montenegro are entitled to the procurement of equipment worth above 1,500.00 €.*

*Total costs of equipment procurement may not exceed 50% of the total project worth*.1. **Costs of using equipment in another institution in line with the current price list of the institution, if necessary for the project implementation**. *Only the Applicant Institution and Mandatory Partner based in Montenegro are entitled to use the equipment in another institution.*

*Total costs of using equipment in another institution may not exceed 40% of the total project worth.*1. **Costs of consumables for project needs related to materials and devices where unit cost does not exceed 300.00 € VAT excluded**. *Only the Applicant Institution and Mandatory Partner based in Montenegro are entitled to the procurement of consumables.*

*Total costs of consumables may not exceed 30% of the total project worth.*1. **Costs of research staff related to newly employed who will work on the project implementation, as well as to additional workload / fees of employees**. *Only the Applicant Institution and Mandatory Partner based in Montenegro are entitled to costs of research staff.*

*Total costs of research staff may not exceed 30% of the total project worth on the projects not entailing new employment, i.e. may not exceed 40% of the total project worth on the projects entailing new employment.*1. **Costs of short-term and long-term mobility related to the project implementation.**

*Total mobility costs may not exceed 20% of the total project worth.* 1. **Costs of associated consultancy services**.

*Total costs of associated consultancy services may not exceed 20% of the total project worth.*1. **Costs of dissemination**

*Only the Applicant Institution and Mandatory Partner based in Montenegro are entitled to dissemination costs.**Total dissemination costs may not exceed 20% of the total project worth.*1. **VAT for eligible costs for which Applicant Institution / Partner can not ensure VAT refund**.
* **Indirect costs**

*Only the Applicant Institution is entitled to indirect costs.* *Indirect costs are only eligible up to 10% of the total project worth.*  |

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| **C. Annexes** |

* 1. **Curriculum Vitae (CV) of Project Manager and key members of project (research) team – up to 5 members.**

*It is required to use the prescribed CV templates.*

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* 1. **List other annexes**

*For example: Statement on ensured financial contribution to the project implementation from own sources (Applicant Institution); Statement of partners on their participation in the project and their contribution; Statement of Applicant Institution on the accuracy of provided data, avoidance of double funding and acceptance of the Call requirements; Statement of the Applicant Institution and partner(s) related to non-economic activities – applicable only to those fulfilling conditions for licensed scientific research institutions in accordance with the Law on Scientific Research Activity (“Official Gazette of Montenegro”, no. 80/2010, 40/2011, 57/2014 and 82/2020) and being “research and knowledge dissemination organisations” in accordance with the EU Framework for state aid for research and development and innovation (2022/C 414/01), chapter 1.3., item 16. (ff), i.e. with the Commission Regulation (EU) no. 651/2014, article 2, item 83; and the Statement on VAT non-refundability signed by the organisation representative (Applicant Institution or partners). All statements must be signed and stamped / electronically signed by authorised person.*

*It is necessary to list below the statements attached to the Project Proposal, with the names of institutions and authorised persons.*

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**Applicant Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of the director/dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Stamp or E-signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of the director/dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Stamp or E-signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_