**Application form**

**PROPOSAL FOR SCIENTIFIC- research PROJECT**

**BASIC PROJECT INFORMATION**

|  |  |
| --- | --- |
| Full name of the Applicant  |  |
| Project title |  |
| Acronym |  |
| Project keywords |  |
| Project leader (coordinator of the Project) |  |
|  |  |
| Thematic Priority[[1]](#footnote-1)  |  |
| Project duration(*day/month/year)* | From January 2019 to \_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Amount requested for co-financing[[2]](#footnote-2)**

|  |  |
| --- | --- |
| Total project budget |  |
| Requested grant from the Ministry of Science |  |

**1. INFORMATION ABOUT THE APPLICANT AND PROJECT PARTNERS**

1. **Applicant details**

|  |  |
| --- | --- |
| Full name of the Applicant:  |  |
| Main activity sector: *Public / private / high education / non profit* |  |
| Frascati Field of science classification – [link](http://www.mna.gov.me/ResourceManager/FileDownload.aspx?rId=336262&rType=2) *(If Institution is conducting more than one scientific field, please state the field that the Project is related to)*  |  |
| Frascati classification by socio-economic goal – [link](http://www.mna.gov.me/ResourceManager/FileDownload.aspx?rId=336261&rType=2) |  |
| Area of economic activity: *(4-digit code from the Law on Classification of Activities, 2010) -* [*link*](http://www.mna.gov.me/ResourceManager/FileDownload.aspx?rId=336260&rType=2) |  |
| Address: |  |
| Director/Dean: |  |
| Telephone number: |  | Number of employees: |  |
| E-mail address and website:  |  | Number of researchers: |  |
| Contact person for the project (name, position, e-mail, phone):  |  |

1. **Project partners[[3]](#footnote-3)**

|  |  |
| --- | --- |
| Name of the Institution/ Company- ***Partner no.1***  |  |
| Main activity sector: *Public / private / high education / non profit* |  |
| Area of economic activity: *(4-digit code from the Law on Classif. of Activities, 2010) -* [*link*](http://www.mna.gov.me/ResourceManager/FileDownload.aspx?rId=336260&rType=2) |  |
| Address: |  |
| Director /Dean: |  |
| Telephone number: |  | Number of employees: |  |
| E-mail address and website |  | Number of researchers: |  |
| Contact person for the project (name, position, e-mail, phone): |  |

**2. PROJECT DESCRIPTION**

**a. Project summary**[[4]](#footnote-4)

*2.1* *Describe the main goal(s) of the Project[[5]](#footnote-5)*

|  |
| --- |
| (Maximum ½ page) |

*2.2* *Describe the key activities of the Project*

|  |
| --- |
| (Maximum ½ page) |

*2.3* *Describe the main results and impact of the Project[[6]](#footnote-6)*

|  |
| --- |
| (Maximum ½ page) |

**b. Project elaboration**

*2.4 Describe the state-of-the-art, i.e. current developments in the scientific field of the Project*

(Maximum 1 page)

*2.5 Describe the research/ innovative approach envisaged and indicate issues to be addressed*

|  |
| --- |
| (Maximum ½ page) |

*2.6 Describe aspects of multidisciplinary approach in the Project (if applicable)*

|  |
| --- |
| (Maximum ½ page) |

*2.7* *Describe the expected results at the end of the Project*

|  |
| --- |
| (Maximum ½ page) |

*2.8 Describe the expected impact of the Project*

|  |
| --- |
| (Maximum ½ page) |

*2.9 Describe the expected employment growth of highly qualified personnel during the project implementation, as well as after the project (if applicable);*

|  |
| --- |
|  (Maximum ½ page) |

*2.10* *Describe the possibilities for internationalisation, mobility and potential for networking and new proposals for international programs and funds.*

|  |
| --- |
| (Maximum 2 pages) |

*2.11 Describe potential for cooperation with Diaspora (if applicable)*

|  |
| --- |
| (Maximum ½ page) |

*2.12* *Describe the possibilities for commercialization of project results, market potential and identify potential users (if applicable)*

|  |
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| (Maximum 1 page) |

*2.13* *Ethical issues*

*If the project implies some ethical issues, describe how these issues will be addressed. (in accordance with the Ethical codex at the universities/institutions)*

|  |
| --- |
| (Maximum ½ page) |

**3. PROJECT TEAM**[[7]](#footnote-7)

*3.1 Project Leader (Coordinator) of the Project*

|  |  |
| --- | --- |
| Full name |  |
| Name of Institution/Company |  |
| Title / position |  |
| Phone / e-mail |  |

*3.2 Key experts within the Project team in charge of the project implementation (max 5 persons)*

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Name of partner institution/ partner company | Role in the project | Phone / e-mail |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

*3.3 Is it foreseen a full time employment of young researcher(s) on the Project?*

 *If yes, please describe career development of young researcher(s) during the project lifetime.*

|  |
| --- |
| (Maximum ½ page ) |

*3.4 External experts and advisors / consultants[[8]](#footnote-8)*

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Name of Institution/ partner company | Role/contribution | Phone / e-mail |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

*3.5 Please list all Project team members[[9]](#footnote-9)*

|  |  |
| --- | --- |
| Full name | Name of Institution/ Company |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**4. Project activity plan**

*4.1. Describe a detailed implementation plan: key activities, tasks and working packages, including responsible persons for each of them*

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| (Maximum 2 pages) |

*4.2 Gantt Chart – Graphic overview of described activities[[10]](#footnote-10)*

*(Please enter the number and name of the activity and define the monthly implementation timeline)*

*4.2.a*

***1st year of the project implementation***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WP/Task/ activity number | **Activity Name**  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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*4.2.b*

***2nd year of the project implementation***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WP/Task/ activity number | **Activity Name** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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*4.3 Describe the Project management structure (i.e. how the Project activities will be distributed and implemented within the time scheduled for its implementation)*

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| --- |
| (Maximum 1 page) |

**5. Budget of the project**

***5.1 Financial structure – detailed cost overview***

**Detailed Cost Overview, i.e. the Projected Budget shall be attached separately, as the integral part of the Project application.**

***Briefly explain purpose by category costs (maximum 2 pages):***

|  |
| --- |
| 1. *Project team costs (Names and gross salaries for the fulltime staff, names and amounts for the part time engaged researchers, project management and external experts and consultants)*
2. *Equipment and supplies - Description and costs of equipment to be procured or rented*
3. *Material and consumables*
4. Travel costs description
5. Other direct costs (conferences, trainings, dissemination of results, IPR costs, subscription to databases, etc.)
6. Indirect costs (up to 15% of direct costs)
7. Reserve (up to 5 % of direct costs)
 |

***Eligible costs:***

* **Costs related to the engagement of project team members**,

*Costs for part time engaged researchers/project team members should be calculated based on monthly rates on current gross salary (net salary and related taxes) in their institutions both for domestic and international partners. Foreign partner costs may refer only to the costs for engaging experts – researchers and travel costs.*

*Project leader could be engaged on the Project up to 4 months per year. Other researchers and team members could be engaged up to 3 months per year.*

* **Costs for full-time engagement of young researcher/s during the project lifetime**;

*Costs for full time engaged researchers should be calculated based on monthly rates on current gross salary (net salary and related taxes) for the same/similar positions within these respective institutions*.

* **Expert/consulting services for research and development** (*for those that are not engaged in any of the partner institutions)****;***

*For external experts and consultants calculation should be done based on hourly/daily rates.*

* Procurement and purchase of relevant equipment;
* Travel costs;
* Costs for organisation of conferences and workshops in Montenegro, as well as events for dissemination of the project results and popularisation in the society;
* Intellectual property protection costs (patent application and accompanying costs, certification, standards, substantive patent examination, etc.);
* Prototype production costs;
* Costs for subscription to databases;
* Other operating costs, including the costs of materials, consumables and similar products in direct relation to the result of research / innovation activity;
* Other costs that the evaluators estimate as necessary and suitable for the project implementation.

The grant cannot be used for co-financing only one cost from among the above listed eligible costs (e.g. exclusively the procurement and purchase of equipment, or only the costs of engaging the project team, etc.).

***Non eligible costs:***

* Costs already financed through another domestic or international project or program;
* Any costs incurred before the start date of the project;
* Purchase and rent of land and real estate, purchase of vehicles, buildings, construction works, including any reconstruction;
* Losses due to negative exchange rate differences, fees and penalties;
* Repayment of interest or debt towards anyone;
* Advance payments, unless there is an advance guarantee or if an adequate proof of purchase is provided (e.g. invoices, delivery notes, consultant reports, etc.);
* Other costs estimated by the evaluators as unnecessary, unauthorized or inappropriate, either due to their amount or content.

***5.2 Project budget overview***

*(amounts presented here should be consistent with the amounts presented in the project budget)*

|  |  |  |
| --- | --- | --- |
| **Total budget of the project** | **Requested grant for co-financing** | **Amount co-financed by the Project team** |
|  |  |  |

**SIGNATURES**

***The Commitment Letter of the Project partners to its implementation shall be attached separately, as the integral part of the Project application.***

**Applicant name/Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Leader name: Director/Dean name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Signature and stamp**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ***In line with the Strategy for scientific research activities (2017-2021):*** *1. Energy 2. ICT 3. New materials, products and services 4. Medicine and human health 5. Agriculture and food production 6. Sustainable development and tourism 7. Science, education and identity.* [↑](#footnote-ref-1)
2. *NOTE: Lead Applicant, together with other project partners, should contribute at least 20% of total project budget (the share of the contribution between the partners should be based on their internal agreement).*

*In case the partner is a company, the maximum amount of the allocated grant for the company, shall be determined according to the State Aid rules, up to:*

	* *70% for micro enterprises with less than 49 employees;*
		+ *60% for medium-sized enterprises and organizations with 50 to 249 employees; and*
		+ *50% for large enterprises / organizations with over 250 employees.**The rest of the amount of company budget up to 100%, should be co-financed by the company itself, from other sources.* [↑](#footnote-ref-2)
3. *In case of several partners, it is necessary to insert and fill in a separate table for each of them* [↑](#footnote-ref-3)
4. *Describe the Project details in brief.* [↑](#footnote-ref-4)
5. *Please address social, technological, technical and/or scientific challenge(s) that the Project tends to solve.* [↑](#footnote-ref-5)
6. *These relate to targeted scientific results and their practical impact on production processes, social management, further scientific development etc.* [↑](#footnote-ref-6)
7. *Resumes (CVs) for the Project leader, team key experts and external advisors / consultants shall be attached separately, as the integral part of the Project application.* [↑](#footnote-ref-7)
8. *Please insert as many rows as necessary* [↑](#footnote-ref-8)
9. *Please insert as many rows as necessary. Persons listed within Boxes 3.1, 3.2, 3.3 and 3.4 shall be omitted.*  [↑](#footnote-ref-9)
10. *Please insert as many rows as necessary.* [↑](#footnote-ref-10)