***Preliminary notices for applicants:***

1. ***You must read and accept the UKF*** [***Guidelines and Procedures - Second Science and Technology Project (STP II) 2016***](http://www.ukf.hr/UserDocsImages/ENG_UKF_Guidelines_Final_2015.pdf)***, the respective Call for Proposals and the 1C My First Collaboration - Instructions for Applicants 2016 –before filling out this form****.*
2. *Information on this form is collected in order to make recommendations to the Croatian Science Foundation represented by the Unity through Knowledge Fund’s Steering Committee on the allocation of financial support within Second Science and Technology Project Loan No. 8258 – HR between Republic of Croatia and International Bank for Reconstruction and Development.*
3. *The information collected may be passed to third parties for assessment purposes.* *In other instances, information contained in this Proposal can be disclosed without your consent only where authorised or required by law.*

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| A. Project proposal |

1. **Project info** 
   1. Project title

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* 1. Project leader (main applicant)

(first name(s), family name, title, e-mail, address, phone, private address)

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|  | months |

* 1. Duration of the project
  2. Beneficiary (Administering organization)

(full name, address, web address, Personal identification number (OIB), and contact person details)

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* 1. Other organizations involved

(full name, address, web address and contact person details)

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# Summary of the research project Word count:

(max. 400 words, add word count)

1. Description

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1. Project area/field/branch

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1. Category of project research (basic, applied or developmental research)

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1. Project Key words

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# Composition of the research group

1. Applicants (Project leader and Project co-leader)

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| *Main applicant –*  *Project leader* | | *Co-applicant –*  *Project co-leader* |  |
| Family name: |  | Family name: |  |
| First name(s): |  | First name(s): |  |
| Title(s): |  | Title(s): |  |
| Organization: |  | Organization: |  |
| E-mail: |  | E-mail: |  |
| Address: |  | Address: |  |
| Tel.: |  | Tel.: |  |
| Job description within the project |  | Job description within the project |  |
| Time to be spent (F.T.E.): |  | Time to be spent (F.T.E.): |  |

1. Co-workers

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| --- | --- | --- | --- |
| Family name: |  | Family name: |  |
| First name(s): |  | First name(s): |  |
| Title(s): |  | Title(s): |  |
| Organization : |  | Organization : |  |
| E-mail: |  | E-mail: |  |
| Address: |  | Address: |  |
| Tel.: |  | Tel.: |  |
| Job description within the project |  | Job description within the project |  |
| Time to be spent (F.T.E.): |  | Time to be spent (F.T.E.): |  |

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# 4. Description of the project Word count: (*max. 4000 words, add word count)*

1. Rationale and background of the project including the state of the art of the research field

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1. Overall objectives, significance and innovation of the research

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1. Proposed approach and methodology

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1. Expected measurable results and their potential users

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1. Relevance and potential benefit of the project for the development of Croatia

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# Plans for future applications to EU funds and other international funding / plans for future collaborations with business sector

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1. Proposed communication and outreach of the results

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1. Management of the project

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1. Literature references

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# 5. Work plan and timetable of the project Word count:

# (m*ax. 1500 words, add word count)*

1. Milestones (what and when is planned to be done; project activities, planned accomplishments which will be used to monitor the project's progress)

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1. Key performance indicators (quantitative development towards key project goals –achievements at the first part of the project and achievements at the end of the project).   
   Please show KPI cumulatively, i.e. always add KPI from previous period to new period. E.g. if your KPI in 1st part of the project is 3 in vivo experiments, in 2nd part- of the project another 6 in vivo experiments, your KPI in 2nd part of the project is 9.

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| Key performance indicator | 1st  part of the project (first 8 months) | 2nd  part of the project (last 7 months) |
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1. Assessment of the project risks

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# 6. Partnership, owner structure, IPR and obligations Word count: (m*ax. 500 words, add word count)*

* + 1. Collaborations and partnership

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

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| B. Financial plan |

***Please provide the financial plan on separate spreadsheet table (1C My First Collaboration – Financial Plan.xls 2016).***

***Here provide just totals.***

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| Description/ Source | 1st  part of the project (first 8 months) | 2nd  part of the project (last 7 months) | **Total in 15 months** |
| *Research Cooperability Program - My First Collaboration Grant**/ UKF* |  |  |  |
| *Beneficiary funding / please insert source* |  |  |  |
| *Other Croatian public-sector funding / please insert source* |  |  |  |
| *Other Croatian private funding / please insert source* |  |  |  |
| *Foreign public sector funding / please insert source* |  |  |  |
| *Foreign private sector funding / please insert source* |  |  |  |
| **TOTAL UKF + matching funding (HRK)** |  |  |  |

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| C. Additional information |

# Suggested evaluators (optional) Please note that the Steering Committee has no obligations concerning this suggestion. Steering Committee assumes that applicants will not contact any of the suggested persons in connection with this application. See Instructions for details about suggested evaluators.

* 1. Negative list (maximum 3 names with brief justification)

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* 1. Positive list (minimum 3 names with e-mail and address)

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| D. Annexes |

# CV of the Main applicant and Co-applicant (Project leader and Project co-leader), please list names; CVs of project leader and project co-leader are mandatory

# (submitted on the enclosed official 1C My First Collaboration *–* Curriculum Vitae Form 2016 – Project leader, 1C My First Collaboration *–* Curriculum Vitae Form 2016 – Project co-leader)

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# Baseline Survey on ****Research Cooperability Program, My First Collaboration Grant**** (separate form)

# (submitted on the enclosed official 1C My First Collaboration – Baseline Survey Form 2016)

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# Please list names, titles and institutions of persons who wrote recommendation letters for the Main applicant (Project leader)

# (max. 1 page each):

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# Please list names of Beneficiary (Administering organization) and Partner Organization(s) which have provided Letters of Commitment

# (max. 2 pages each):

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1. **Please list attached financial guarantee(s) and legal agreements (Letter(s) of Financial Commitment)**

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1. **Please list enclosed other relevant annexes**

# List any other enclosed annexes relevant to the project proposal

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| E. Consent of Project leader (Main applicant) to ensure responsible conduct of research and scientific integrity |

The Unity through Knowledge Fund (UKF) will take into consideration only those research project applications that conform to the highest international standards of scientific integrity and personal and institutional responsibility in conduct of research and comply with positive regulations of the Republic of Croatia.

Responsible person of organisation and project leader guarantee the implementation and conformity of the research with the stated above in accordance with the UKF Grant Agreement reached with the MSES and Croatian Science Foundation, as well as the project leader by signing both the Project Proposal Form and the Consent of project leader document.

Only research that meets all the listed criteria of scientific integrity, collegiality, protection of human subjects, protection and care of research animals, integrity toward institution, and social responsibility is considered responsibly conducted research.

1. **Scientific integrity**
2. All researchers on the project are competent in the field of research, as validly substantiated by relevant evidence (letters of reference and curriculum vitae) whose authenticity and validity is guaranteed by the signature of the project leader.
3. The right to research results, intellectual, proprietary and other rights to the amount or to the relative proportion in which the Ministry funds or participates in funding the research project shall be regulated by the Contract.
4. Analysis of the data resulting from the project is correct and in accordance with scientific methodology.
5. Research results in whatever form presented consistently correspond to the research conducted and there is no fabrication, correction or plagiarizing of data, results, ideas, procedures or words in the procedures of proposing, conducting, revising or presenting the research. Research idea and aim stated in the project application are the original work and do not contain in whole or in any part unauthorized appropriation of another person’s ideas, data, results or words.
6. Only original copyright work in direct connection with the research shall be considered a research report resulting from the research/project, which excludes any form of scientific misconduct, such as auto-plagiarizing and duplicate publications.

YES / NO, I have read, understood, and accepted all stated criteria on scientific integrity.

1. **Collegiality**
2. Authors and co-authors of all research reports and published work resulting from the research/project fulfil the following criteria: (i) development of research idea and substantial contribution to the concept and design of the research; (ii) data collection, data analysis, or interpretation of research results; and (iii) writing and designing a research report and published work or providing critical revision and final approval of the research report and published work. Author should fulfil at least one condition from each (i), (ii), or (iii) category.
3. Exchange of information is free, as is use of equipment which is publicly funded.
4. Mentor relationships arising from the research/project and respective obligations of the mentors and mentees rest on mutual respect and agreement on intellectual ownership of results, procedures, patents, and similar.

YES / NO, I have read, understood, and accepted all stated criteria on collegiality.

1. **Protection of human subjects**

Where possible, a relevant body – institutional ethics committees or similar, should approve every research/project – where adherence to all relevant international and local laws, regulations, and directives on protection of human subjects is required. In addition to the approvals from competent ethics committees, by this Consent the project leader on the project/research guarantees as follows:

1. voluntary participation of all human subjects
2. informed consent from human subjects
3. confidentiality, secrecy, and anonymity of information on human subjects
4. cost/benefit ratio favourable to human subjects

YES / NO, I have read, understood, and accepted all stated criteria on protection of human subjects.

1. **Protection/Care of research animals**

If experimental animals are used in the research/project, the project leader guarantees the strict abidance to the Animal Protection Act (OG, No. 135/06) and explicitly describes and confirms the abidance to the Act along with all relevant documentation on procedures, protocols, institution, animal enclosures, manner and competency in keeping live experimental animals and certificates of competent institutions (ethics committees, authorized veterinarian, and similar).

YES / NO, I have read, understood, and accepted all stated criteria on protection/care of research animals.

1. **Integrity in relation to institution**

By signing this Consent, the project leader guarantees as follows:

1. absence of financial or proprietary conflict of interest and absence of conflict of interest in relation to the parent institution
2. absence of conflict of loyalty/commitment to parent institution while conducting the research/project, absence of research conducted for private or public institution the scope of which is broader than the scope of regular work or completely prevents the project leader from performing regular work;
3. familiarity with rules/directions/statutes of the institution proposed as the research site

YES / NO, I have read, understood, and accepted all stated criteria on integrity in relation to institution.

1. **Social Responsibility**

By signing this Consent, the project leader assumes the social responsibility and:

1. guarantees adherence to the highest ecological norms and provides a detailed description of environmental (and social) impact and treatment of toxic and other waste produced during research
2. guarantees that all procedures and materials used in the research/project are pursuant to the positive regulations of the Republic of Croatia

YES / NO, I have read, understood, and accepted all stated criteria on social responsibility.

I, , the project leader, understand all instructions, obligations, and responsibilities relating to public funding of the proposed research project and hereby oblige myself to conduct the proposed research/project adhering to the highest professional standards of which only some are stated above as well as to all positive legislation, rules, and regulations relating to the area and field and subjects/objects of the stated research.

By signing this agreement and writing YES under the criteria above I confirm that I have read, understood, and accepted everything stated above and that the proposed research/project is in accordance with the obligations, duties, and responsibilities stated, for which I accept full moral, material, and criminal liability.

**Main applicant – Project leader**

Name: Signature: Date:

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| F. Project applicants’ signatures |

By signing this proposal, I confirm that:

* + - 1. YES / NO, I have read, understood, and accepted ‘**UKF Guidelines and Procedures - Second Science and Technology Project (STP II) 2016**’.
      2. YES / NO, The proposed research project is in accordance with the obligations, duties, and responsibilities stated in ‘**UKF Guidelines and Procedures - Second Science and Technology Project (STP II) 2016**’.
      3. YES / NO, I will notify the UKF Secretariat if there are changes to named participant(s) listed in Part A3 after the submission of this Proposal.
      4. YES / NO, I will notify the UKF Secretariat if I request support for this research from other organizations or if additional support is granted.
      5. YES / NO, To the best of my knowledge, all details provided in this application form and in any supporting documentation are true and complete and no information is false or misleading.
      6. YES / NO, By submitting this project proposal for UKF funding (even in case my project proposal is not accepted for financing by UKF) I accept to provide the information on the project to the UKF when requested and to be available for subsequent updates, within reasonable limits, for the purpose of evaluating the impact of the program.

**Main applicant – Project leader**

Name: Signature: Date:

**Co-applicant – Project co-leader**

Name: Signature: Date:

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| G. Name and signature of responsible person of Beneficiary (Administering organization) |

***Notice:* *The grant will be awarded to a Beneficiary (legal entity – Administering organization). This organization expresses its support with the separate Letter of Commitment signed by the authorized person of an organization and should sign the project proposal and provide an official stamp in order to ensure their commitment to the proposed project.***

By signing this proposal I certify that:

1. YES / NO, My organization supports this Proposal and if successful will provide basic facilities and the items listed in the budget and in the separate letter of commitment.
2. YES / NO, My organization is prepared to have the project carried out under the circumstances set out in this Proposal and in accordance with the **‘Guidelines and Procedures - Second Science and Technology Project (STP II) 2016’**, including financial administration, employment of co-workers and reporting according to the law.
3. YES / NO, My organization will undertake all necessary responsibilities and actions concerning the employment of the proposed project’s co-workers according to the law.
4. YES / NO, My organization will give the project leader the independence to manage the research project. Independence implies that the project leader has the authority to:

* apply for funding independently of senior colleagues
* manage the research funding for the project and make appropriate resource allocation decisions
* publish as senior author and invite as co-authors only those who have contributed substantially to the reported work
* supervise team members, including research students or others
* have access to reasonable space and facilities for conducting the research

1. YES / NO, If they are already employed, the amount of time that the researcher(s) will be devoting to the project is appropriate to existing workloads.
2. YES / NO, My organization will notify the UKF about all conflicts of interest relating to parties involved in or associated with this proposal which arise after the submission of this Proposal.
3. YES / NO, To the best of my knowledge, all details provided in this application form and in any supporting documentation are true and complete and no information is false or misleading.

**Name and signature of Beneficiary’s (Administering organization’s) responsible person:**

Legal Entity:

Name and position: Signature: Date: