

Research Cooperability Program - My First Collaboration Grant – Instructions for Applicants 2016

Second Science and Technology Project (STP II)

Loan No. 8258 –HR

Croatian Science Foundation - Unity through Knowledge Fund

RESEARCH COOPERABILITY PROGRAM

My First Collaboration Grant

Instructions for Applicants 2016

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Dear Applicants,

please read the instructions for writing the proposal (Instructions for applicants) carefully since they give more information than it is included in the Call for proposals.

General remarks

Project proposal must be completed in English, or equally both in English and in Croatian, using the Arial 10 pt font. For some items on the form, a maximum number of words or pages are stated. Do not exceed this number and fill in the word count. Your application may be disqualified if you exceed the maximum number of words or pages as stated.

A. Project proposal

1. Project info

a. Project title

Provide a short descriptive title of no more than 20 words. Avoid the use of acronyms, quotation marks and upper case characters.

b. Project leader (main applicant)

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

c. Duration of the project

(enter the proposed duration of the project according to project proposal)

d. Beneficiary (Administering organization)

(full name, address, website, Personal identification number (OIB) and contact person details) – Enter the legal entity in Croatia information (university, institute, company...) which will administer the project i.e. where the project is going to be implemented

e. Other organizations involved

*(full name, address, website and contact person details). Please state organizations which employ co-workers stated in cl. 3.b of the Form, organizations which provide matching funds to the project or other organizations which are in any other aspect involved in the project. **Your application must include written commitments of all organizations involved in the project.***

2. Summary of the research project

a. Description

*In no more than 400 words of plain, non-technical language (no technical terms if possible), summarize project aims and how they will be achieved, significance, expected outcomes and the national/local benefits of the research project. If your proposal is successful, this summary may be used for publicity purposes. **This summary may also be used as short description of your research proposal in the evaluation process and in communications with potential evaluators and therefore must not contain confidential information.***

b. Project area/field/branch

Please choose the project area/field/branch according to "Ordinance on the scientific and artistic areas, fields and branches" ("Pravilnik o znanstvenim i umjetničkim područjima, poljima i granama" (OG 118/2009, 82/12, 32/13) http://narodne-novine.nn.hr/clanci/sluzbeni/2009_09_118_2929.html)

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

Please choose the category of project research

d. Project Key words

Please choose 1-5 key words that best characterize the subject of your proposal

3. Composition of the research group

Provide names, positions and other requested details of all participants in proposed project

a. Applicants (project leader and co-leader)

Please provide the names of project leader and project co-leader. They both should provide their Curricula Vitae on separate, attached forms. (1C My First collaboration Grant – Curriculum Vitae Form 2016 - Project leader; 1C My First collaboration Grant – Curriculum Vitae Form 2016 - Project co-leader).

b. Co-workers

All requested details including the foreseen Full Time Equivalent (F.T.E.) should be provided for all the co-workers. Their organizations should be stated at 1.e of the Application Form and for each co-worker stated in 3.b of the Application form his/her organization has to provide written commitment confirming their support to the engagement of a co-worker on a project.

Please note that a co-worker cannot be hired as a consultant for the consulting service planned under the cost category c - Supporting consulting and expertise requested from UKF, therefore, do not state the name and a role of a potential consultant within the project team.

F.T.E means Full Time Equivalent – an F.T.E. of 1.0 means that the person is equivalent to a full-time worker.

E.g. Scientist who spends 30% of his working time on project, has F.T.E.=0.3 in the Composition of the research group.

4. Description of the project

The description of overall project should not exceed 4000 words, including references. Please specify the exact number of words used.

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

Describe the motivation, background and focus of the proposed research project. Include information about the recent international progress in the field of research, and the relationship of this proposal to work in the field generally. Analyse context of the problem addressed and which research gaps are addressed and explain why existing research efforts are insufficient.

b. Overall objectives, significance and innovation of the research

Provide hypothesis/research question(s) and describe the overall objectives of the proposed project. Explain how is this research significant and explain how the research addresses an important problem. Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the proposed project's aims and concepts are novel and innovative. State in detail which new methods or technologies will be developed.

c. Proposed approach and methodology

Outline a conceptual framework, design and methods of the proposed research and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the proposed project.

d. Expected measurable results and their potential users

Describe the expected outcomes of the proposed project and the likely impact of the proposed research. Indicate the potential users (e.g. scientific colleagues, researchers in other fields, private or public sector, etc.) and potential applications of the expected results. Provide outcomes that can be measured quantitatively.

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

Describe how the proposed research project might result in benefit for the development of Croatian economy, science and technology.

f. Plans for future applications to EU and other international funding /plans

for future collaborations with business sector

Outline plans for future applications to EU and international funds or future collaborations with business sector in Croatia and/or abroad. Please provide a general overview of future steps during and after UKF project in regard to applications to EU and other international funding and/or collaboration with the business sector.

g. Proposed communication and outreach of the results

Outline plans for communicating the results of the proposed project to other researchers and to the broader community (publications, public and university lectures).

h. Management of the project

Describe how the project will be managed and how the monitoring of the progress against the objectives and anticipated results will be ensured. Provide details of the organizational, institutional and administrative support to the project and availability of the matching funds.

i. Literature references

Refer only to refereed papers that are widely available to national and international research communities. Provide the following details: author(s), year, journal or series, volume, pages and (if applicable) publisher and place.

5. Work plan and timetable of the project

The description of Work plan and timetable of the project should not exceed 1500 words. Please specify the exact number of words used.

a. Milestones

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

Provide a detailed work plan and the time schedule of the proposed project, i.e. an overall project activity e.g. approaches for achieving the objectives, communication, monitoring, publication or production of scientific and non-scientific output. As one of the activities please indicate applications to the other sources of financing (e.g. for EU funds, funds from the industry etc.).

b. 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)

*Provide at least five indicators of key project activities which can be measured numerically on 8 (for first part of the project) and 7 (for last part of the project) months basis. **The key performance indicators should reflect the achievements which are relevant and lead to the project goals.** Please do not provide as KPI the*

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following, for example: conference attendance, reports submitted to UKF, etc. The KPI can be for example: experiment performed, scientific publication submitted/published, software developed, application to international sources of funding submitted, etc.

*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 you will perform additional 6 in vivo experiments, your KPI in 2nd part of the project is 9 in vivo experiments.*

Key performance indicator	1 st part of the project (first 8 months)	2 nd part of the project (last 7 months)
Measurements – performed (number of samples)		
Experiment - performed		
‘In vivo’ experiment -performed		
Software - developed		
Scientific publications - submitted		
Additional funding from industry - obtained / amount		
Project proposals to EU funds/amount allocated for Croatian partner		

c. Assessment of the project risks

Describe the possible risks for the project: threats and weaknesses that could represent obstacles to the successful completion of the project.

6. Partnership, owner structure, IPR and obligations

The description should not exceed 500 words. Please specify the exact number of words used.

a. Collaborations and partnership

Provide the details on proposed collaboration between all research and non-research stakeholders in the proposed project. Explain the role and specific contribution of each collaborator in terms of complementarities.

b. Ownership structure, obligations and intellectual property rights related to the project

Provide the details on existing ownership structure (background intellectual property) and other legal obligations related to the project, including ownership rights of all stakeholders and other sources of financing.

B. Financial plan

Please insert only total amounts and the detailed financial plan please provide on attached spreadsheet table (1C - My First Collaboration Grant - Financial plan.xlsx 2016)

UKF funding

Specify the budget items in the Financial plan as detailed as possible and present details on calculations (e.g. price, number, frequency...). Please note that inappropriate costs may represent a reason for rejecting an application, even one that is scientifically excellent. The amount requested from UKF must include direct and indirect (overhead) costs.

*For this grant, maximum total contribution of UKF cannot be lower than **187.500 HRK** and cannot exceed **300.000 HRK**.*

Please note that the financial plan, once accepted, may be subject to maximum of 10% change (10% of the budget per individual category of costs) within individual entries (budget items/lines) of the same category of costs, all other changes must be first approved by UKF. Total amount per an individual category of costs must not exceed the maximum allowed percentage at the time of application.

Matching funding

*Please note that this grant requires additional funding from other sources, i.e. the UKF funding needs to be matched. **The proposed project should have an additional support (matching funding) provided by other sources in amount of minimum 20% of the amount requested from the UKF. The applicants should provide a guarantee of matching support (Letter(s) of financial commitment) no later than at the time of submission of a project proposal.***

Matching support can be provided as the cash contribution or as in-kind resources needed for the implementation of the project research and may be committed from one or more organizations e.g. Beneficiary (Administering Organization), other organizations involved in the project, or other public and scientific research organizations or partners from industry with the professional interest in the project results.

***At least 5 % of the matching funding of the amount requested from the UKF shall be in form of financial contributions (cash contributions).** This financial contribution will need to be spent during the project implementation on the project research activities and not cover the 'administrative' costs or technical support which are expected to be covered by 'Overhead'. Please do not specify on what these 5% of cash contributions is going to be spent.*

***In-kind** resources are defined as the fair value of non-cash contributions of goods and services calculated according to the law. Only in-kind contributions necessary to the success of the project are eligible as matching support. To be eligible for UKF co-funding, the matching support must be committed in writing by supporter with the amount stated and in-kind contribution description provided.*

Non-permissible sources of funding and non-permissible costs

- Non-permissible sources of funding for Matching funding

Any existing or planned financial support from the Ministry of Science and Education, Croatian Science Foundation as well as other sources of financing from the State Budget which are intended for science and technology development are not eligible as matching funding for UKF projects. Please note that salaries of researchers employed at the Administering organization are not an allowable matching funding.

- Non-permissible costs for UKF funding and Matching funding

- **cost of VAT is NOT permissible cost in case the Beneficiary (Administering organization) is a big, middle or small enterprise**
- **basic facilities - office, buildings, installations, communication equipment (printers, photocopy machines, telephones), personal computers (desktop or notebooks)**
- **stationery, administrative and technical assistance etc. which the Beneficiary (Administering Organization) or Partner Organization may be expected routinely to provide**

Categories of costs

– direct costs requested from UKF (a, b, c)

Specify the details of the cost structure for the proposed research project on the basis of 1st eight months and last seven months of the project.

Note: that direct costs are only eligible under the project if these are actual costs incurred after the start date of the project. They must be directly connected with the project and used for the project goals. Add items in the table as necessary. In Financial plan do not quote items which are not requested by UKF.

(Every direct cost will need to be proved with adequate accounting records and other supporting documentation such as contracts, invoices, travel orders and etc.)

a. Durables (equipment), Consumables, Other costs requested from UKF

i. “Durables” includes equipment, instruments and system components and other durable goods where the cost per item exceeds 1500 EUR (incl. VAT).

ii. “Consumables” encompasses materials and smaller pieces of equipment, where the cost per item is below 1500 EUR (incl. VAT). The calculation of requested material costs should be justified with reference to the time plan, work plan and experimental plan.

iii. “Other costs” may include following: reimbursement of costs towards or for the use of research equipment, e.g. large research facilities e.g. per hour/day etc. (project-specific “equipment time”), various technical analysis, maintenance of the equipment purchased within the project for the project duration time, freight/customs procedure costs, costs for laboratory animals used in the project; costs for the use of software required for the project; costs for the disposal of hazardous waste; costs for honoraria to test persons; student’s assistance; publication fee costs, etc.

Procurement of goods and non-consulting services shall be in accordance with “Extract 1. CSF – Procurement arrangements for sub-beneficiaries of UKF programs”¹.

Total costs in category Durables, Consumables, Other costs cannot exceed 80% of total budget requested from UKF.

¹ Extract 1. CSF – Procurement arrangements for sub-beneficiaries of UKF programs is the document that sets out the guidelines and procedures which are to be used for procurement on the project and represents Annex 1 to the STP II Project Operational Manual.

b. Travel requested from UKF

Within the projects financed within “My First Collaboration” Grant only project leader, co-leader and co-workers from the institution of the co-leader (engaged in the project) can travel.

Project leader can travel for the maximum period of 9 months and in addition if the duration is more than 1 month he/she can only travel to Co-leader’s Partner organisation.

For co-leader and co-workers from his/her institution (engaged on the project) - travel to Croatia, up to 1 month, can be planned, with the purpose of transfer of knowledge, new methods and technologies. Travel expenses of researchers travelling to Croatia can be reimbursed based on actual costs in accordance to Croatian regulations.

In travel category, costs that are allowed are:

- ***business trip cost (for a stay up to 1 month)***

For conference attending the conference fees is allowed.

The amount of per diem paid from the UKF funding shall be in accordance with per diems of beneficiaries financed from the State budget. You can find per diem rates at the following web sites:

http://narodne-novine.nn.hr/clanci/sluzbeni/2012_10_117_2524.html

<http://narodne-novine.nn.hr/clanci/sluzbeni/125910.html>

- ***fellowship for professional trainings and scientific research*** (in line with the “Act on amendments on Income Tax Act”- “Zakon o izmjenama i dopunama Zakona o porezu na dohodak” O.G. 143/2014, cl. 10. p. 22.)

Fellowship for professional trainings and scientific research include: transport costs (from Croatia to the destination abroad and return), accommodation costs which are allowed up to maximum of 7.500 HRK monthly (reimbursed upon actual costs) and monthly allowance up to maximum of 7.500 HRK that cover personal needs.

- ***other costs in accordance with the laws and regulations in Croatia***

In travel category, from UKF funds, the accommodation cost in a hotel (up to 4 stars) and travel ticket in economy class can be reimbursed. For all project’s participants, items in travel category (e.g. expenses for airplane ticket, conference fee) need to be specified and for each project’s participant specified where he/she travels.

Total costs amount in travel category cannot exceed 40% of the total amount requested from UKF.

c. Supporting consulting and expertise requested from UKF

*Specify the costs of supporting/supplementary expertise and consultants' services necessary for the realization of UKF supported projects' goals and transfer of knowledge such as **consulting services in knowledge and skills which are not available within the project team**. This may include analysis of scientific results, consulting on commercialization of scientific results etc. Costs for consulting and expertise services are only eligible if they are not available within the project team, in other words the consultant(s) cannot be a member(s) of the project team (shall not be specified in ch. 3 Composition of the research group), but will need to be outsourced instead.*

***Note that you must specify the cost per hour /day and the number of hours/days needed for the particular expertise.** Procurement of consultancy services shall be in accordance with "Extract 1. CSF – Procurement arrangements for sub-beneficiaries of UKF programs"².*

Please note that the total cost for Supporting consulting and expertise cannot exceed 10% of total budget requested from UKF.

– indirect costs requested from UKF (d)

d. Contribution to the overhead costs of the Beneficiary (Administering organization) requested from UKF

Specify the amount of overhead costs requested by the Beneficiary (Administering organization). Overhead costs shall include non-scientist staff, technicians, administrative staff, IT support (incl. project web page), HR, infrastructure (communal and maintenance expenses), communication expenses and network connection (telephone, photocopy costs, printing costs..), office renting, office supplies including computers and other non-specific utilities and office services. In Financial plan you should state only the total amount requested.

Please note that the total cost for Overhead contribution cannot be less than 5% and cannot exceed 15% of total budget requested from UKF.

e. Total project costs with matching contribution from other sources

Summarize total costs of project requested from UKF with all other contributions from other sources, including Beneficiary (Administering organization) and partner organizations. In the table, state partners' organizations' co-financing as: other Croatian organizations (public and private sector) and foreign organizations (public and private sector). Please provide documents of evidence (Letters of financial commitment) (see Annexes).

*Please remember that at least **20% of total budget requested from UKF should***

² Extract 1. CSF – Procurement arrangements for sub-beneficiaries of UKF programs is the document that sets out the guidelines and procedures which are to be used for procurement on the project and represents Annex 1 to the STP II Project Operational Manual.

be secured from other sources as a matching funding. At least 5 % of the matching funding of the amount requested from the UKF shall be in form of financial contributions (cash contributions).

In financial plan you should state only total amount(s) of matching funds by organization(s).

The Letter(s) of financial commitment should state the amount given in cash (it is not to be specified at the time of submitting, the purpose of cash contribution is financing direct costs that will occur during the project cycle and will be necessary for its implementation) and the amount with description of goods and services given as in-kind contribution needed for research and must be signed by the authorized person of the organization.

Example of Financial plan

100%	300.000,00	UKF funding	
<i>(max)</i>	85%	255.000,00	Direct costs
	15%	45.000,00	Overheads
20%	60.000,00	Matching funding (20% of the UKF funding)	
<i>(min)</i>	15%	45.000,00	In-kind contribution
	5%	15.000,00	Cash contribution
	360.000,00	Total (UKF + matching fund)	

Please note that the Overhead contribution costs should be calculated as percentage of the total UKF funding (do not calculate it as percentage of the Direct costs).

The amount of Matching funds must be at least 20% from the amount requested from UKF.

C. Additional information

7. Suggested evaluators (optional).

Here you may suggest the evaluators. 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.

Two kinds of lists of suggestions for evaluators may be included:

a. Negative list (maximum 3 names with brief justification)

You may exclude up to three potential evaluators from the evaluation procedure should you feel that competition or fundamental differences in ideology would make it hard for these persons to judge the applications objectively. The negative list must include a brief justification for exclusion of the persons in question. If the grounds for exclusion can be verified, the Steering Committee may follow this recommendation.

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

Applicants are free to make suggestions for potential evaluators to the Steering Committee (at least three names together with a postal address, an e-mail address and a website). Any type of conflict of interest should be avoided (including joint publications or cooperation between project leader, co-leader or co-workers and potential evaluator). Note that the evaluators should be internationally recognized scientists, with significant experience in projects of similar kind and type as the one here proposed (preferentially not from Croatia). Unless there is a conflict of interest, the Steering Committee may involve some of the suggested evaluators in the review procedure.

D. Annexes

8. CV of the Main applicant and Co-applicant (Project leader and Project Co-leader), please state names; CVs of project leader and project co-leader are mandatory and shall be submitted on enclosed official forms

Main applicant shall submit CV template 1C My First collaboration Grant – Curriculum Vitae Form 2016 - Project leader.

Project co-applicant shall submit CV template 1C My First collaboration Grant – Curriculum Vitae Form 2016 - Project co-leader.

Please do not send CV's of other co-workers, you will need to submit them (on official UKF form) only if project is approved for financing.

9. Baseline Survey on Research Cooperability Program, My First collaboration Grant

Please submit the filled in Baseline Survey on the enclosed official 1C My First collaboration Grant – Baseline Survey Form 2016.

10. Please list names, titles and institutions of persons who wrote recommendation letters for the main applicant (project leader).

Please provide two letters of recommendation for the main applicant (max. 1 page each) from the persons with whom you have been collaborating and which can give more insight into your qualities and capabilities.

Note: The letter shall provide recommendation for the main applicant and not for the project itself.

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

Please provide Letters of Commitment (max. 2 pages each) signed by responsible persons of Administering organization, Partner organization abroad which engages the co-applicant and other organizations involved in the project. The Letters of Commitment should describe the nature and the level of support that will be available to the applicants and research project for the duration of the grant (premises, laboratories, human resources ...). Chapter 6. of this Call - Eligibility criteria - lists all information (commitments) which must be included in each letter to be eligible.

Note: In case that the Partner organization abroad which engages the co-applicant will host the main applicant for the duration period longer than 6 (up to 9) months, a Joint Letter of commitment from this Partner organization and the Beneficiary (Administering organization), which contains an elaborated plan of personal and professional development in science of the main applicant during his/her stay, has to be submitted and be signed by responsible persons of both organizations.

12. Please list attached financial guarantee(s) and legal agreements (Letter(s) of Financial commitment)

Please list here and provide copies of all other necessary documents in order to prove that your project proposal has matching funding secured; e.g. letter of financial commitment signed by the Administering organization, Partner organization abroad or other partner organizations included in the project, letter of financial support signed by a partner from industry etc. (letter of financial commitment may be given by one or more organisations)

13. Please list enclosed other relevant annexes

Please list any other enclosed annexes relevant to the project proposal

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

Please read carefully and sign this consent. Project leader (main applicant) personally accepts all moral, material and criminal liability in accordance of the proposed project with everything stated in the Consent. Without the project leader's signature, the proposal cannot be processed.

F. Project applicants' signatures

Project leader (main applicant) and project co-leader (co-applicant) should sign this project proposal in order to ensure that the all provided details in this proposal are true and complete.

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

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

H. Curriculum Vitae form - Project leader (separate form)

1. Name and surname
2. Education (reverse chronological order)
 - a. Degree, university/department, area, time period, success, thesis title
Provide details of all formal qualifications in date order, beginning with the most recent.
3. Appointments (reverse chronological order)
Provide details of professional appointments in date order, beginning with your current/most recent position.
4. Professional, research, academic experience and achievements
 - a. Projects worked on as project leader or collaborator (project, project position, financial value of the project, number of co-workers and outcome)
Provide details of science, technology and/or business projects you have been leading or collaborating on. Include project's name, place and duration of the project, its financial value, number of co-workers on the project, your position on the project and its result.
 - b. Research grants awarded so far (incl. funds awarded)
Provide details of all research grants for projects you have been participating in as a project leader or co-worker, scholarships, fellowships for PhD students or postgraduate students you have been awarded so far, including name, time and source of the grant and funds awarded.
 - c. Mentoring experience
Provide details of your experience as mentor (with names of candidates, years and titles of thesis).
 - d. Collaborations with academia and industry
Specify your previous and existing collaborations with research groups in academia and industry with names, affiliations and topics.
 - e. Entrepreneurial achievements, innovation activities, patents
Provide details of your entrepreneurial and innovation activities (companies established, patents filed and granted...etc.)
 - f. Research prizes awarded
Specify all research prizes and honours awarded.
 - g. Other evidence on impact and contribution to the field
Refer to all other relevant research contributions which may be important for your professional profile.
5. All refereed publications and the career-best publication
Cite all your refereed publications and cite your career-best publication in your choice. Please cite only refereed publications already published or accepted by recognized

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international journals or publishers.

6. *Summary of doctoral thesis (max 200 words)*

Provide short summary of your doctoral thesis

7. A short statement on future plans within this science/technology field and what added values it will produce to Croatia

Write a maximum one page outlining your contribution to the relevant field, focusing particularly on what makes this contribution interesting and unique.

I. Curriculum Vitae form - Project co-leader (separate form)

1. Name and surname

2. Education (reverse chronological order)

a. Degree, university/department, area, time period, success, thesis title

Provide details of all formal qualifications in reverse chronological order, beginning with the most recent

3. Appointments (reverse chronological order)

Provide details of professional appointments in date order, beginning with your current/most recent position.

4. Professional, research, academic experience and achievements

a. Projects worked on as the leader or collaborator (project, position on the project, financial value, number of co-workers and outcome)

Provide details of science, technology and/or business projects you have been leading or collaborating on. Include project's name, place and duration of the project, its financial value, number of co-workers on the project and its result.

b. Research grants awarded so far (incl. funds awarded)

Provide details of all research grants for projects you have been participating in as a project leader or co-worker, scholarships, fellowships for PhD students or postgraduate students you have been awarded so far, including name, time and source of the grant and funds awarded.

h. Mentoring experience

Provide details of your experience as mentor (with names of candidates, years and titles of thesis).

c. Collaborations in academia and industry

Specify your previous and existing collaborations with research groups in academia and industry with names, affiliations and topics.

d. Entrepreneurial achievements, innovation activities, patents

Provide details of your entrepreneurial and innovation activities (companies established,

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patents filed and granted...)

- e. Research prizes awarded

Specify all research prizes and honours awarded.

- f. Other evidence on impact and contribution to the field

Refer to all other relevant research contributions which may be important for your professional profile.

5. 10 most relevant refereed publications within the last 5 years and the career-best publication

Cite your ten best most relevant publications within last five years and cite your career-best publication in your choice. Please cite only refereed publications already published or accepted by recognized international journals or publishers.

6. A short statement on your most significant contribution to this research field

Write a maximum one page outlining your contribution to the relevant field, focusing particularly on what makes this contribution interesting and unique.

J. Baseline Survey on Research Cooperability Program, My First collaboration Grant (separate form)

Please submit the filled in Baseline Survey on the enclosed official 1C My First collaboration Grant – Baseline Survey Form 2016.

Main applicant should provide the information on the project for the purpose of evaluating the impact of Research Cooperability Program, My First collaboration Grant.

Note: *This survey is conducted among all main applicants of Research Cooperability Program, My First collaboration Grant - program of UKF - as a baseline survey before the selection process of winning projects. Purpose of the survey is to assess the need and to measure the impact of the program. The responses provided to this survey will not be included into the evaluation process of the application.*

K. Additional documents- which will be requested for submission if the project is recommended for financing

Environmental Screening Form (separate form)

Main applicant is NOT requested to submit this form with the project proposal however he/she must ensure that the research proposed respects all national rules and procedures of the relevant country where the proposed research is conducted. Where necessary, approval must be sought from the relevant national or local ethics committee prior to the start of the project and all necessary permits and accreditations must be issued, before the project start. Please see the Environmental Screening Form and read the “Environmental Management Framework” for guidelines on Environmental Assessment (IV.3) for which projects are possible to be financed and under which conditions.

Research Cooperability Program - My First Collaboration Grant - Instructions for Applicants 2016

Only the applicants of the projects which are proposed for financing will be requested to submit the filled in Environmental Screening Form to the UKF and after UKF categorizes the project, you will need to submit the necessary explanation or documentation to the UKF.

Procurement plan (separate form)

For every project proposal recommended for financing, the main applicant will be obliged, during the negotiations, to submit the Procurement plan in accordance with "Extract 1. CSF – Procurement arrangements for sub-beneficiaries of UKF programs" which is the document that sets out the guidelines and procedures which are to be used for procurement on the project. The procurement plan must be submitted after the financial plan is approved and before the project start.

This application should be sent ONLY in ELECTRONIC VERSION

An electronic form with scanned signatures and all required forms and letters should be submitted using the UKF web application, which can be accessed by the UKF website www.ukf.hr.

Only exceptions to this rule are recommendation letters for the main applicant. If sent via e-mail from third part, it has to be sent within the Call deadline, and if sent by post to the Fund address, the date of sending the letter of recommendation (as read on the envelope) has to be within the Call deadline.


*After upload of your project proposal and all pertaining documents you should lock it by pressing the **button LOCK**. Immediately after you will receive the automatic answer (The notice on submittal of proposal) confirming that your submission has been successful.*

Important: *The notice on submittal of proposal will be sent to the email address provided on registration. THIS NOTICE ONLY INDICATES THAT THE APPLICATION IS SUBMITTED AND LOCKED and does not confirm that you submitted all requested documents.*

Before locking the application, please use the Check list to control that all requested documents are uploaded because after the Call deadline you will have no chance for any change or update.

Any inquiries should be addressed to the contact person at the Unity through Knowledge Fund: UKF Secretariat; e-mail: office@ukf.hr; phone: +385 1 23 52 685; address: Unity through knowledge Fund /HRZZ, Ilica 24, HR-10000 Zagreb, Croatia.

UKF web application - before locking

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- [Track projects](#)
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Track projects


Grant type:	1C
Program No:	<input type="text" value="1"/>
Project title:	<input type="text" value="xx"/>
Project leader:	<input type="text" value="xx"/>
Project co-leader:	<input type="text" value="xx"/>
Partner Institution/Company:	<input type="text" value="xx"/>
Country of Partner Institution/Company:	<input type="text" value="xx"/>
Project duration:	<input type="text" value="15 months"/>
Project summary:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">xxxxxxxx</div>
Project summary in Croatian:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"></div>
Administering organization:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">xxxxxxxx</div>
Amount requested from UKF (HRK):	<input type="text" value="300000"/>
Amount of matching funds (HRK):	<input type="text" value="60000"/>

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- Application form - Financial plan: [Upload new](#)
- Curriculum Vitae Forms: [Upload new](#)
- Letters of recommendation: [Upload new](#)
- Letters of support/commitment and financial commitment: [Upload new](#)
- Baseline Survey: [Upload new](#)
- Reports: [Upload new](#)
- Status of project:

* Please press only after all documents are uploaded

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Track projects

Your data has been changed.

LOCKED

Grant type:	1C
Program No:	1
Project title:	xx
Project leader:	xx
Project co-leader:	xx
Partner Institution/Company:	xx
Country of Partner Institution/Company:	xx
Project duration:	15 months
Project summary:	xxxxxxxx

..

..

Administering organization:

Amount requested from UKF (HRK):

Amount of matching funds (HRK):

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Application form:

- [20.10.2016 15_46_50-Application form signed.pdf](#)
- [Research Cooperability Program - My First Collaboration - Application Form 2016.docx](#)

Application form - Financial plan:

- [Research Cooperability Program_My fist Collaboration_Financial plan 2016.xlsx](#)

Curriculum Vitae Forms:

- [Research Cooperability Program - My First Collaboration - Curriculum Vitae Form 2016 - Project co-leader.docx](#)
- [Research Cooperability Program - My First Collaboration - Curriculum Vitae Form 2016 - Project leader.docx](#)

Letters of recommendation:

- [Recommendation letter for Project leader_2.pdf](#)
- [Recommendation letter for Project leader_1.pdf](#)

Letters of support/commitment and financial commitment:

- [20.10.2016 15_45_03-Letter 3.pdf](#)
- [20.10.2016 15_44_52-Letter 2.pdf](#)
- [20.10.2016 15_44_43-Letter 1.pdf](#)

Baseline Survey:

- [Research Cooperability Program - My First Collaboration - Baseline Survey Form 2016.docx](#)

Reports:

Status of project: **Successfully submitted**