



3C Grant "Research in Industry and Academia" – Instructions for Applicants 2009

Science and Technology Project, Loan Nr. 7320-HR

Unity through Knowledge Fund YOUNG RESEARCHERS AND PROFESSIONALS PROGRAM 3C Grant "Research in Industry and Academia"

Instructions for Applicants 2009

General remark

Proposal must be completed in English, using the Arial 10 pt font. For some items on the form, a maximum number of words or pages is 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 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.
- a. Candidate (first name(s), family name, title, e-mail, address, phone, private address)
The main applicant should provide hers/his Curriculum Vitae on the separately enclosed form (Young Researchers Program – Curriculum Vitae Form).
- b. Company/institution (full name, address, web address, authorized person details with e-mail and phone, register number)
Enter all requested data including register number (matični broj).

If the administering organization is company, then you should fill in the company data and if the administering organization is public scientific research institution you should fill in the public scientific research institution data.

2. Summary of the project

In no more than 400 words of plain, non-technical language, summarize aims, significance, expected outcomes and benefits of the project. If your proposal is successful, this summary may be used for publicity purposes. Avoid the use of acronyms, numbers, formulas and technical expressions.

3. Details on the company

- a. Nature of business/types of products sold and/or services offered
- c. Estimated revenues, profits and total annual R&D expenditures (EUR)
Enter all requested data for previous, current and next year
- d. Croatian ownership (in percentage) %
- e. Current number of employees

4. Description of the project

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. The description of overall project should not exceed 2000 words, including references. Please specify the number of words used.

- a. Rationale and background of the project including the state of the art of the technology
Describe the motivation, background and focus of the proposed project. Relate the proposal to



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scientific, technical and commercial developments in the field, referring to the current state of the art and the prevailing market conditions. Put this into context of the company's existing capabilities, and short- and long-term goals.

- b. Overall objectives, significance and innovation of the research/technology project
Describe the overall objectives of the proposed project. Explain how the proposed project is significant and explain how the project addresses an important problem. Show the novelty of the objective in the light of the current state of the art or competing technologies
- c. Proposed approach and methodology
Outline methodology and/or experimental design and methods and demonstrate that these are appropriate to the aims of the project.
- d. Expected measurable results
Describe the expected outcomes of the proposed project. Show how the outcome will address a current or future industrial or market need and how it will strengthen cooperation between industry and academia (if applicable). As much as possible, quantify the benefits to the company and institution (if applicable), and the importance to its overall goals and objectives (expected increase in revenues, resulting increased employment within the company...). To the extent possible, indicate the additional work required for commercialization and the potential impact, within a reasonable time, on Croatia's economy, industry, society and/or environment.
- e. 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.
- f. Physical resources available for the project
- g. Value of experience and future opportunities for the candidate
Discuss how the candidate's abilities will be developed during the two years of the support, other learning opportunities, opportunities to publish, and opportunities to participate in conferences, etc. Also discuss the future opportunities or anticipated future plans for the nominee within the company after the fellowship expires.
- h. Added value contributed by the project
Justify the need to obtain UKF funding in order to employ the candidate or to carry out the proposed research. If UKF funding were not forthcoming, how would this affect the company and the proposed project or how this grant will possible increase the mobility between sectors? Indicate how the organization's long term capacity would be enhanced if this grant shall be approved.

5. Work plan and timetable of the project

- a. Milestones (what and when is planned to be done)
Provide a detailed work plan and the time schedule of the proposed project. An overall project activity e.g. approaches for achieving the objectives, monitoring, production of technological and other output.
- b. Key performance indicators (quantitative development towards key project goals – quarterly achievements)
Provide at least one indicator of key project activities which can be measured numerically on quarterly basis. The key performance indicator should reflect the achievements which lead to the project goals.

6. Partnership, owner structure, IPR and obligations

- a. Collaborations and partnership



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Provide the details on proposed collaboration between all stakeholders in the proposed project.

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

Provide the details on existing owner structure and other legal obligation related to the project, including ownership rights of all stakeholders and other sources of financing. Summarize the general arrangements the administering organization and other stakeholders may have in place to manage intellectual property and commercialization of research (if applicable).

B. Financial plan

Please complete the financial plan on the separate spreadsheet table and attach it separately

The requested funds should be viewed as a contribution to the total costs of the proposed project activities. Please note that this grant requires additional funding of the company. Specify the budget items 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 excellent in other ways.

The proposed project should have a guarantee for financial contribution for the salary of the candidate provided by the company at least in the amount requested from the UKF. Additional contribution of the company can be provided as in cash or in-kind resources committed from company, external sponsors or partners for support to the candidate.

Please note that the once accepted financial plan may be subject of only 10% change within individual entries, all other changes must be approved by UKF.

Non-permissible costs are:

- basic facilities (office, buildings, installations, communication equipment)
- consumables or administrative and technical assistance which the host organization may be expected routinely to provide

7. Personnel costs requested from UKF and contribution of the company in HRK

Specify personnel cost of the candidate planned by the project. The project candidate must be full-time or part-time employed at the host institution, and in that case the full employer's responsibility is assumed. The personnel costs for the staff not directly connected with the project are not reimbursed.

- a. UKF funding

The total UKF contribution for the salary of a candidate amounts up to 168.000 HRK yearly for full-time employment. In the case the candidate is not intended for full-time employing, the UKF contribution is lower in the order of the planned full-time-equivalent (i.e. for f.t.e= 0,5, UKF max support is up to 84.000 HRK).

The available legal categories of employment are contracts for employment for full- or part-time employees, and reimbursement for work on an hourly basis.

Company funding

The company should guarantee the matching funding to the salary of the candidate in additional minimum amount of 30 % of gross salary during the first year of the project and 50 % of gross salary during the second year of the project.

All contribution above the mandatory amount can be provided as financial or in-kind resources committed from host company, sponsors or partners for support of the proposed project. 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 aimed for the candidate and accomplishment of the project are eligible as matching support.

- b. Other Croatian public-sector funding
c. Other Croatian private-sector funding



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d. Foreign funding (public and private)

Summarize other (incl. anticipated) contributions to the project from other sources, including; other public-sector sources, other Croatian private sources and foreign sources. Include also planned application to other financing, (e.g. FP7), as consequence of the project implementation. Please indicate status of the funds and, where applicable, provide documents of evidence (see Annexes).

To be eligible for UKF co-funding, the matching support must be committed in writing by the external supporter. The UKF support will not be approved until the evidence for matching support has been received. Any form of funding received from the Ministry of Science, Education and Sports is not eligible as a matching funding for UKF projects.

C. Annexes

8. CV of the candidate, submitted on the enclosed official *Curriculum Vitae Form*.

Please provide Curriculum Vitae of the project leader on the official form with all data requested there.

9. Please list names, titles and institutions of persons who wrote recommendation letters.

Please provide two (not more, not less) letters of recommendation (letters of reference) from the persons with whom you have been collaborating.

10. Please list name of company/institution (and partner organization if applicable), which have provided Letter of Commitment.

1) ***If a candidate from public scientific research institution in Croatia or a candidate from the Diaspora wishes to join a company in Croatia for an undetermined period of time:***

you should separately provide written commitment of the administering company to host the candidate, to co-finance the candidate (with amount), to administer the proposed project, to report towards the Fund, and specifying the type of the support (technical, administrative and other). The company (applicant) should accept all legal and other responsibilities originating from and connected to the proposed research project. The authorized person of the administering company applies for the grant and is responsible for proposing and agreeing suitable arrangements with the candidate.

2) ***If a candidate from public scientific research institution in Croatia or a candidate from the Diaspora wishes to join a company for a determined period of time and has taken a sabbatical during the grant period, in this way retaining his/her previous employment:***

- you should separately provide a letter of commitment of the candidate's main employer (in Croatia or abroad) stating the support for the candidate's employment in company with an explanation of the candidate's status during the implementation of the project and after it's' conclusion.*
- you should separately provide a separately written commitment of the administering company to host the candidate, to co-finance the candidate (with amount), to administer the proposed project, to report towards the Fund, and specifying the type of the support (technical, administrative and other). The company (applicant) should accept all legal and other responsibilities originating from and connected to the proposed research project. The authorized person of the administering company applies for the grant and is responsible for proposing and agreeing suitable arrangements with the candidate.*
- you should separately provide a joint letter of the main employer and the company relating to the candidate's professional and personal development plan*

3) ***If the candidate from Croatian industry wishes to join a public scientific research institution in Croatia for a determined period of time:***



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- *you should separately provide a letter of commitment from the company containing the support for the candidate's employment at the scientific research institution as well as the financial support (stating the amount of co-financing), with the explanation of the candidate's status during the implementation of the project and its' conclusion*
 - *you should separately provide a separately written commitment of the administering public scientific research institution to host the candidate to administer the proposed project, to report towards the Fund, and specifying the type of the support (technical, administrative and other). The institution (applicant) should accept all legal and other responsibilities originating from and connected to the proposed research project. The authorized person of the administering institution applies for the grant and is responsible for proposing and agreeing suitable arrangements with the candidate.*
 - *you should separately provide a joint letter of the public scientific research institute and the mother-company*
11. Index of attached financial guarantees and legal agreements

Please provide copies of all other necessary documents needed to support your proposal: financial guarantees for already obtained or requested co-funding, copies of submitted applications for financing, legal agreements with organizations involved...

D. Project applicant(s) signatures

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

E. Signatures of responsible persons of administering organization(s)

The authorized persons of administering organization should sign this project proposal and provide an official stamp in order to ensure their commitment to the proposed project. The organization should also provide separate Letters of Commitment.

F. Curriculum Vitae

1. Name
2. Education
 - 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 so far (incl. their financial values, number of co-workers and outcome)
Provide details of science, technology and/or business projects you have been working on. Include name, place and duration of the project, its financial value, number of co-workers on the project, your role in the project and its result.
 - b. Research/Professional grants and prizes awarded so far (incl. funds awarded)
Provide details of all research/professionals grants, scholarships, fellowships and prizes you have been awarded so far, including name, time and source of the grant and funds awarded.
 - c. Tutoring experience (incl. doctorates lead)
Provide details of your experience as tutor, including students tutored and courses held



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- d. Entrepreneurial achievements, innovation activities, patents granted and other evidences of research excellence and potential to become future research leader

Provide details of your entrepreneurial and innovation activities (companies grounded, patents filed and granted, solutions developed...) and give all other evidences that shows your research excellence and professional potential to become future research leader

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 international journals or publishers.

6. Summary of MSc. or doctoral thesis (max 200 words)

Provide short summary of your MSc. or doctoral thesis or planned doctoral work

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

Write a maximum 100 words outlining your plan concerning the relevant field, focusing particularly on what makes this plans interesting and unique and how it will contribute to the development of R&D in Croatia, and what added values it will produce.

This application should be sent ONLY in electronic version

The proposal must be written in English and must be electronically signed by the project applicant and the responsible persons of the legal entity involved. The proposal must be submitted in electronic format (rtf, doc, odt or pdf format) using the UKF web application, which can be accessed through the UKF website www.ukf.hr, together with all relevant electronically signed annexes.

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: UKF, Planinska 1, HR-10000 Zagreb, Croatia.