***Preliminary notices for applicants:***

1. *You must read and accept the UKF Guidelines and Procedures - Second Science and Technology Project (STP II) 2018, the respective Call for Proposals and the Connectivity Program, Gaining Experience - Instructions for Applicants 2018 – 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. Visit proposal |

# Visit info

1. Title:

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|  |

1. Project leader (Applicant)

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

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1. Host organization (full name of organization, address, web address, contact person details, country and duration of the visiting period)

|  |  |  |
| --- | --- | --- |
| Organization | Country | Duration  |
|  |  |  |

1. 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 on the purpose of the visit Word count:  (*Max. 300 words, add word count)*

1. Description

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1. Scientific area/field/branch

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# Applicant, Co-applicant and other collaborators involved

1. Project leader and Project co-leader

|  |  |
| --- | --- |
| ***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:  |  | Job description:  |  |
| Time to be spent (F.T.E.): |  | Time to be spent (F.T.E.): |  |

1. Other researchers

|  |  |
| --- | --- |
| ***Collaborator*** | ***Collaborator*** |
| 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:  |  | Job description:  |  |
| Time to be spent (F.T.E.): |  | Time to be spent (F.T.E.): |  |

# Description of the proposed visit Word count: (*Max. 2500 words, add word count)*

1. Rationale and background of the visit

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1. Objectives, significance and added value of the visit

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1. Expected measurable results of the visit and their potential users

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1. Relevance and potential benefit of the visit to the development of Croatia

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1. Plans for future collaborations, project applications and publications with host organization or other scientific groups in the world or private sector

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1. Proposed communication and outreach of results

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1. Management and organization of the visit

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1. Literature references

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# Work plan and timetable Word count:  (m*ax. 1000 words, add word count)*

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

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1. Assessment of the risks (concerning achievement of the goals)

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# Partnership, ownership structure, IPR and obligations Word count:  (max. 300 words, add word count)

* + 1. Collaborations and partnerships

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

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| B. Financial plan |

# Fellowship for professional training and scientific research - costs requested from UKF in HRK

|  |  |  |
| --- | --- | --- |
| *Budget item/line:* | *Details (calculations)* | *Total Cost (HRK)* |
| Travel from Croatia to |  |  |
| Travel to Croatia from |  |  |
| Accommodation |  |  |
| Monthly allowance |  |  |
| - **Total UKF funding** |  |  |

# Total visit costs with contribution from other sources

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Source* | *(cash / in kind)* | *Total Cost (HRK)* |
| **Administering organization funding/***- Please insert name* |  |  |
| **Host organization funding/***- Please insert name* |  |  |
| **Other Croatian public-sector funding/***- Please insert name* |  |  |
| **Croatian private-sector funding/***- Please insert name* |  |  |
| **Other foreign funding (public and private)/***- Please insert name* |  |  |
| **Total matching funding** |  |  |
| **TOTAL (UKF funding +total matching funding)** |  |  |

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| C. Annexes |

# 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: *Connectivity Program, Gaining Experience Grant – Curriculum Vitae Form 2018 – Project leader and Connectivity Program, Gaining Experience Grant – Curriculum Vitae Form 2018 – Project co-leader*

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# Please list names of Beneficiary (Administering organization), Host organization and other organizations which have provided Letters of Commitment(max. 2 pages each)

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# Please list financial guarantee(s) and other legal agreements (Letters of Financial Commitment) which are enclosed

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| D. Consent of Project leader (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 MSE 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 (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**

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.

Exchange of information is free, as is use of equipment, which is publicly funded.

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. 102/2017) 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.

**Applicant – Project leader**

Name: Signature: Date:

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| --- |
| * + - 1. **Applicant’s and Co-applicant’s signature**
 |

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) 2018**’.
			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) 2018**’.
			3. YES / NO, I will notify the UKF Secretariat if there are changes to named participant(s) listed in item 3 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.

**Applicant – Project leader**

Name: Signature: Date:

**Co-applicant – Project co-leader**

Name: Signature: Date:

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| --- |
| **F. 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) 2018’**, 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, 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: