

Connectivity Program, Gaining Experience Grant – Instructions for Applicants 2018

Second Science and Technology Project (STP II)

Loan No. 8258 –HR

Croatian Science Foundation - Unity through Knowledge Fund

CONNECTIVITY PROGRAM

Gaining Experience Grant (2A)

Instructions for Applicants 2018

Dear Applicants, please read carefully the Instructions for Applicants since they give more information than it is included in the Call for proposals.

General remark

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 stated.

A. Visit proposal

1. Visit info

- a. *Title – please provide a short descriptive title of no more than 10 words. Avoid the use of acronyms, quotation marks and upper case characters.*
- b. *Project leader (applicant) – please state the information of the visitor (name, email, address, phone, private address).*
- c. *Host organization (Partner organization from abroad) - please state full name of organization, address, web address, contact person details, country and duration of the visiting period. **Please keep in mind that period of the visit must be 31 days at minimum and cannot exceed 6 months.***
- d. *Beneficiary (Administering organization)- please state full name, address, website, Personal identification number (OIB) and contact person details. Enter information about legal entity in Croatia (university, institute, SME, public institution...), which will administer the visit.*
- e. *Other organizations involved - please state the full name, address, web address and contact person details. Please state all organizations, which employ collaborators stated in cl. 3.b of the Form, organizations, which provide matching funds or other organizations, which are in any other aspect involved in the visit. **Please note that***

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your application must include written commitments of all organizations involved in the visit

2. Summary on the purpose of the visit

a. Description

In no more than 300 words of plain, non-technical language, summarize aims of the visit and how to achieve them, significance of the visit, expected outcomes and the national benefits of the visit. If your proposal is successful, this summary may be used for publicity purposes. Avoid the use of acronyms, numbers, formulas and technical expressions.

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)

3. Applicant, co-applicant and other collaborators involved

Provide names, positions and other requested details of all collaborators involved in the proposed visit:

a. *Applicant (project leader) and co-applicant (project co-leader) – please provide names and all requested details of the applicant (project leader) and co-applicant (project co-leader) including the foreseen Full Time Equivalent (F.T.E.). The applicant and the co-applicant should provide their Curriculum Vitae on the separate enclosed forms (Connectivity Program – Curriculum Vitae Form 2018- Project leader; Connectivity Program – Curriculum Vitae Form 2018- Project co-leader).*

b. *All other collaborators involved in the visit –all requested details including the foreseen Full Time Equivalent (F.T.E.) should also be provided for all other collaborators. **Their organizations should be stated in cl. 1.e of the Application Form and for each collaborator stated in cl. 3.b of the Application form their organization has to provide written commitment confirming their support to the engagement of a collaborator on a 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.

4. Description of the proposed visit

The description of overall visit should not exceed 2500 words, including references. Please specify the number of the words used.

a. Rationale and background of the visit

Describe the motivation, background and focus of the proposed visit. Include information about the recent international progress in the field, and how will the visit

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contribute to existing work in the field in general.

b. Objectives, significance and added value of the visit

State the hypothesis i.e. main question(s) of research and describe major objectives of the proposed visit. Explain how the research is significant and explain how it will address an important problem, which cannot be solved without the proposed visit. Describe how the proposed objectives and concepts are original and innovative.

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

Describe the expected results of the proposed visit and the likely impact of the visit if approved. 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 results that can be measured quantitatively and the timeframe when they can be expected.

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

Describe how the proposed visit and its outcomes will contribute to economic, scientific or technological development of Croatia.

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

Describe how the proposed visit will enable the project leader to establish/strengthen future collaboration with the host organization in terms of project applications to EU and international funds, scientific publications, etc. as well as with other scientific groups abroad and/or with private sector.

f. Proposed communication and outreach of the results

Outline plan for communicating the results of the proposed visit to other researchers and to the broader community (publications, public and university lectures and talks). Please note that, after the visit, you will be obliged to deliver at least one public lecture in Croatia.

g. Management of the visit

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

h. 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.

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5. Work plan and timetable of the visit

The description of work plan and timetable of the visit should not exceed 1000 words. Please specify the number of the words used.

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

Provide a detailed plan and the time schedule of the proposed visit. Please state all dates and activities. Include application to the other sources of financing, if planned so.

- b. Assessment of the risks (concerning achievement of the goals)

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

6. Partnership, ownership structure, IPR and obligations

The description should not exceed 300 words. Please specify the number of the words.

- a. Collaborations and partnerships

Provide the details on existing and proposed collaboration between all stakeholders (scientific and expert) in the proposed visit. Explain the role and specific contribution of each collaborator in terms of complementarities.

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

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

B. Financial plan

*Please note that this UKF grant requires matching funding from other sources (**one or more involved organizations**). Specify the items in the financial plan table as detailed as possible and present details on calculations (e.g. price, number ...). Please note that inappropriate costs may represent a reason for rejecting of a visit proposal, even one that is scientifically excellent.*

*The proposed visit should have a matching funding provided by other sources in amount of **minimum 20% of the amount requested from 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 visit proposal.***

Matching funding can be provided in form of cash (financial contribution) and /or in-kind contribution needed for accomplishment of the visit activities and may be committed from one or more organizations e.g. Beneficiary (Administering Organization), Host organization, other organizations involved in the project, or other public scientific research organizations or partners from industry which have the professional interest in the project results.

***In-kind resources** are defined as the fair value of non-cash contributions of goods and*

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services calculated according to the law. Only in-kind contributions necessary to the implementation and accomplishment of the visit goals are eligible as matching support, such as: consumables, usage of research and technology infrastructure, etc.

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 this Grant. Please note that salaries of researchers employed at the Administering organization are not an allowable matching funding.

Please note that once accepted financial plan may be subject of change only with approval by UKF.

See item no. 8 for more details.

Within Gaining Experience grant eligible cost from UKF funding is a Fellowship for professional training and scientific research. Maximum amount that can be requested from UKF is 74,000 HRK.

Only costs related to the short-term visit of the applicant to the Host organization are financed. The applicant must be employed at the Administering institution for the period of duration of the visit.

A detailed financial plan for the short-term visit should be provided.

7. Fellowship for professional training and scientific research (in line with the Act on Amendments to the Income Tax Act- "O.G. 115/16, Article 9., Item 23. <https://www.zakon.hr/z/85/Zakon-o-porezu-na-dohodak>) - costs requested from UKF in HRK- includes:

-travel costs from Croatia to the destination abroad and return. E.g. Travel round-trip tickets can be reimbursed for one visit to Host organization in economy/2nd class only up to the amount of 9,000 HRK (justified based on realized costs);

-accommodation costs, which are allowed up to the amount of 5,000 HRK monthly (justified based on realized costs); accommodation can be reimbursed for a stay in not higher than 4 stars hotel;

-monthly allowance up to the amount of 6,000 HRK that covers personal needs (please state the number of days spent in the visit –justified based on actual days spent in the visit).

Non-eligible costs from UKF funds related to short-term visit such as: travel / health insurance, cost of visa issuance, bank fees and conference/course fees can be covered from the matching funds.

8. Total visit costs with contribution from other sources

Summarize total costs of the visit requested from UKF with other contributions from all other sources.

In the financial plan, please provide only the total amount(s) of the matching funds per

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organization(s) and indicate whether it is in the form of financial or in-kind contribution.

The matching support must be committed in writing by the supporter(s) with the amount stated for financial contribution and/or amount stated and description provided for in-kind contribution. The Letter(s) of financial commitment must be signed by the responsible person of the organization.

C. Annexes

9. 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

Please provide Curriculum Vitae of the applicant (project leader) and the co-applicant (project co-leader) on the official forms stated above with all data requested there.

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

Please provide Letters of Commitment signed by responsible persons of Administering organization, Host organization and other organizations involved in the visit (if applicable). Organizations of all collaborators included in the visit proposal must send the Letter of commitment. The Letters of Commitment should describe the nature and the level of support that will be available to the applicant for the duration of the visit (premises, laboratories, accommodation...). The Letter of Commitment of the Host organization must also contain a plan of professional development in science of the applicant during his/her stay abroad.

Please note that Chapter 6. of this Call (Eligibility criteria) lists all information (commitments), which must be included in each letter to be eligible.

11. Please list financial guarantee(s) and other legal agreements (Letters of financial commitment) which are enclosed

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

D. Consent of project leader (applicant) to ensure responsible conduct of research and scientific integrity

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

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processed.

E. Applicant's and co-applicant's signatures

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

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

The grant will be awarded to an Administering organization (legal entity). The authorized person of the Administering organization should sign this visit proposal and provide an official stamp in order to ensure their commitment to the proposed visit. The Administering organization should also provide the Letter of Commitment signed by the authorized person and stamped.

G. Curriculum Vitae – 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. Please state the date of obtaining PhD.

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/ scholarships awarded

Provide details of all research projects (scientific, technological or with economy) that you have been participating in as a project leader or collaborator, scholarships, fellowships for PhD students or postgraduate students that you have been awarded. Please include name, place, duration, financial value, number of co-workers, your position, results and source of financing.

b. Research/Professional prizes awarded

Provide details of all research/professionals prizes you have been awarded so far, including name and time.

c. Mentoring experience (students, courses)

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

d. Entrepreneurial achievements, innovation activities, patents granted

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Provide details of your entrepreneurial and innovation activities (companies established, patents filed and granted and etc.) and give other evidences that shows your excellence in S&T

e. Collaborations in academia and industry and other evidence on your professional impact and contribution

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

5. Up to 10 refereed publications and the career-best publication

Cite up to 10 of 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 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

In no more than one page please outline your successes and plans 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.

H. Curriculum Vitae – Project co-leader

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/ scholarships awarded

Provide details of all research projects (scientific, technological or with economy) that you have been participating in as a project leader or collaborator, scholarships, fellowships for PhD students or postgraduate students that you have been awarded. Please include name, place, duration, financial value, number of co-workers, your position, results and source of financing.

b. Mentoring experience

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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, patents filed and granted...)

e. Research/professional prizes awarded

Specify all research/professional 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.

This application should be sent ONLY in ELECTRONIC VERSION

An electronic application 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.

*After upload of your visit proposal and all pertaining documents (UPLOAD NEW and SUBMIT CHANGES) **you should lock it by pressing the button LOCK** (otherwise your application will not be officially submitted). 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.*

*By pressing SUBMIT CHANGES you will save your application for further revision, use LOCK only when your application is final. 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.***

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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.