



Connectivity Program – Instructions for Applicants 2007

REPUBLIC OF CROATIA
Ministry of Science, Education and Sports
Science and Technology Project
Loan Nr. 7320-HR

Unity through Knowledge Fund CONNECTIVITY PROGRAM

Instructions for Applicants 2007

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. Visit proposal

1. Visit info

- a. *Title – Provide a short descriptive title of no more than 10 words. Avoid the use of acronyms, quotation marks and upper case characters.*
- b. *Organization to visit and duration of the visiting periods. Please keep in mind that overall period of visit cannot exceed 6 months, including stays at home.*
- c. *Organization(s) to administer the funding (full name, address, web address and contact person details) – Enter the legal entity in Croatia (university, institute, SME, public institution, NGO...)
which will administer the proposal*
- d. *Other organizations involved (full name, address, web address and contact person details).
Please note that you have to provide written commitments of all organizations involved*
- e. *Visit info (delete inappropriate)*

2. Summary of the purpose of the visit

In no more than 200 words of plain, non-technical language, summarize aims, significance, 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.

3. Applicant, co-applicant and other collaborators involved

Provide names and positions of all participants in proposed project:

- a. *Names of the main applicant and the co-applicant (mandatory for 2A). The applicants should provide their Curriculum Vitae on the separate enclosed form (Connectivity Program – Curriculum Vitae Form 2007).*
- b. *All other co-workers involved in the visit.*

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 project should not exceed 500 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



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the recent progress in the field, and the relationship of this proposal to existing work in the field generally.

- b. Objectives, significance and contributed added value of the visit

State the clear objectives of the proposed visit. Explain how the proposed visit is significant and explain how it will address an important problem which cannot be solved without visit. Describe how the anticipated outcomes will advance at least one of the Program goals: (1) setting up/improving an international joint project, with precise goal to attracting investments or preparing a grant application; (2) transfer of necessary know-how that contribute to strengthening commercial potential of a knowledge-based SME; (3) transfer of necessary knowledge and skills for generating other societal benefit as natural environment preservation or cultural heritage protection

- c. Expected measurable results of the visit (joint research grant application, staff training etc)

Describe the expected outcomes of the proposed visit and the likely impact of the visit is approved. Provide outcomes that can be measured quantitatively and the timeframe when they can be expected (e.g. planned grant application, introduction of new technology...)

- d. Relevance and potential benefit of the project for the development of Croatia

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

- e. Proposed communication and outreach of the results, incl. mandatory public lecture

Outline plan for communicating the results of the proposed visit to potential users and to the broader community (publications, public and university lectures and talks). Please note that you are obliged to deliver at least one lecture to general public in Croatia.

- f. Management and organization of the visit

Describe how the visit will be managed and organized. 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 visit and availability of the matching funds.

- g. 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 for books) publisher and place.

5. Work plan and timetable of the project

- a. Milestones (what and when is planned to be done)

Provide a detailed plan and the time schedule of the proposed visit (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 of the project: threats and weaknesses that could represent obstacles to the successful completion of the goals.

6. Partnership, owner structure, IPR and obligations

- a. Existing and expected collaborations and partnerships

Provide the details on existing and proposed collaboration between all stakeholders in the proposed visit and future joint project.

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

Provide the details on existing owner structure and other legal obligation related to the visit, 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).



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B. Financial plan

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 from other sources (involved institutions...). 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 scientifically excellent.

The proposed project should have an additional support by additional matching funding provided by other sources in amount of minimum 20% of the total project cost for projects that produce only scientific result at non-profit institution, 30% of the total project cost for projects that produce only scientific result at for-profit corporation and at least 50% for projects that produce a potentially commercial result. (e.g. 80% requested from UKF + 20% additional funds = 100% total project costs). If the project is approved, the applicant should provide a guarantee of matching support no later than the time of signing the contract. Matching support can be provided as the cash or in-kind resources committed from e.g. administering organization, external investors or partners for support of the proposed project. See item no. 10 for more details.

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:

- scholarship fees for education (both graduate or postgraduate)
- basic facilities (office, buildings, installations, communication equipment)
- consumables or administrative and technical assistance which the host institution may be expected routinely to provide
- cost of accommodation, with the exception of the expenses incurred for short visits

7. Personnel costs requested from UKF

Specify personnel costs planned by the project. Please note that personnel costs can be requested only for the main applicant. These costs may be gross salaries (for employed or partially employed co-workers) or net grants (for not employed co-workers).

Project co-workers can be employed at the host institution, and in that case the full employer's responsibility is assumed. Please note that hourly reimbursement cannot exceed 20 EUR gross, which refers also to gross salaries of persons employed on the project.

The available legal categories of employment are: contracts for employment for full- or part-time employees, reimbursement for work on an hourly basis, scholarships and fellowships. Please note that the personnel costs (with exceptions of scholarships and fellowships) are subject to taxation, social and pension expenditures, which can amount up to 60% of gross salary according to Croatian law. If personal grants are paid in the form of scholarships and fellowships, they are not taxable.

8. Travel and accommodation costs requested from UKF

Costs for short-term visits (incl. accommodation, travel costs) requested. A detailed travel (cost) plan should be provided, broken down by visits.

Travel expenses can be reimbursed based on approved travel orders according to Croatian regulations for civil servants' reimbursables (different per diem rates for each country, cf. Narodne novine [8/2006](#), [12/2005](#), [61/2004](#), [55/2004](#), accommodation and trip expenses).

Accommodation can be reimbursed only for first 21 days of stay, for staying in not higher than 3 stars hotels for 2A grant, and 5 stars hotels for 2B grant.

Travel tickets can be reimbursed for trips in economy/2nd class only.

Please note that for travel reimbursements can be subject of taxation, social and pension expenditures for persons not employed at the administering organization. Please request the gross amount from UKF.

9. Contribution to the overhead costs of the administering institution(s)

Specify the overhead costs of the administering institution(s) requested. Please note that these costs



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cannot exceed 5% of the total costs requested by the UKF.

10. Total visit costs with contribution from other sources

Summarize total costs of the visit requested from UKF with all other (incl. anticipated) contributions from other sources, including: the host organization, other public-sector sources, other Croatian private sources and foreign sources. Include also planned requests and 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). Please remember that certain percent of the total cost should be secured from other sources as a matching funding. It can be provided as financial or in-kind resources committed from e.g. administering organization, host organization, sponsors, investors 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 necessary to the accomplishment of the project are eligible as matching support. To be eligible for UKF co-funding, the matching support must be committed in writing by the 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

11. Index of attached CVs of the both applicants (mandatory), submitted on the enclosed official *Curriculum Vitae Form*.

Please provide Curriculum Vitae of the visitor and host on the official form with all data requested there.

12. Index of Letters of Commitment of all involved organizations (max. 2 pages eachbot)

Please provide Letters of Commitment signed by responsible persons of administering organization and hosting organization (if different, for 2A support). 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...). A Letter of Commitment of the Croatian administering organization where the project is hosted is mandatory. In the case the main applicant will be visiting the organization different from the administering organization, the hosting organization should also express its support with another Letter of Commitment containing personal and professional development plan.

13. 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. Consent of project leader to ensure responsible conduct of research and scientific integrity

Please read carefully and sign this consent. Project leader (the 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.

E. Main applicant signatures

Mmain applicant should sign this project proposal in order to ensure that the all provided details in this proposal are true and complete.

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

The authorized persons of all organization involved (at least one) should sign this project proposal and provide an official stamp in order to ensure their commitment to the proposed project. The organization signed should also provide separate Letters of Commitment.

G. Curriculum Vitae



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1. Name
2. Contact info and date of birth
3. 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.
4. Appointments (reverse chronological order)
Provide details of professional appointments in date order, beginning with your current/most recent position.
5. 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
 - d. Entrepreneurial achievements, innovation activities, patents granted and other evidences of excellence in S&T
Provide details of your entrepreneurial and innovation activities (companies grounded, patents filed and granted, solutions developed...) and give all other evidences that shows your excellence in S&T
 - e. Collaborations in academia and industry and other evidence on your professional impact and contribution
6. 10 refereed publications in last 5 years 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.
7. A short statement on your on most significant contribution to your field of expertise, your future plans concerning relation to Croatia (max 200 words)
Write a maximum 200 words outlining 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.

This application should be sent BOTH in:

1. ELECTRONIC VERSION

– an electronic form should be submitted using the UKF web application, which can be accessed by the UKF website www.ukf.hr, available from 15 April 2007,

OR,

- an electronic form (rtf, doc, odt or pdf) should be sent to the following e-mail address: office@ukf.hr.

2. HARD COPY

– a signed hardcopy along with the annexes to be sent to: *UNITY THROUGH KNOWLEDGE FUND, Planinska 1, HR-10000 Zagreb, Croatia*