



FC Call for Proposals 2014
Instructions for Completing the Application Form

- AIC -

Associazione Italiana Celiachia
Italian Society for Celiac Disease

- FC -

Fondazione Celiachia
Foundation for Celiac Disease

FC CALL FOR PROPOSALS 2014
INSTRUCTIONS FOR COMPLETING THE
APPLICATION FORM



FC Call for Proposals 2014 Instructions for Completing the Application Form

Table of Content

Foreword	3
Application Form	4
I. Sections 1 & 2: Principal Investigator's Data and Contact Details	4
II. Section 3: Administrative Data	4
III. Section 4: Project Keywords	5
IV. Section 5: Duration and Typology of the Project	6
V. Section 6: Project Abstract	8
VI. Section 7: Project Resubmission	9
VII. Section 8: Proposal Main Body	10
VIII. Section 9: Personnel/Collaborators/Partners Involved in the Research	10
IX. Section 10: Description of the Planned Work for Each Unit of Personnel/ Collaborators/Partners	12
X. Section 11: Budget	12
XI. Section 12: Active and Pending Funding	16
XII. Sections 13 & 14: Education, Training, Research and Professional Experience of the PI	17
XIII. Section 15: Research Interruptions and Justification	17
XIV. Section 16: Publications of the Principal Investigator	18
XV. Section 17: Bio-Ethical Requirements	19
XVI. Section 18: Check List	19
XVII. Section 19: Signature Page of the Application Form	20
Annexed Documents	
Annex 1 Engagement Letter for Internal & External Collaborators (Partnership Studies), and Other Group Leaders (Multicentre Studies)	21
Annex 2 CVs of Personnel/Collaborators/Group Leaders	22
Annex 3 Institutional Letter of the Hosting Institute for Indirect Costs and Overheads	23
Annex 4 Institutional Letter of Partner Centres of the Multicentre Study	24



FC Call for Proposals 2014 Instructions for Completing the Application Form

Foreword

All the details and rules regarding the submission of Applications within the framework of the FC Call 2014 are reported in the **FC Call for Proposals 2014**, Section 4 - Regulation and Policies (page 5), which represents the exclusive rules informing the whole selection process.

Please, refer to the **FC Call for Proposals 2014** for detailed information/instructions, including the deadlines.

Should you need any further **information/clarification** during the submission phase, please send an **email to ufficioscientifico@celiachia.it**. All queries received within deadline will receive a written answer.

The **current document** is meant to be an **operational support** to provide you with relevant information to be followed while completing the Application Form and the mandatory Annexed Documents.

Only Application Forms (along with mandatory Annexed Documents) fully respecting the format provided will be considered for eligibility. Applications using additional documents different from the provided templates **will be rejected without appeal and will not be further considered for the assessment process**.

The detailed instructions for completing the Application Form and all mandatory Annexed Documents follow the same order as the Application Form itself. **Applicants who do not refer to these notes or who do not follow the instructions and guidance in them, risk submitting an incomplete or incorrect application, therefore significantly reducing the chances of their application being successful.**

For instructions relating to the submission of the Application, please make reference to the specific section in the FC Call for Proposals 2014 (page 14).

Application Form

I. Sections 1 & 2: Principal Investigator's Data and Contact Details

The two sections below (*PI's Personal Data* and *PI's Contact Details*) have to be completed by providing all the personal data and contact details of the Principal Investigator (PI). All the fields are mandatory and have to be completed carefully.

  FC Call for Proposals 2014 Application Form	
Section 1 - Principal Investigator's Personal Data	
<i>Please, provide below all the data relating to the researcher who is the only responsible for the proposed research project (Principal Investigator, PI). All the fields below are mandatory</i>	
Title <small>(i.e. doctor, professor, ...)</small>	
Surname	
Name	
First and middle initials	
PI current position within the Hosting Institute <small>(associate professor, staff scientist, ...)</small>	
Affiliation	
Gender	F <input type="checkbox"/> M <input type="checkbox"/>
Birth date <small>(dd/mm/yyyy)</small>	<input type="text"/>
Nationality	
Tax Code <small>(codice fiscale)</small>	

  FC Call for Proposals 2014 Application Form	
Section 2 - Principal Investigator's Contact Details	
<i>All the fields below are mandatory</i>	
Hosting Institution	
Department	
Laboratory	
Address	
City	
Zip Code	
Country	
Landline Phone	
Mobile Phone	
Fax	
E-mail	

II. Section 3: Administrative Data

  FC Call for Proposals 2014 Application Form	
Section 3 - Administrative Data	
<i>Please enter the data of the Legal Representative (LR) of the Institution where the PI will carry out the research (hosting institution). All the fields below are mandatory</i>	
Hosting Institution	
Surname of the LR	
Name of the LR	
Tax Code of the LR <small>(codice fiscale)</small>	
Address	
City	
Zip Code	
Country	
Landline Phone	
Mobile Phone	
Fax	
E-mail	

In this section, the Institute where the PI will carry out the research activity (Hosting Institute) has to be indicated, along with the data of the Legal Representative of the Hosting Institute. All the fields are mandatory and have to be completed carefully. The data provided within this section will be used during the contractualisation phase, in case of successful projects.

III. Section 4: Project Keywords

The FC Call for Proposals 2014 has been launched for granting three-years Italian research projects focusing on three main research topics: celiac disease, dermatitis herpetiformis, non-celiac gluten sensitivity.

Under this section of the Application Form, you are required to choose the project research topic and areas.

As for the **research topic**, you are required to select **ONLY ONE** topic among the three proposed.

Select **ONLY ONE** of the Research Topics listed

For selecting the topic, click twice on the appropriate grey box, and a pop up will give you the possibility to select it

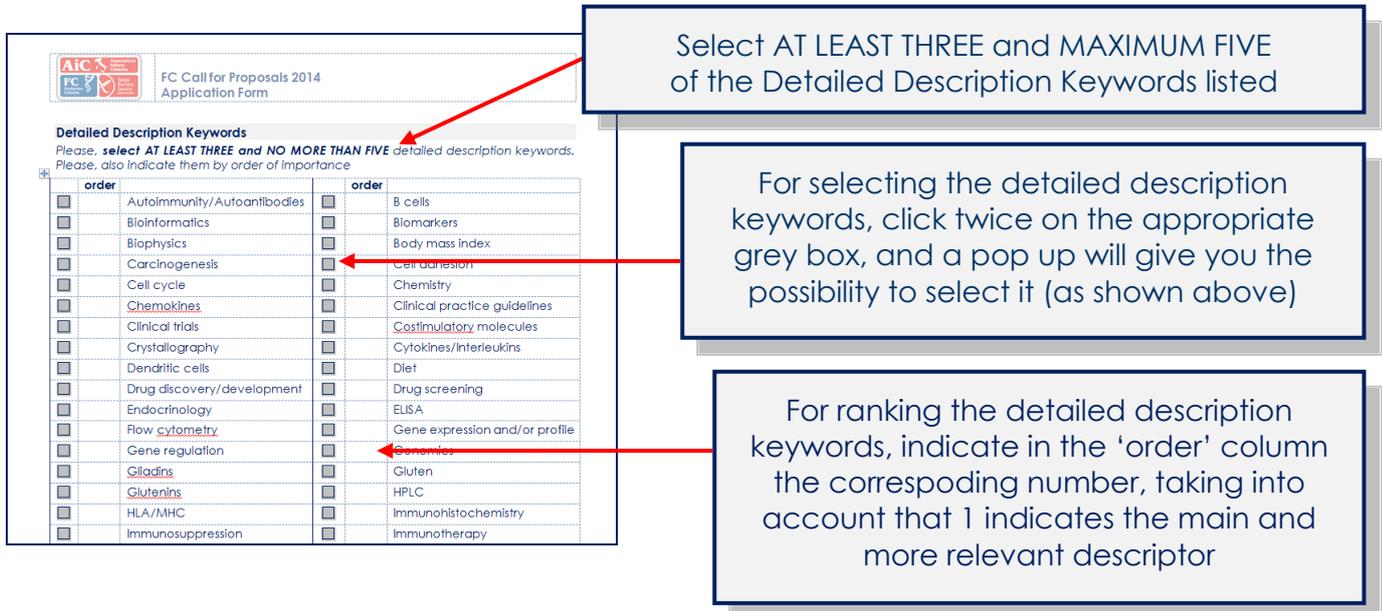
The same applies to the **research areas**. Among the 18 areas listed in the Application Form you are required to select **ONLY ONE**, the one on which your research project mainly focuses upon.

Select **ONLY ONE** of the Research Topics listed

For selecting the research area, click twice on the appropriate grey box, and a pop up will give you the possibility to select it (as shown above)

Please, also read the information provided on this point under Section 5 of the FC Call for Proposals 2014 (page 5).

In addition to the research topic and area, you are required to select **AT LEAST THREE** and **NO MORE THAN FIVE** detailed description keywords among those listed in the Application Form. The detailed description keywords also have to be ranked from 1 (the first and more relevant) to 3 onwards up to 5 (the less relevant).



Detailed Description Keywords
Please, **select AT LEAST THREE and NO MORE THAN FIVE** detailed description keywords. Please, also indicate them by order of importance

order		order	
<input type="checkbox"/>	Autoimmunity/Autoantibodies	<input type="checkbox"/>	B cells
<input type="checkbox"/>	Bioinformatics	<input type="checkbox"/>	Biomarkers
<input type="checkbox"/>	Biophysics	<input type="checkbox"/>	Body mass index
<input type="checkbox"/>	Carcinogenesis	<input type="checkbox"/>	Cell adhesion
<input type="checkbox"/>	Cell cycle	<input type="checkbox"/>	Chemistry
<input type="checkbox"/>	Chemokines	<input type="checkbox"/>	Clinical practice guidelines
<input type="checkbox"/>	Clinical trials	<input type="checkbox"/>	Costimulatory molecules
<input type="checkbox"/>	Crystallography	<input type="checkbox"/>	Cytokines/Interleukins
<input type="checkbox"/>	Dendritic cells	<input type="checkbox"/>	Diet
<input type="checkbox"/>	Drug discovery/development	<input type="checkbox"/>	Drug screening
<input type="checkbox"/>	Endocrinology	<input type="checkbox"/>	ELISA
<input type="checkbox"/>	Flow cytometry	<input type="checkbox"/>	Gene expression and/or profile
<input type="checkbox"/>	Gene regulation	<input type="checkbox"/>	Genomics
<input type="checkbox"/>	Glutamins	<input type="checkbox"/>	Gluten
<input type="checkbox"/>	Glutenins	<input type="checkbox"/>	HPLC
<input type="checkbox"/>	HLA/MHC	<input type="checkbox"/>	Immunohistochemistry
<input type="checkbox"/>	Immunosuppression	<input type="checkbox"/>	Immunotherapy

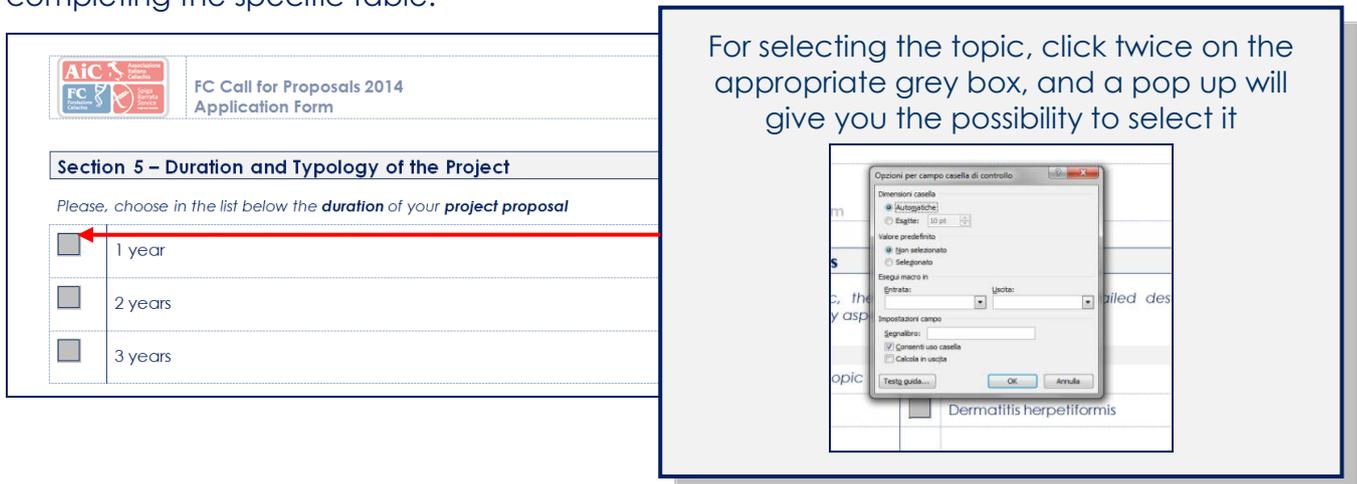
Callout 1: Select AT LEAST THREE and MAXIMUM FIVE of the Detailed Description Keywords listed

Callout 2: For selecting the detailed description keywords, click twice on the appropriate grey box, and a pop up will give you the possibility to select it (as shown above)

Callout 3: For ranking the detailed description keywords, indicate in the 'order' column the corresponding number, taking into account that 1 indicates the main and more relevant descriptor

IV. Section 5: Duration and Typology of the Project

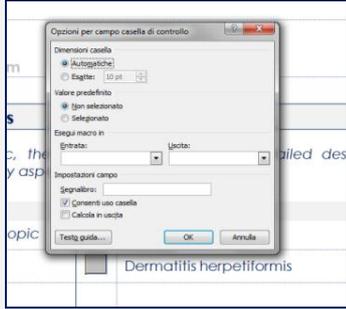
In this section, you are required to indicate the duration of the project proposal by completing the specific table.



Section 5 – Duration and Typology of the Project
Please, choose in the list below the **duration** of your **project proposal**

<input type="checkbox"/>	1 year
<input type="checkbox"/>	2 years
<input type="checkbox"/>	3 years

Callout: For selecting the topic, click twice on the appropriate grey box, and a pop up will give you the possibility to select it



When choosing the project duration, please take into consideration the following:

- **One-year projects** may be either pilot or exploratory studies, or full research projects with an annual duration. In the latter case, preliminary data should be provided in the Application Form (Section 8)

- It is **not** possible to divide a project into various sub-projects coinciding with the single steps of the unitary project, or to break it down into diverse funding lines (even though a single sub-project is led by another researcher)
- It is **not** possible to sub-divide a two-year or three-year project into single annual projects.

Please, be advised that the consistency of the typology of project with the project duration will be evaluated by the Reviewers

Furthermore, for projects with a duration of 1 year, you are required to complete an additional table specifying the nature of the study.

For projects with a duration of 1 year, please specify below the nature of the study:	
<input type="checkbox"/>	Pilot Study
<input type="checkbox"/>	Exploratory Study
<input type="checkbox"/>	Full Research Study

As explained on page 8 of the FC Call for Proposals 2014, three typologies of project proposals can be submitted. These are:

→ **Studies from a single research group**

In this kind of projects, all personnel involved has to belong to the unity/laboratory conducted by the PI. No internal or external collaborators are thus allowed in the research group.

→ **Partnership studies**

In this kind of projects, the research group can also involve one or more internal and/or external collaborators. Internal collaborators are researchers working within the same Hosting Institute of the PI, but into units/laboratories/departments different from the one conducted by the PI. External collaborators are researchers working in one or more other Italian research institutes/centres different from the hosting institute of the PI.

→ **Multicentre studies**

In this kind of projects, the research group can also involve one or more other Italian research institutes/centres different from the hosting institute of the PI. The characteristics and added value of the external institutes and corresponding research groups have to be described in detail.

In this section of the Application Form, you have to clearly choose the typology of project corresponding to your proposal. After having done that, if you have chosen '*Partnership Studies*' or '*Multicentre Studies*', do not forget to complete the specific table under Section 9 of the Application Form (respectively Table 9.B and 9.C). Please, do not forget that Table 9.A has to be completed for any typology of project.

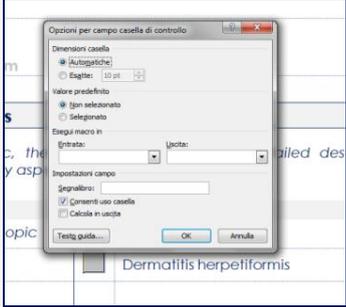
Please, choose in the list below the **typology** of your **project proposal**

- Single Research Group
- Partnership Studies
- Multicentre Studies

For **Partnership Studies**, please complete Section 9 – Table 9.B (page 16)

For **Multicentre Studies**, please complete Section 9 – Table 9.C (page 17)
Section 11 – Tables 11.B and 11.C (page 21)

For selecting the typology of project, click twice on the appropriate grey box, and a pop up will give you the possibility to select it

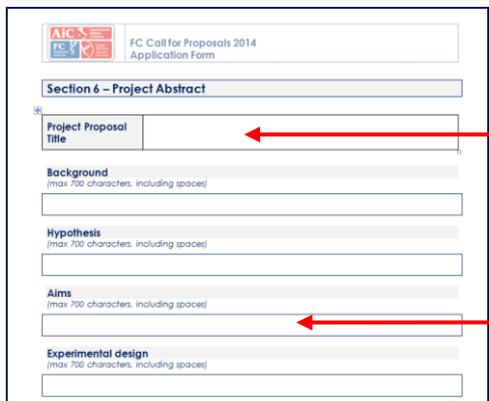


According to the typology of project you have chosen, please do not forget to complete the specific tables under Sections 9 and 11 of the Application Form

Please, on this point also read the information provided on this point under Section 6 of the FC Call for Proposals 2014 (page 8).

V. Section 6: Project Abstract

This section of the Application Form requires you to briefly describe your project proposal by providing the project title along with synthetic information on the project proposal background, the hypothesis underpinning the research plan, the overall aims of your project proposal, the experimental design and the expected results.



Provide the project proposal title here

Complete the text boxes without exceeding the maximum text allowed

Under this section, furthermore, you are required to declare if your project proposal is a resubmission one or not.

In case your answer is NO (meaning that you are resubmitting a revised version of your 2013 project proposal), you are then required to complete Section 7 of the Application Form ('Project Resubmission').

Is the project proposal submitted for the first time?

YES NO

If no, please complete Section 7 – Project Resubmission

If your project proposal was already submitted within the framework of the FC Call for Proposals 2013, you will choose NO and will continue by completing Section 7 of the Application Form (Project Resubmission)

If your project proposal is submitted for the first time, you will choose YES and go straight to Section 8 of the Application Form (Proposal Main Body)

VI. Section 7: Project Resubmission

This section of the Application Form is reserved to all those project proposals submitted within the framework of the FC Call for Proposals 2013 and not having been successful.

The resubmitted project proposals must include a point-by-point response reply to the criticisms and issues raised by the reviewers, explaining how they have been addressed and indicating all changes (additions, deletions, modifications) introduced in the research plan to this purpose. The boxes to be completed correspond to the evaluation criteria adopted by peer reviewers to assess proposals, and reference should be made to the letter received by FC at the end of the 2013 selection process, where comments of reviewers were reported.



FC Call for Proposals 2014
Application Form

Section 7 – Project Resubmission

Please provide a point-by-point reply to the criticisms and issues raised by the reviewers, explaining how they have been addressed and indicating all changes (additions, deletions, modifications) introduced in the research plan for this purpose. For doing this, please make reference to the letter received by FC at the end of the 2013 selection process, where comments of reviewers were reported.

Reviewer 1
(max 3500 characters including spaces)

Aim of the project	
Relevance of the project	
Clearness of the project purpose	
Improvement of basic/clinical comprehension	
Design on tasks of the project	
Preliminary data	
Sample size	
Difficulties and limitations	
PI's expertise	
Research team's expertise	
Innovation	
Funding request	

When explaining how criticisms and issues raised by peer reviewers were addressed, please do not exceed the maximum text allowed (which has to be understood for all the 12 criteria)

Based on the explanation you will provide, the peer reviewers will evaluate whether the resubmitted project proposal is a concrete reformulation of both the research project and design (as explained in detail on page 17 of the FC Call for Proposals 2014).

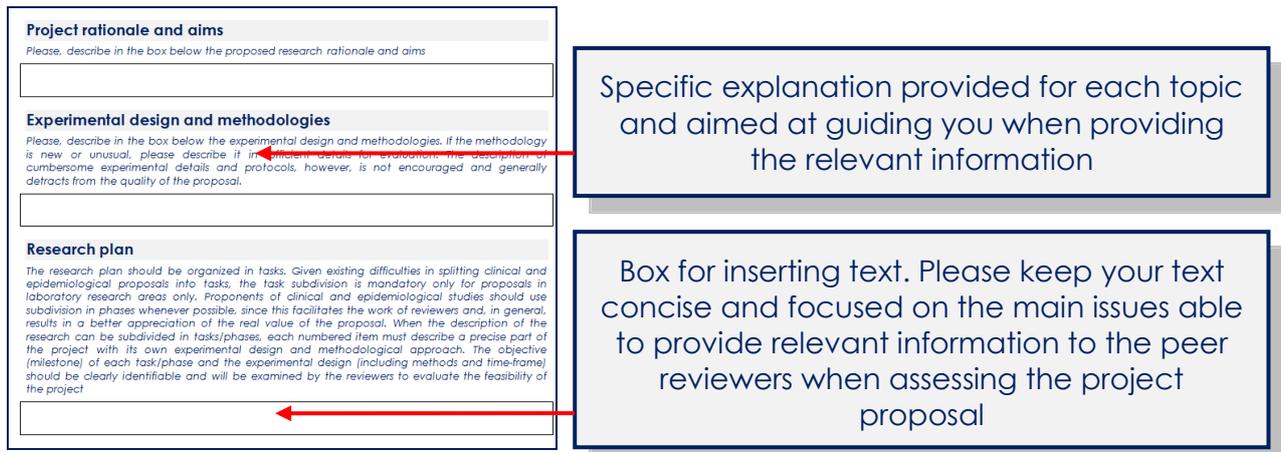
Please, also read the information provided on this point under Section 7 of the FC Call for Proposals 2014 (page 10).

VII. Section 8: Proposal Main Body

Under this section of the Application Form you are required to provide a detailed description of the project proposal. The topics to be described are the following:

- Project background
- Project rationale and aims
- Experimental design and methodologies
- Research Plan
- Potential pitfalls and caveats
- Project feasibility
- Description of PI's expertise
- Description of the key expertise of the research team
- Description of the facilities and equipment available for the research
- Bibliography
- Any other relevant information

For each of the above-mentioned topics specific explanation on the expected content is provided before the box where text can be inserted (as shown in the picture below).



The image shows a screenshot of the application form with three callout boxes pointing to specific sections:

- Project rationale and aims:** Please, describe in the box below the proposed research rationale and aims.
- Experimental design and methodologies:** Please, describe in the box below the experimental design and methodologies. If the methodology is new or unusual, please describe it in detail. Cumbrous experimental details and protocols, however, is not encouraged and generally detracts from the quality of the proposal.
- Research plan:** The research plan should be organized in tasks. Given existing difficulties in splitting clinical and epidemiological proposals into tasks, the task subdivision is mandatory only for proposals in laboratory research areas only. Proponents of clinical and epidemiological studies should use subdivision in phases whenever possible, since this facilitates the work of reviewers and, in general, results in a better appreciation of the real value of the proposal. When the description of the research can be subdivided in tasks/phases, each numbered item must describe a precise part of the project with its own experimental design and methodological approach. The objective (milestone) of each task/phase and the experimental design (including methods and time-frame) should be clearly identifiable and will be examined by the reviewers to evaluate the feasibility of the project.

Callout boxes provide the following instructions:

- Specific explanation provided for each topic and aimed at guiding you when providing the relevant information
- Box for inserting text. Please keep your text concise and focused on the main issues able to provide relevant information to the peer reviewers when assessing the project proposal

When completing each box, please try to keep concise and provide the relevant information required and necessary for peer reviewers to evaluate the project proposal.

VIII. Section 9: Personnel/Collaborators/Partners Involved in the Research

Under this section you are required to provide specific information on the members of the team involved in the research, and the number of tables to be completed depends on the typology of project, as explained in the table below:

Single Research Group Studies	Table 9.A
--------------------------------------	------------------

Partnership Studies	Table 9.A + Table 9.B
Multicentre Studies	Table 9.A + Table 9.C + Table 9.B only if internal and/or external collaborators are involved

If your project proposal is a **Single Research Group** one, only the first table has to be filled in. In the table you are required to name the members of the team, their affiliation, if they are clinicians or not, which is the role assigned to them, which is the financial support required (if any), the effort of each member of the team, and the eventual involvement in a previously FC funded project.

Name	Affiliation (institute/university/company)	Clinician	Role ¹	Financial support required ²	Effort ³ (months per year)			Role in a FC 2013 funded project ⁴ (if any)
					Y1	Y2	Y3	
1.		YES <input type="checkbox"/> NO <input type="checkbox"/>		€				
2.		YES <input type="checkbox"/> NO <input type="checkbox"/>		€				
[...]		YES <input type="checkbox"/> NO <input type="checkbox"/>		€				

If the member of the team is already involved in a previously FC funded project, please specify his/her role in the project proposal by using the initials of the corresponding role as explained in footnote 1

For selecting if the member of the team is a clinician or not, click twice on the appropriate grey box, and a pop up will give you the possibility to select it

The effort has to be expressed in months, and specified for each project year

For specifying the role of each member of the team, use the initials indicated in footnote 1

If your project is a **Partnership** one, you are also required to complete the second table provided in this section, which make reference to internal and external collaborators involved in the research project.

The table has to be completed as the previous one (see above).

If no internal or external collaborators are involved in the project, you then leave the table empty.

If your project is a **Multicentre** one, you are required to complete the relevant table by listing **ONLY** the group leaders of each Italian institute/centre involved in the project. Please, **DO NOT** list the collaborators of the group leaders.

9.C - Multicentre Project						
Please provide in the table below the list of group leaders ONLY of each Italian Institute/centre involved in the Multicentre project						
Name	Affiliation (institute/university)	Clinician	Effort ¹ (months per year)			Role in a FC 2013 funded project ¹⁰ (if any)
			Y1	Y2	Y3	
1.		YES <input type="checkbox"/> NO <input type="checkbox"/>				
2.		YES <input type="checkbox"/> NO <input type="checkbox"/>				
[...]		YES <input type="checkbox"/> NO <input type="checkbox"/>				

The table has to be completed as explained for the previous ones (see above).

Please, also read the information provided on this point under Section 6 of the FC Call for Proposals 2014 (page 8).

IX. Section 10: Description of the Planned Work for Each Unit of Personnel/Collaborators/Partners

Under this section, all members involved in the research (Tables 9.A, 9.B, 9.C) have to be listed again and for each of them the work assigned within the framework of the research activity has to be described. The text has to be concise, but complete.

Section 10 – Description of the Planned Work for Each Unit of Personnel/Collaborators/Partners	
In the table below, please describe in a concise, but complete, manner the work assigned to each unit of personnel/collaborators/partners listed in the previous section will perform.	
Add as many rows as needed	
Name	Work assigned in the proposed research (max 5 lines for each)
1.	
2.	
3.	
4.	
[...]	

When describing the work assigned to each unit of personnel involved in the project, please do not exceed the maximum text allowed

X. Section 11: Budget

In this section of the Application Form, all the information relating to the project budget has to be provided. In particular, Table 11.A has to be completed by inserting the amount allocated to each Centre. In case of Single Research Group and Partnership Studies, only the first row and the total row have to be completed. For Multicentre Studies also complete the partner centre rows. If no expenses are foreseen for Partner Centres, please indicate it with 'N/A'.

FC Call for Proposals 2014 Instructions for Completing the Application Form

Section 11 – Budget

11. A – Total Project Budget

Please, complete the table below by inserting the amount allocated to each Centre. In case of Single Research Group and Partnership Studies, only the first row and the total row have to be completed. For Multicentre Studies also complete the partner centre rows. If no expenses are foreseen for Partner Centres, please indicate it with 'N/A'. Please note that **applications exceeding € 70,000 per year will lead to project proposal exclusion**

Centre	Allocation 1 st year	Allocation 2 nd year	Allocation 3 rd year
Hosting Institute of the Coordinating PI	€	€	€
Partner Centre 1	€	€	€
Partner Centre 2	€	€	€
Partner Centre ...	€	€	€
Total	€	€	€

For Single Research Group and Partnership Studies, only this row has to be completed

For Multicentre Studies, Hosting Institute and Partner Centre rows have to be completed

Depending on the duration of your project, please complete the relevant columns

When calculating your total budget, be aware that **total amounts per year** (Hosting Institute of the Coordinating PI + Partner Centres if any) **must not exceed € 70,000 per year**.

In Table 11.B you are required to indicate the budget allocated to each typology of costs per year. In case no budget is allocated to a specific typology of cost, this has to be clearly indicated by using the abbreviation 'N/A'. The total amounts per year have to correspond to those indicated in the row 'Hosting Institute of the Coordinating PI' of Table 11.A

11. B - Typology and amount of Costs of the Hosting Institute of the (Coordinating) PI

Please, complete the table below by inserting the amount allocated to each category of costs. If no expenses are foreseen for any particular category of costs, please indicate it with 'N/A'. The total amounts per year have to correspond to those indicated in the row 'Hosting Institute of the Coordinating PI' of Table 11.A

Typology of costs	1 st year	2 nd year	3 rd year
Direct Research Costs – Consumables and Supplies	€	€	€
Direct Research Costs – Small Bench Instrumentation	€	€	€
Direct Research Costs – Services	€	€	€
Direct Research Costs – Maintenance Contracts	€	€	€
Direct Research Costs – Publication Costs	€	€	€
Direct Research Costs – Meetings and Travel Costs	€	€	€
Personnel Costs ¹¹	€	€	€
Indirect Costs	€	€	€
SUBTOTAL	€	€	€

Complete these table by indicating the expenditure per year per each typology of cost

Depending on the duration of your project, please complete the relevant columns

In the table below, a brief explanation relating to the costs covered under each typology of costs is provided:

Typology of Costs	Eligible expenditure
Direct research costs	It includes consumables and supplies, small bench instrumentation, services, maintenance contracts, publication costs, meeting/travel costs
Support for fellows (personnel costs)	Support will be provided only for fellows at 100% of time on the project (12 months per year). Applicants should ascertain that their own Institute can take on fellows
Personnel Costs	The maximum ceilings for contracts are listed below, and have been calculated on the basis of an Italian average salary for these positions: → Maximum 12,000€/per year for fellowships → Maximum 17,000€/per year for research doctorate → Maximum 23,000 €/per year for post-doc contracts
Indirect costs¹	These costs are generated by the research project, but cannot be attributed directly and quantitatively to a specific activity. For example, they may include core facilities, personnel of the research team not directly involved in research activities (e.g. secretaries and core-facilities personnel, etc.). Indirect costs are up to 15% of the direct research costs (personnel included)
Overheads	These are costs that the Hosting Institute must cover so that the research can be carried out. They may include, for example, grant management costs, utilities, administrative costs etc. Overheads are up to 10% of the sum of direct (personnel included) and indirect costs

Do not forget to annex to the Application Form the letter dated and signed by the Legal Representative which indicates the percentage rate(s) of indirect costs and/or overheads charged by the Hosting Institute, even if the rate is zero. The letter template is provided in Annex 3 of the Annexed Documents to the Application Form.

In addition to this, in the Application Form you are required to provide a detailed explanation and justification for each typology of costs and the amount required. This will allow to highlight the relevance of the planned expenditure in relation the overall research plan and its objectives.

For doing this, specific boxes relating to each typology of costs where the explanation can be inserted are provided.

¹ Both indirect costs and overheads can be calculated by the Hosting Institute according to its own accounting standard criteria

Justification of forecast costs
Please explain and justify budget items included in the table above (where applicable). Explanation has to be provided by year.

Direct Research Costs – Consumables and Supplies
(max 700 characters, including spaces)

When explaining and justifying the budget allocated to a specific budget heading, please do not exceed the maximum text allowed

Under this section, and for **Multicentre Studies only**, two additional tables have to be completed.

The first one (Table 11.C) has to be completed by inserting the amounts allocated per year to each Partner Centre for each category of costs. If no expenses are foreseen for any particular category of costs, please indicate it with 'N/A'. The total amounts per year have to be identical to those indicated in the corresponding row 'Partner Centre' of Table 11.A.

11.C - Multicentre Studies - A
Please, complete the table below by inserting the amounts allocated per year to each Partner Centre for each category of costs. If no are foreseen for any particular category of costs, please indicate it with "N/A". The total amounts per year have to be identical to those in the corresponding row 'Partner Centre' of Table 11.A.

Indicate here the name of the Partner Centre

Indicate here the amounts allocated for each typology of costs per year (in case no budget is allocated use the abbreviation N/A)

Add as many tables as the number of Partner Centres involved in your project

Partner Centre 1:													
Direct Research Costs (€) ¹²			Personnel Costs (€) ¹³			Indirect Costs (€)			Overheads (€)			TOTAL AM (€)	
Y1	Y2	Y3	Y1	Y2	Y3	Y1	Y2	Y3	Y1	Y2	Y3	Y1	Y2

Partner Centre 2:													
Direct Research Costs (€) ¹⁴			Personnel Costs (€) ¹⁵			Indirect Costs (€)						TOTAL AM (€)	
Y1	Y2	Y3	Y1	Y2	Y3	Y1	Y2	Y3				Y1	Y2

Please, do not forget to annex to the Application Form the letters dated and signed by the Legal Representative of the Partner Centres which indicates the total budget allocated and the percentage rate(s) of indirect costs and/or overheads charged by the Partner Centre, even if the rate is zero. The letter template is provided in Annex 4 of the Annexed Documents to the Application Form.

In addition to this, you are required to provide a detailed explanation and justification per Partner Centre (Table 11.D) highlighting the typologies of costs to be covered, and the amount required.

11.D - Multicentre Studies - Justification of Funds Allocated to Partner Centres
 Please explain and justify the funds allocated to each Partner Centre. Explanation has to be provided by year

Partner Centre	Justification of the Allocated Funds (max 700 characters, including spaces)
P1.	
P2.	
P3.	
P...	

Provide here a detailed explanation and justification of funds allocated to each Partner Centre by respecting the maximum text allowed

List here the Partner Centres receiving funds (please, use the same order as in previous table)

XI. Section 12: Active and Pending Funding

This section of the Application Form is divided into two different parts.

The first one concerns all the **funding** (if any) which have been **already granted** to the PI from any other funding agency, regardless of whether they overlap with the current proposal or not.

Section 12 – Active and Pending Funding

If the PI is receiving or expecting to receive grants from any funding agency, the tables below have to be completed, regardless of whether they overlap with the current proposal or not.

Active Funding

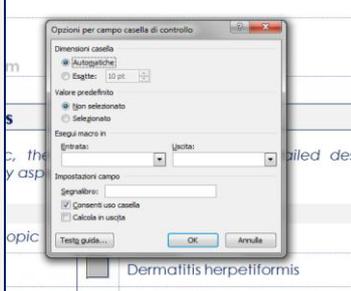
Is the current project proposal overlapping, in any part, with any active fund granted to the Principal Investigator?

YES NO

Please, list below all active funding granted to your Institution. Add as many rows as needed

Project Title	Funding Agency	Amount of the Grant	Project D (in months)
		€	
		€	
		€	

For selecting click twice on the appropriate grey box, and a pop up will give you the possibility to select it



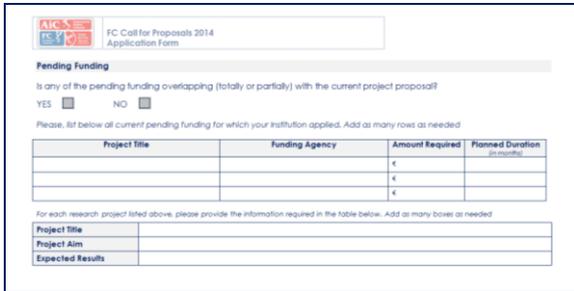
In addition to the first table, you are required to specify for each active funding the project title, the stage of development, the overall project aim and expected results. The information has to be synthetic, but should be sufficiently clear for highlighting differences/eventual similarities with the current project proposal.

For each research project listed above, please provide the information required in the table below (maximum 5 lines per item), as needed

Project Title	Stage of Development	Project Aim	Expected Results

When providing the requested information, please do not exceed the maximum text allowed

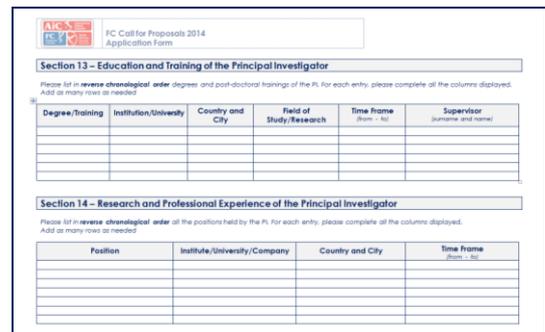
As for **pending funding**, this refers to any request of funding submitted by the PI and for which a grant is not yet allocated, regardless of whether they overlap with the current proposal or not. This part of the application has to be completed as explained for the previous one.



Please, also read the information provided on this point under Section 9 of the FC Call for Proposals 2014 (page 13)

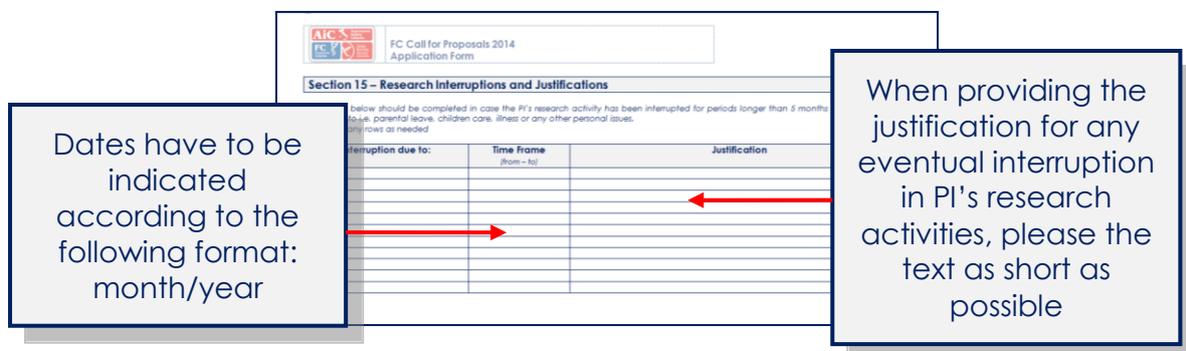
XII. Sections 13 & 14: Education, Training, Research and Professional Experience of the PI

Under this section of the Application Form, you are required to list in reverse chronological order the education and training of the PI, as well as his/her research and professional experience (including on-going training and current professional position). All columns included in the two tables have to be completed.



XIII. Section 15: Research Interruptions and Justification

Under this section of the Application Form, you have to highlight any interruption in PI's research activity, and to explain the reasons for this. Only interruptions longer than 5 months and having occurred between 2008 and 2013 have to be reported.



XIV. Section 16: Publications of the Principal Investigator

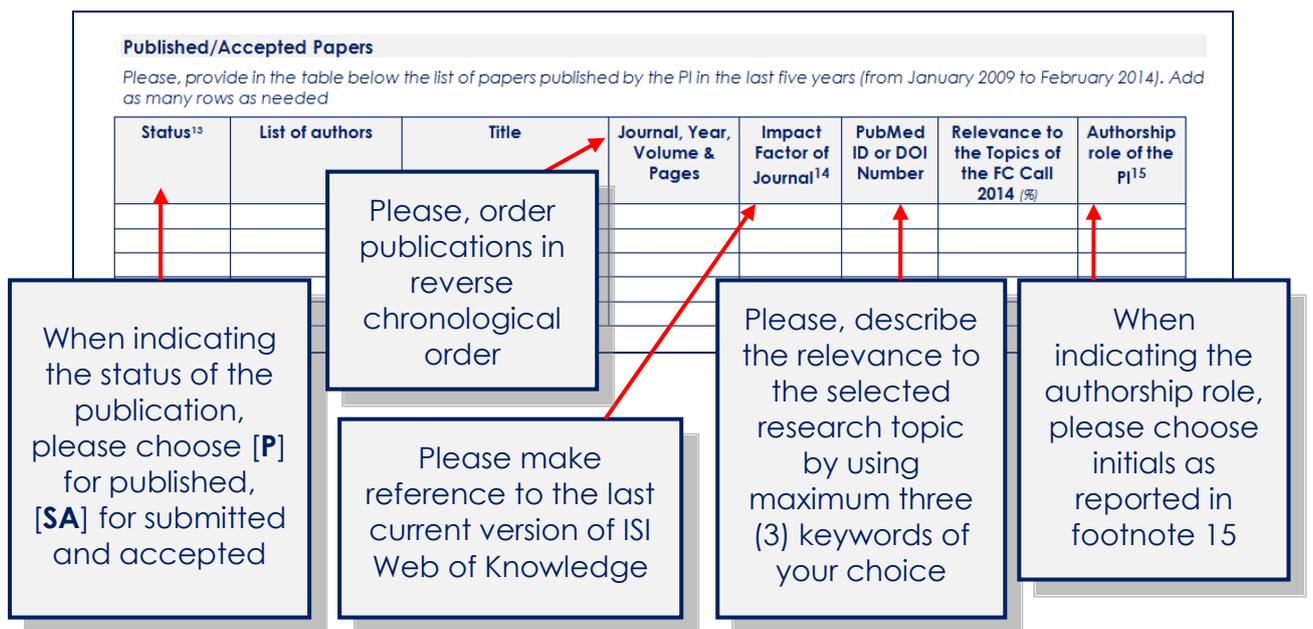
Under this section a number of information relating to the publications of the PI have to be provided.

First of all, you have to indicate the PI's total and active impact factor calculated making reference to the last five years (from the 1st of January 2009 to the 28th of February 2014). The impact factor has to be calculated according to the last current version of ISI Web of Knowledge.



In the following table, you are required to provide a list of maximum 15 publications, summing up published and/or accepted ones, in which the PI is first author or co-first author, last author, corresponding author or simply one of the authors. **Only publications being relevant to the research topic have to be mentioned**, as this is considered relevant for peer reviewers for assessing the expertise of the PI in the specific research area.

When completing the table, you are required to fill in all columns and to list publications in reverse chronological order.



XV. Section 17: Bio-Ethical Requirements

Under this section you are required to declare if the proposed research plan includes trials on patients and/or volunteers, or involve the use of biological samples, genetic material or data collection, as well as animal experimentation.

Section 15 – Bio-Ethical Requirements

Research on Humans

Does the research plan include trials on patients and/or healthy volunteers, or involve the use of biological samples, genetic material or data collection?

YES NO

Research on Animals

Does the proposed research involve Animal Experimentation?

YES NO

For selecting click twice on the appropriate grey box, and a pop up will give you the possibility to select it



After having done this, you are required to choose one of the options (under the relevant section (research on human or on animals) where you state if the clearance from the competent body was obtained or required.

XVI. Section 18: Check List

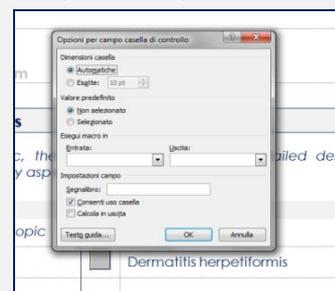
Under this section, you are provided with a short check list to be completed before sending the Application package and submit it according to the rules stated in the FC Call for Proposal 2014 (Section 10, page 14 onwards).

Section 18 – Check List

Before sending the Application Form, please complete the following check list in order to be sure that all relevant documents were duly completed and (where relevant) annexed:

<input type="checkbox"/>	All sections of the Application Form were duly completed
<input type="checkbox"/>	The Application Form was dated and signed in blue-ink by both the Principal Investigator and the Legal Representative
<input type="checkbox"/>	The letters of collaboration (Engagement Letters) for all internal and external collaborators involved in the research project were printed, originally signed and included in the Application Form. The relevant template was used (Annex 1)
<input type="checkbox"/>	The brief signed curricula of all personnel involved in the research project were included in the Application Form. The relevant template was used (Annex 2)
<input type="checkbox"/>	The Institutional Letter of the Hosting Institute for Indirect Costs/Overhead indicating the percentage rate(s) of indirect costs and/or overheads charged by the (Coordinating) Hosting Institute, even if the rate is zero (Annex 3)
<input type="checkbox"/>	For Multicentre Study ONLY The Institutional Letters of Partner indicating the total amounts of funds requested, and the percentage rate(s) of indirect costs and/or overheads charged by the Partner Institute, even if the rate is zero (Annex 1)

For selecting, click twice on the appropriate grey box, and a pop up will give you the possibility to select it



XVII. Section 19: Signature of the Application Form

With the signature of the Application Form, the Principal Investigator and the Legal Representative declare to accept all the conditions specified in the FC Call for Proposals 2014 and all official documents, including the privacy policy.

The diagram illustrates the 'Section 19 - Signature Page of the Application Form'. It shows a form with several fields and callouts:

- Project Proposal Title:** A callout box pointing to the 'Project Proposal Title' field.
- Name of the PI in capital letters and signature in blue ink:** A callout box pointing to the 'Name of the Principal Investigator' and 'Signature of the Principal Investigator' fields.
- Name of the Legal Representative of the Hosting Institute in capital letters and signature in blue ink:** A callout box pointing to the 'Name of the Legal Representative' and 'Signature of the Legal Representative of the Hosting Institute' fields.
- Place and date:** A callout box pointing to the 'Place & Date' field.
- Stamp of the Hosting Institute:** A callout box pointing to the 'Hosting Institute Stamp' field.

The Signature Page of the Application Form has to be originally signed (in blue ink) by both the PI and the Legal Representative of the Hosting Institute. The scanned page (in pdf format) has to be attached to the Application submission email.

Annexed Documents

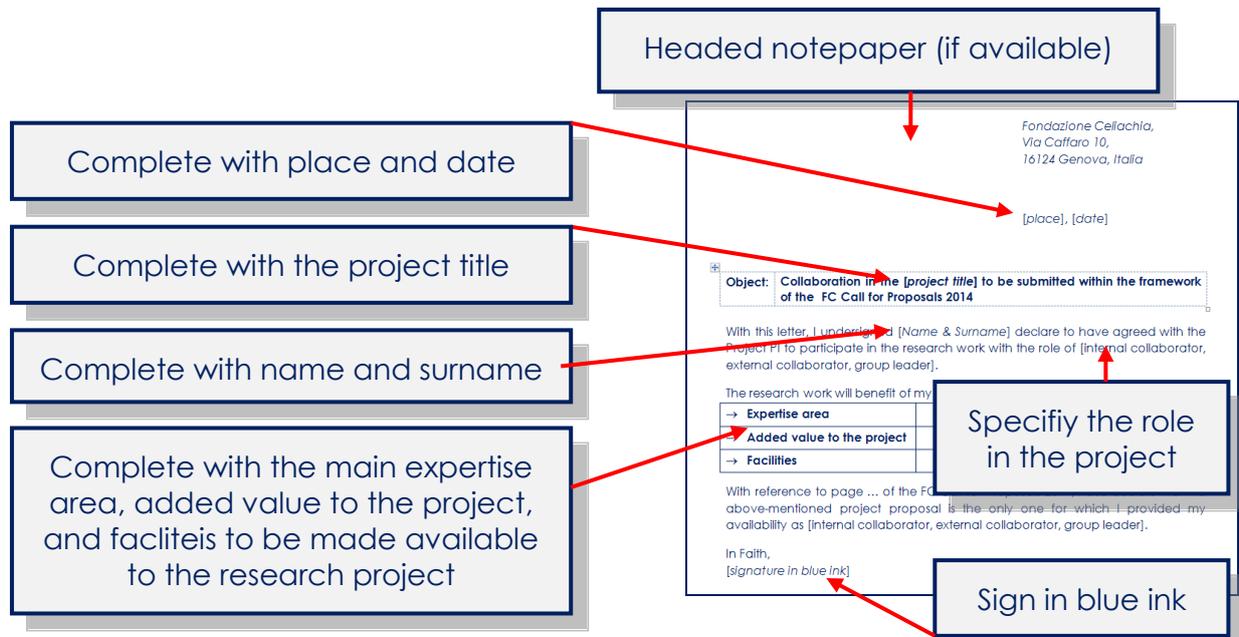
Annex 1: Engagement Letter for Internal & External Collaborators (Partnership Studies), and Other Group Leaders (Multicentre Studies)

This Annex makes reference to the letters of engagement of internal/external collaborators and group leaders (if any) to be involved in the research team.

In Partnership and Multicentre Studies, in fact, the involvement of internal and external collaborators, as well as other group leaders, is one of the main characteristics. For any of these units of staff, an originally signed letter has to be attached to the Application Form.



A letter template is provided, and it has to be duplicated as many time as necessary (depending on the number of internal/external collaborators and other research group leaders). Each internal/external collaborator is required to complete the text, produce the letter on a headed notepaper, and to sign it (in blue ink).

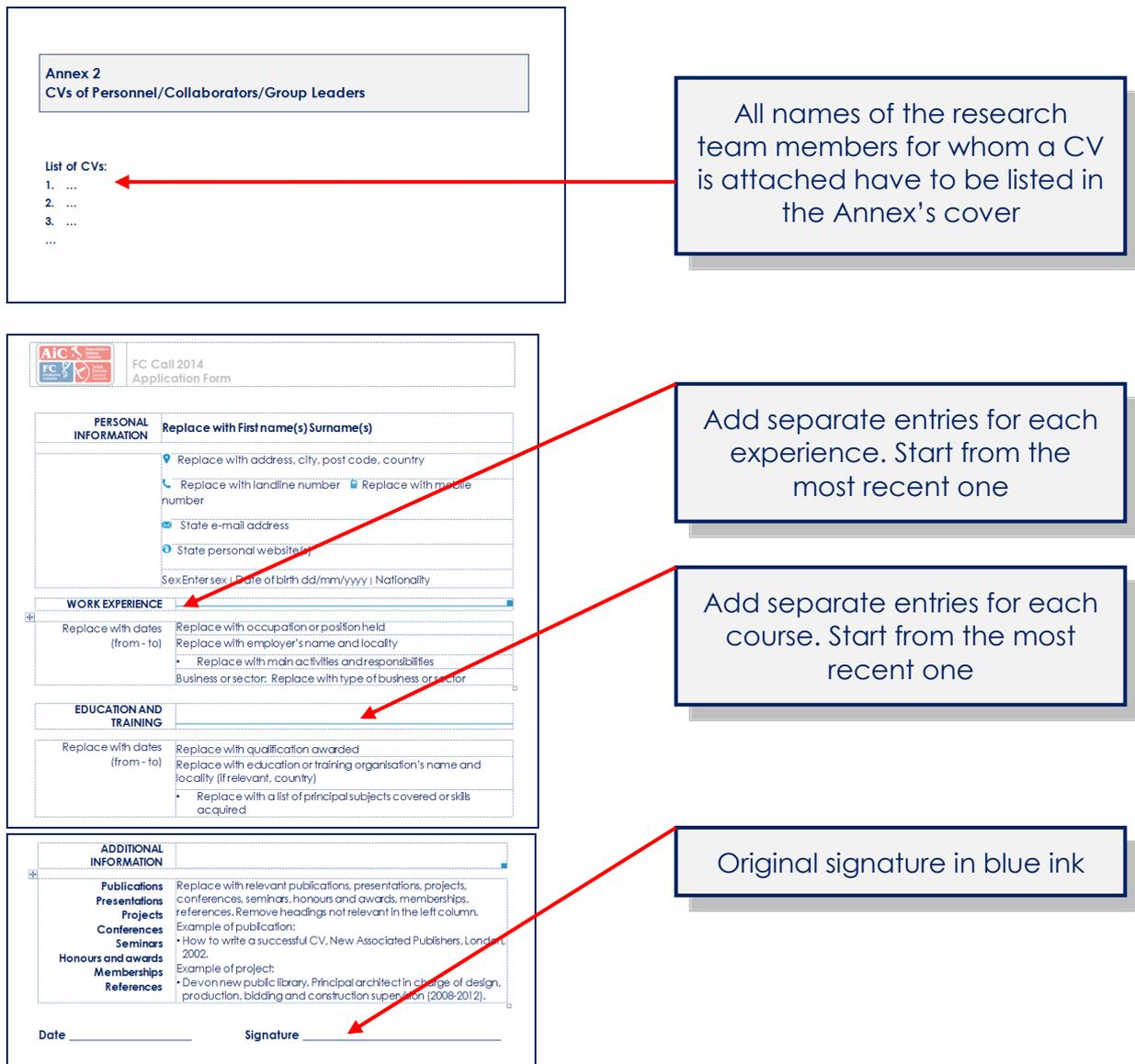


Annex 2: CVs of Personnel, Collaborators and Other Group Leaders

This Annex makes reference to the curricula of all the research team members (including internal/external collaborators and other group leaders) to be involved in the project. CVs for administrative and technical staff do not have to be annexed.

A CV template is provided, and it has to be duplicated as many times as necessary (depending on the total number of staff involved in the research activities). Each research team member is required to complete the template, and to date and sign it (in blue ink).

Each individual CV does not have to exceed a total of 3 pages.



The diagram illustrates the components of the CV submission process. It shows the Annex cover page, a detailed CV template form, and three callout boxes with red arrows pointing to specific parts of the form.

Annex 2: CVs of Personnel/Collaborators/Group Leaders

List of CVs:

1. ...
2. ...
3. ...
- ...

Callout 1: All names of the research team members for whom a CV is attached have to be listed in the Annex's cover

Callout 2: Add separate entries for each experience. Start from the most recent one

Callout 3: Add separate entries for each course. Start from the most recent one

Callout 4: Original signature in blue ink

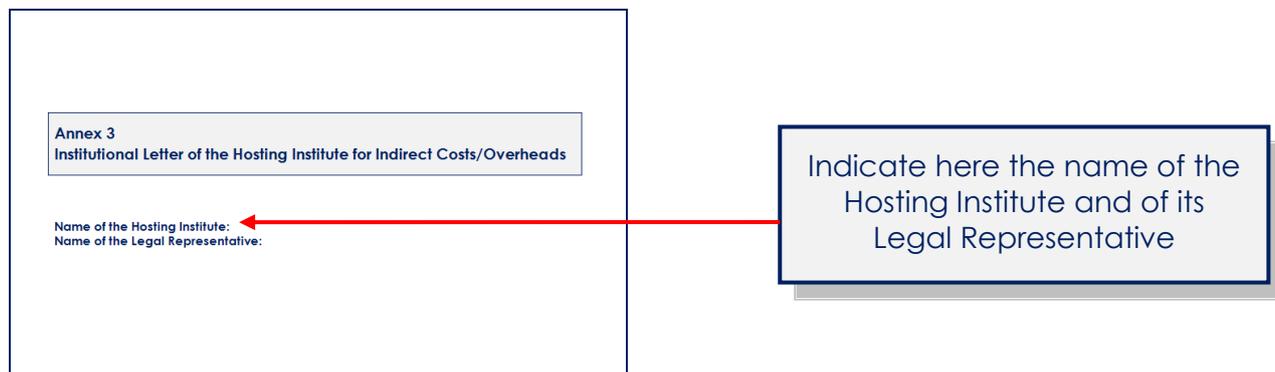
CV Template Fields:

- PERSONAL INFORMATION:** Replace with First name(s) Surname(s); Replace with address, city, post code, country; Replace with landline number / Replace with mobile number; State e-mail address; State personal website(s); Sex; Date of birth; Nationality.
- WORK EXPERIENCE:** Replace with dates (from - to); Replace with occupation or position held; Replace with employer's name and locality; Replace with main activities and responsibilities; Business or sector: Replace with type of business or sector.
- EDUCATION AND TRAINING:** Replace with dates (from - to); Replace with qualification awarded; Replace with education or training organisation's name and locality (if relevant, country); Replace with a list of principal subjects covered or skills acquired.
- ADDITIONAL INFORMATION:** Publications; Presentations; Projects; Conferences; Seminars; Honours and awards; Memberships; References. Includes instructions on how to format these entries.

Date _____ Signature _____

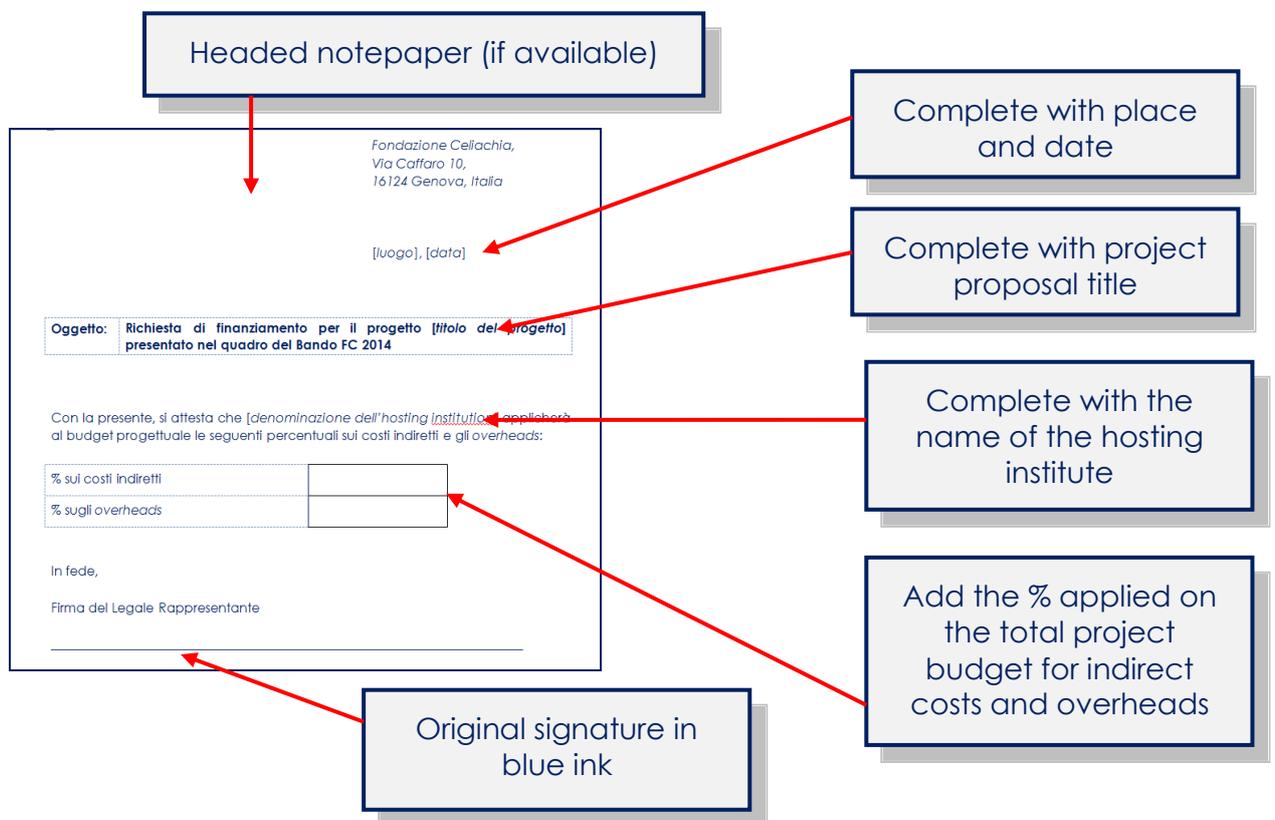
Annex 3: Institutional Letter of the Hosting Institute for Indirect Costs and Overheads

This Annex makes reference to the % applied by the Hosting Institute on the project budget for covering indirect costs and overheads. This document must be provided by the (Coordinating) PI, regardless the duration and typology of study.



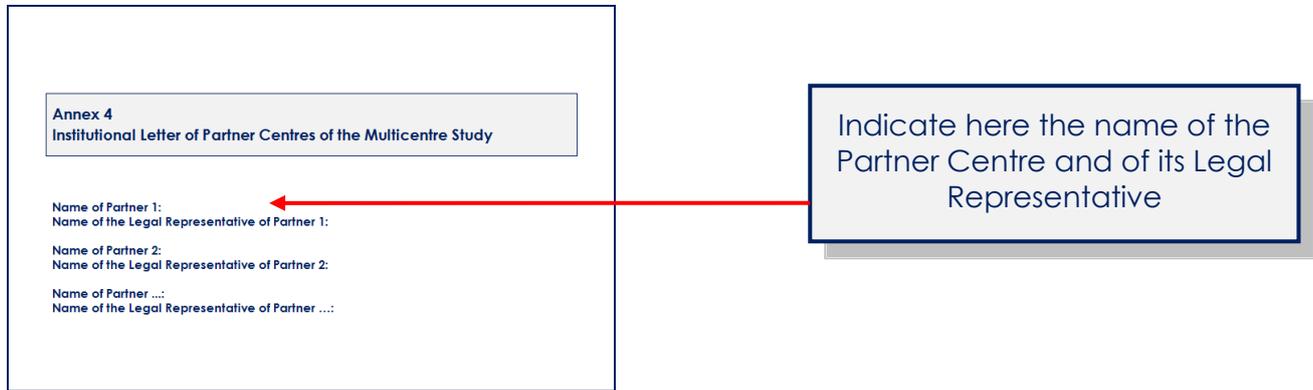
A letter template is provided and it has to be completed on a headed notepaper of the hosting institute and signed by the legal representative of the institute (in blue ink).

The template is provided in Italian in order to avoid any translation due to administrative needs of the hosting institute.



Annex 4: Institutional Letter of Partner Centres of the Multicentre Study

This Annex makes reference to Multicentre Studies only, and relates to the funding allocated to Partner Centres within the framework of the total requested budget for undertaking the research project.



A letter template is provided and it has to be completed by the legal representative of the partner centre on a headed notepaper, and signed in blue ink.

The template is provided in Italian in order to avoid any translation due to administrative needs of the partner institute.

