

Guidelines 2020

Short Proposal

PRIOR CONSIDERATIONS

- » Before starting to write your proposal, **carefully read the call's rules for participation**. Relevant information on how to prepare this proposal is exclusively addressed in the rules. Proposals not complying with the rules for participation of this call **will be automatically rejected with no further right to appeal**.
- » Strictly comply with the restrictions on format, structure, and content, specified below.
- » The structure of this template must be followed when preparing your short proposal. It has been designed to ensure that the most important aspects of your project are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria.
- » Please be aware that short proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded.
- » Short proposals are expected to include all aspects of a full proposal. At this stage, evaluators will assess three main aspects: its **scientific soundness** and **novelty** and its **social relevance** (see assessment of proposals guide). Therefore, short proposals must be focused on these aspects rather than going deep into methodological or implementation aspects. However, short proposals are expected to have well-developed and robust conceptual frameworks, methodologies and research designs. Should your proposal be preselected, take into consideration that **full proposals have to be built upon the prior short proposal**. No changes can be incorporated into the aspects already addressed in the short proposal, including altered or inconsistent concepts or assumptions with respect to the short proposal.

IMPORTANT

Write the proposal for a **non-specialized audience**. A non-academic selection panel of stakeholders will be part of the selection process.

Short proposals will be **blind-reviewed**. Therefore they have to be anonymous. Do not include information related to the identity of the project leader, research team or host organization. Proposals containing this kind of information will be automatically rejected.

PAGE LIMIT: 3 PAGES

If you upload a proposal longer than the specified limit, your proposal will be rejected. The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal and circumvent the page limit. Proposals can include figures, images, references and bibliography **within the 3 pages limit**. Do not add annexes or any other content exceeding the 3 pages limit.

FORMAT NOTE:

Please respect the following formatting constraints:

Font Calibri, size 11, page size A4, 2.5 cm. margins (left, right, top and bottom), 1.5 line spacing, and justified text. Title fonts can be larger. Hyphenation allowed. Typographic tools such as bold, italics, indentations or underlines are also permitted.

Do not change the typography, margins, spacing or any other format requirement. Footnotes (if any) must comply with the same format requirements than the core text. **Proposals not complying with formatting will be automatically rejected.**

STRUCTURE AND CONTENT:

Please structure the content of the short proposal according to the following parts:

1. Acronym: Title of your proposal (as a header of the document)

2. Research proposal

Feel free to answer the following questions wherever you find appropriate in your proposal. The order used here is not mandatory. You do not have to rewrite these questions in your proposal, unless you wish to do so in order to clarify the text.

- » **What is the project under study and why is it important? What are the principal hypotheses or research questions that will be examined?** Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved.
- » **Why is your project innovative?** Describe the innovation potential (e.g. ground-breaking objectives, novel concepts and approaches, new methodologies or research topics, disruptive management of data) which the proposal represents.
- » **What unique contribution(s) does your project make and what does literature (across disciplines) say about this problem?** Describe how your proposal would improve the state of the art, and the extent to which the proposed work is ambitious.
- » **What societal challenge(s) is your research proposal tackling? What insights will it provide to better understand it?** Explain the scope of your proposal, detail how it addresses any specific social challenge(s) in Spain and/or Portugal and why it is relevant, defining how your proposal will bring significant benefits for society.
- » **What types of quantitative data will be used in the study and how will it be acquired?** Describe **very concisely** the methodology behind your proposal objectives and idea.



Project

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Justified text

Hyphenation allowed

Title fonts can be larger

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