

Information and Communication Technologies Institute
Carnegie Mellon | PORTUGAL

AN INTERNATIONAL PARTNERSHIP

Guidelines
for
Early Bird Projects
Proposals Writing

November 2013

This document provides relevant information for submitting applications to the Call for Proposals for Early Bird Projects of the Carnegie Mellon Portugal Program.

Because the current FCT Application Form is not tailored to this call, the following guidelines, although highly recommended, are not mandatory. The text below explains how you can fit the application details of this call in the current FCT Application Form.

Applications to this call through the FCT platform (<https://concursos.fct.mctes.pt/projectos>) are a two-step process:

1. Completion of the on-line FCT form according to the following guidelines and information available (please refer to the [Terms of Reference for the Early Bird Projects Call for Proposals](#) for specific information).
2. Attachment of the “Annex to Application” to item 9 of the on-line FCT form with all the items requested in the *Terms of Reference*. The content of this document is of extreme relevance to the evaluation panel as it was specifically created for that purpose.

Important notes:

- All sections of the FCT form must be filled.
- Due to the exploratory nature of the proposals, the amount of information expected in the multiple parts of Section 3 “Scientific Component” is lower, compared to a regular proposal. Please see below the call’s specific guidelines for Section 3, for recommendations of how to fit the information in the FCT form.
- Except where mentioned all should be in English.
- Please make sure that the text entered in the on-line form is formatted and comprehensive.

Section 1. Project Description / Section 2. Institutions and Their Roles

Investigators applying for collaborative research grants must be organized as an international research team. One investigator is designated as the “Principal Applicant” and the other investigators as “Co-Applicants.” The Principal Applicant will be located in Portugal. The Principal Applicant will be responsible for coordinating the research on behalf of the team. He/she will also act as the team’s liaison with the Carnegie Mellon Portugal Program and FCT and will be required to submit a final budget and progress report.

Section 3. Scientific Component

	Section	Length		Content
		Suggested	Available	
3.1.a	Executive summary (in Portuguese)	1500	5000	Include a synopsis of the proposed project, in Portuguese, and a brief description of how the proposal meets the objectives of the CMU Portugal Program.
3.1.b	Executive summary	1500	5000	Same as above, but in English.
3.2	Technical Description			
3.2.1	Literature Review	1500	6000	State-of-the-art (different content according to the type of project – research, education or innovation). Please highlight the team's prior work and competences brought into the project.
3.2.2	Research Plan and Methods	1500	10000	Explain briefly: challenge to be addressed; methods that will be used; expected results; roles played by the partners; future expansion of project goals and support from government agencies, companies, industry consortia, foundations or financial investors.
3.2.3	Tasks	3000	4000	Use one single task. The following information should be provided: - Task denomination - Start date and duration - Effort (persons*month) - Description of task and expected results - Members who participate
3.2.4	Project Timeline and Management			
3.2.4 a	Description of the Management Structure	500	3000	List the PI and co-PIs at each partner institution;
3.2.4 b	Milestone List			A single milestone is recommended.
3.2.4 c	Timeline			A timeline with one single task is recommended.
3.3	Bibliographic References	5	30	The recommended maximum number is 5.
3.4	Past Publications	5	5	May include references for up to 5 articles, if relevant for the project.

Section 4. Research Team

Only members of the Portuguese groups should be indicated in the FCT form. To complete this, all members should obtain the Public Key at the FCT SIG website. Others members of the team should be described in the "Annex to Application"

Section 5.1 Funded Projects

This section of the FCT form should concern only Portuguese groups.

Section 6. Expected indicators

This section of the FCT form is applicable to the whole team (Portuguese and international members).

Section 7. and 8. Budget and Budget Rationale

This section is applicable only to the Portuguese institutions participating in the call and it does not involve the Carnegie Mellon University's team budget. Make sure the total budget does not exceed the supported funding.

Section 9. Attachments

Create and upload a single pdf file "Annex to Application" with the following content:

- A cover page (not exceeding one page, Arial regular font, 11 point)
The cover page includes the title of the project, the contact information of the PIs, a list of Co-PIs and other key personnel, the duration of the project, the total budget amount (requested amount and co-funding), five keywords, a synopsis of the proposed project, and a brief description of how the proposal meets the objectives of the CMU Portugal Program.
- A project description (not exceeding three pages, Arial regular font, 11 point)
The description should include sufficient detail that the reviewers can evaluate the appropriateness and feasibility of the proposed plan. The contributions of each member of the team must be delineated. The description should be as specific as possible about future expansion of project goals and support from government agencies, companies, industry consortia, foundations or financial investors.
- The CV and publication list of the principal applicant and each co-applicant (for each applicant, a maximum of 2 pages, Arial regular font, 11 point, including a list of up to 10 of the most relevant papers).
- Support letter(s) (for each organization, a maximum of 1 page, Arial regular font, 11 point)
Letters from any source(s) of matching funds must be included. Other letters of support may be included.

General Comments

If URLs with references or other material pertinent to your proposal are mentioned in the application, please make sure these are on-line for the duration of the review process.

PDF files cannot be larger than 5Mb. Avoid using large images or bitmaps to keep the files under this size.

Please use the FCT on-line tools for general information on application submission, namely the instructions at <http://www.fct.pt/apoios/projectos/concursos/instrucoes>.

For general inquiries and comments related to this call, please contact the Carnegie Mellon Portugal Program at

inquiries@cmuportugal.org.

For specific information related to application submission, please contact

projetosCMU@fct.pt.

For information regarding questions related to the technical aspects of the website, please contact the webmaster by e-mail at

webmaster@fct.pt.