Information and Communication Technologies Institute

Carnegie Mellon | PORTUGAL

AN INTERNATIONAL PARTNERSHIP

Guidelines

for

Entrepreneurial Research Initiatives

Proposals Writing - 2014

October 2014

FCT Fundação para a Ciência e a Tecnologia

MINISTÉRIO DA EDUCAÇÃO E CIÊNCIA

This document provides information relevant for submitting applications to the Call for Proposals for Entrepreneurial Research Initiatives of the Carnegie Mellon Portugal Program 2014.

Because the current FCT Application Form is not tailored to this call, the following guidelines explain 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.pt/projectos/) are a two-step process:

1. Completion of on-line FCT form according to the following guidelines and information available (please refer to the *Terms of Reference for the Entrepreneurial Research Initiatives Call for Proposals 2014* at http://www.fct.pt/apoios/cooptrans/parcerias/cmu/index.phtml.en 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 note: All sections of the FCT form must be filled. Except where mentioned all should be in English. Please make sure that 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 annual budgets and progress reports.

Section 3. Scientific Component

Include an overview of the Entrepreneurial Research Initiative (ERI), stating its vision and goals, the proposed advances and the envisaged impact on innovation, and briefly describing how the proposal meets the objectives of the Carnegie Mellon Portugal Program (see the Terms of Reference for the Entrepreneurial Research Initiatives Call for Proposals 2014). Present also the nature and expected outcomes of the collaborative and cross-disciplinary work, and explain the advantages of conducting the proposed efforts as a collaborative and cross-disciplinary work. State clearly the aims of the consortium as a whole and indicate the specific role played by each partner in achieving the goals of the consortium.
Use the space provided in section 3.1.b: Executive Summary

Include a detailed outline of vision and rationale for the ERI, strategic plan, accomplishments in prior experience with the program (if applicable), research program, education program, innovation program and infrastructure (see the Terms of Reference for the Entrepreneurial Research Initiatives Call for Proposals 2014. The detailed presentation must delineate the specific contributions of each member of the team.
Use the space provided in sections 3.2.1. (Literature Review), 3.2.2 (Plan and Methods) and 3.2.3 (Tasks)

Section 4. Research Team

All 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.

Section 5. 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

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. The budget for the dual degree PhD positions to be associated with the ERI should not be considered in this section. These positions, on the Portugal side, will be funded directly by future CMU Portugal Program Calls for Applications for Doctoral Program Scholarships and not through the ERI budget.

Section 9. Attachments

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

- a) Cover page;
- b) Summary;
- c) Detailed outline
  - Vision and rationale;
  - Strategic plan;
  - Research program;
  - Education program;
  - Innovation program;
  - Infrastructure;
- d) Accomplishments in prior experience with the program (if applicable);
- e) Team members;
- f) CVs and publications;
- g) Commitments from industry and government agencies;
- h) Support letters.

- 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 both PIs, a list of all the partners of the consortium, including companies and government agencies, the duration of the project, and the total budget amount (requested amount and co-funding).

- b. Summary (not exceeding three pages, Arial regular font, 11 point):
  - i. Clearly describe the ERI, stating its vision and goals, the proposed advances and the envisaged impact on innovation;
  - ii. Briefly describe how the proposal meets the objectives of the Carnegie Mellon Portugal Program;

    iii.   Present the nature and expected outcomes of the collaborative and cross-disciplinary work, and explain the advantages of conducting the proposed efforts as a collaborative and cross-disciplinary work;

    iv.   State clearly the aims of the consortium as a whole and indicate the specific role played by each partner in achieving the goals of the consortium;

    v.   Under the headings "Intellectual merit" and "Broader impacts" as relevant (see Appendix 2), provide highlights of the proposed research, education and innovation goals and strategies.

c.   Detailed outline (not exceeding ten pages, Arial regular font, 11 point)
Provide a detailed presentation of the vision and rationale for the ERI, strategic plan, research program, education program, innovation program, and infrastructure (see sections 4 and 5). The detailed presentation must delineate the specific contributions of each member of the team.

d.   Accomplishments in prior experience with the program (if applicable; not exceeding one page, Arial regular font, 11 point)
If applicable, briefly summarize prior participation in the CMU Portugal Program, and provide details on what was accomplished.

e.   Team members (Arial regular font, 11 point)
List all the team members, including their organizational affiliations and other relevant information.

f.   CVs and publications
Include 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).

g.   Commitments from industry and government agencies
Include a detailed description of the financial and/or in-kind commitments from industry and possibly other government agencies (for each organization, a maximum of 1 page, Arial regular font, 11 point).

h.   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.

Important note: The summary and the detailed outline should include all the content of the Scientific Component section of the FCT form. Sections a) to d) must not exceed 15 pages in total. This limitation will be strictly enforced.

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://wwww.fct.pt/apoios/projectos/concursos/instrucoes.

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

eris@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.