

Guidelines
for
Exploratory Research Projects
Proposals Writing

February 2017

This document provides information relevant for submitting applications to the 2017 Call for Proposals for Exploratory Research Projects under the Carnegie Mellon Portugal Program.

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](#) 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 Exploratory Research Projects Call for Proposals 2017](#) for specific information).
2. Attachment of the “Annex to Application” and the “Eligibility Documents” to item 9 of the on-line FCT form with all the items requested in the *Terms of Reference*. The content of the “Annex to Application” 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.
- 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 must 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 throughout the application process and the execution of the proposal, and will be required to submit annual budgets and progress reports.

Section 3. Scientific Component

Include a synopsis of the proposed project. 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. Present also a brief explanation of how the proposal meets the objectives of the Call and how it fits with the selected scientific area (see the [Terms of Reference for the Exploratory Research Projects Call for Proposals 2017](#)).

Use the space provided in section 3.1.b: Executive Summary

Include a detailed outline of vision and goals for the Exploratory Research Project, explaining the 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. The proposals must be very concrete and specific on the activities and the outcomes that the consortium actually proposes to carry out and achieve in the scope of the Exploratory Research Project, and clearly link them to its longer-term objectives. 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 Association 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. Budget / Section 8. 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 sections:

- 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, and the total budget amount (requested amount and co-funding).
- A summary (not exceeding one page, Arial regular font, 11 point)
The summary should include:
 - a synopsis of the proposed project;
 - five keywords;
 - a concise description of the nature and aims of each partner's contribution and the collaboration in the consortium as a whole;
 - the indication of the project's scientific area, according to section 1.2 of the [Terms of Reference for the Exploratory Research Projects Call for Proposals 2017](#);
 - a brief explanation of how the proposal meets the objectives of the Call and how it fits with the selected scientific area, according to section 1.2 of the [Terms of Reference for the Exploratory Research Projects Call for Proposals 2017](#).
- A project description (not exceeding four 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 proposals must be very concrete and specific on the activities and the outcomes that the consortium actually proposes to carry out and achieve in the scope of the Exploratory Research Project, and clearly link them to its longer-term objectives.

- A team members list (Arial regular font, 11 point)
List all the team members, including their organizational affiliations and other relevant information.
- 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, when applicable. Other letters of support may be included.

Important note: The cover page, the summary, and the project description should include all the content of the Scientific Component section of the FCT form and must not exceed six pages in total (including the title page). This limitation will be strictly enforced.

Create and upload the following “**Eligibility Documents**”, each in a separate file:

- The document that certifies the PhD degree of the lead Portugal Principal Investigator.
- Written agreement between the lead Portugal Principal Investigator and the Proposing Institution (if applicable).
- A statement from the PI at CMU confirming that he/she will be the lead PI from CMU and that he/she holds a faculty appointment at CMU.

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 materials](#) for general information on application submission.

For general inquires and comments related to this call, please contact the Carnegie Mellon Portugal Program at research@cmuportugal.org.

For specific information related to application submission, please contact projetosCMU@fct.pt.