

Guidelines for Proposal Writing

This document provides information relevant to the Calls for Proposals for the Harvard Medical School – Portugal Program in Translational Research and Information. Because the current FCT Application Form cannot be tailored to these Calls, the following guidelines are a suggestion and not mandatory. The text below indicates how you can fit this format in the current FCT Application Form.

If you provide URLs to references or other material pertinent to your proposal, make sure you will be able to keep these links alive for the duration of the review process.

Important note: All sections of the FCT form must be filled.

Section 1. Project Description / Section 2. Institutions and their roles

Investigators applying for collaborative research grants must organize themselves 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 HMS-Portugal Program and will be required to submit annual budgets and progress reports.

Section 3. Scientific Component

Include an overview of proposed research emphasizing how the proposal meets the aims of the HMS-Portugal Program. Emphasize also the nature and expected outcomes of the collaborative work. State clearly the aims of the team as a whole and indicate the specific role played by each member in achieving the goals of the team. Explain the advantages of conducting the proposed studies as a collaborative effort.

Use the space provided in section 3.1.b: executive summary

Include a detailed outline of the proposed research, including preliminary results. The detailed presentation must delineate the specific contributions of each member of the team.

Use the space provided in sections 3.2.2 (Plan and Methods) and 3.2.3 (Tasks)

Section 4. Research Team

Only members of the Portuguese groups should be indicated in the FCT form

Section 5. Funded Projects

This section of the FCT form should be filled only by the Portuguese groups

Section 6. Expected indicators

This section of the FCT form should be filled for the team as a whole

Section 7. Budget

This section of the FCT form should be filled for each participating institution in Portugal and at Harvard.

Section 8. Budget rationale

This section of the FCT form should be filled for each participating institution in Portugal and at Harvard.

Section 9. Attachments

For collaborative research grants, create and upload a single pdf file with the following content:

- An overview of proposed research emphasizing how the proposal meets the aims of the HMS-Portugal Program. Emphasize also the nature and expected outcomes of the collaborative work. State clearly the aims of the team as a whole and indicate the specific role played by each member in achieving the goals of the team. Explain the advantages of conducting the proposed studies as a collaborative effort. (do not exceed three pages, Arial regular font, 11 point)
- A detailed outline of the proposed research, including preliminary results (do not exceed seven pages; Arial regular font, 11 point). The detailed presentation must delineate the specific contributions of each member of the team.

- Include the CV and publication list of the principal applicant and each co-applicant (for each applicant, maximum of 2 pages, Arial regular font, 11 point, including a list of up to 10 of the most relevant papers)

Note that the .pdf file should be less than 5 Mbytes, so avoid including bitmaps or other large figure files.