

## GUIDELINES FOR PROPOSAL WRITING

This document provides information relevant to the Call for Exploratory Projects for the UT Austin | Portugal Program issued by the Fundação para a Ciência e a Tecnologia (FCT).

The proposals must be submitted via the standard FCT online form for research proposals available through the [FCT online platform](#).

Please ensure that all sections of the FCT online form are completed. Except where explicitly stated otherwise, all sections should be completed in English. 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.

### 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 Investigator”. The Principal Investigator must be located in Portugal. The Principal Investigator will be responsible for coordinating the research on behalf of the team. He/she will also act as the team’s liaison with the UT Austin | Portugal International Collaboratory for Emerging Technologies (CoLab), 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 UT Austin | Portugal Program Call. 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. To complete this, all members should obtain the Public Key at the FCT SIG website. Other members of the team should be described in the “Annex to Application”.

### 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 (Portuguese and international members).

## SECTION 7. BUDGET / SECTION 8. BUDGET RATIONALE

This section of the FCT form is applicable only to the Portuguese institutions participating in the call and it does not involve the UT Austin's team budget.

## SECTION 9. ATTACHMENTS

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

- An overview of the proposed research emphasizing how the research meets the aims of the UT Austin|Portugal Call. Emphasize 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 research as a collaborative effort. (Do not exceed three pages, Arial regular font, 11 points, 1.5 lines spacing.)
- The research activities to be performed by the UT Austin team should be clearly defined here.
- The commitment letter from the UT Austin research team as described in Section 3.2.
- A detailed outline of the proposed research, including preliminary results (do not exceed seven pages; Arial regular font, 11 point, 1.5 line spacing). The detailed presentation must delineate the specific contributions of each member of the team.
- Include the CV and publication list of the Principal Investigator(s) and all the other investigators (for each applicant, maximum of 2 pages, Arial regular font, 11 point, 1.5 line spacing, including a list of up to 10 of the most relevant publications).
- The institutional affiliation and degree certificate for the Ph.D. of the Principal Investigator.
- The commitment letter from the company as described in Section 3.2.
- A declaration of the attribution of intellectual property rights of the results of the project.

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

January 2017