

Guidelines for Proposal Writing

This document provides information relevant to the Calls for Proposals in the context of the MIT-Portugal Program. Because the current FCT Application Form cannot be tailored to these Calls, the following guidelines are offered as suggestions and are not mandatory, and are directed to the Portuguese researchers who are eligible to be Principal Applicants. 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 out.

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 MIT-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 MIT-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 completed only by the Portuguese groups

Section 6. Expected indicators

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

Section 7. Budget

This section of the FCT form should be completed for each participating institution in Portugal. The actual application to FCT refers only to Portuguese entities which cannot exceed the total budget of 200.000,00 €.

Section 8. Budget rationale

This section of the FCT form should be completed for each participating institution in Portugal.

Section 9. Attachments

Upload a single pdf file with the following content:

- State clearly the contribution of the team as a whole and indicate the specific role played by each member of the extended team. Include CV of PI at MIT and the company;
- Attach a budget table per participating partner in the project (total for Portuguese partners, MIT, company, other...), plus a total summary table, discriminating the amounts in the different categories as required by the FCT. The overall budget should reflect the total effort at all Portuguese institutions and MIT together.

Note that any .pdf file attached should not exceed 5 Mbytes; avoid including bitmaps or other large figure files.