

## Research Cooperation and Networking between Austria and South-Eastern Europe

To  
Austrian Science and Research Liaison Offices  
c/o Zentrum für Soziale Innovation  
“Research Cooperation and Networking between Austria and South-Eastern Europe”

Linke Wienzeile 246  
1150 Vienna  
Austria

### Project Proposal

#### Section A – General information

##### A.1 Project

Project full title

Funding requested

##### A.2 Applicant and Coordinator

Name of applicant / coordinator / partner 1 (institution, working group etc.):
Division / institute:
Legal status / Type of organisation:
Address (Street name, ZIP code, town):
Telephone no.: Fax no.: e-mail: web address/url:
represented by (name of person <u>legally responsible</u> )
Project coordinator, main contact person (if different from person legally responsible):
Address (if different from address stated above)
Telephone no.: Fax no.: e-mail: web address/url:
Bank name:

Sort code: Account number: IBAN: SWIFT: BIC: Payee:
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### A.3 Project Partners

Add additional partners if necessary (Applicant = partner 1).

Name of partner 2 (institution, working group etc.):
Division / institute:
Legal status / Type of organisation:
Address (Street name, ZIP code, town):
Telephone no.: Fax no.: e-mail: web address/url:
represented by (name of person <u>legally responsible</u> )

Name of partner 3 (institution, working group etc.):
Division / institute:
Legal status / Type of organisation:
Address (Street name, ZIP code, town):
Telephone no.: Fax no.: e-mail: web address/url:
represented by (name of person <u>legally responsible</u> )

Countries involved<sup>1</sup>:

	<input type="checkbox"/> Austria
ASO countries	<input type="checkbox"/> Bulgaria <input type="checkbox"/> Slovenia
SEE countries	<input type="checkbox"/> Albania <input type="checkbox"/> Bosnia-Herzegovina <input type="checkbox"/> Croatia <input type="checkbox"/> FYR of Macedonia <input type="checkbox"/> Romania <input type="checkbox"/> Serbia and <input type="checkbox"/> Montenegro

Use separate numbered sheets in A4 format as needed for the following sections and attach to project proposal.

The indication given with regard to the maximum number of characters is understood excluding blanks.

## Section B - Scientific description

### B.1 Description of project in general terms

(around 1 – 2 pages), including:

<p>Title</p> <p>Subject area</p> <p>Main objectives</p> <p>Brief description of the activities</p> <p>Milestones</p>
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### B.2 Comprehensive scientific description of project suitable for third-party expert appraisal

(around 3 – 6 pages), including:

<p>Problem definition and core questions</p> <p>State-of-the-art in the related field (including your relevant activities up to date)</p> <p>Activities and implementation strategies</p> <p>Anticipated benefits and relevance of the project (including expected impact e.g. in regional and/or scientific development, cross border collaboration; expected follow-up)</p>
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<sup>1</sup> See eligible countries for this call.

**B.3 Work schedule and time schedule**

*(around 3 – 6 pages), including:*

Projected starting date:

End of project:

Anticipated duration of project (months):

*Describe the work and time planning in detail, including:*

Defined workpackages and milestones

Proposed mode of operation

(i.e. describing overall coordination and the specific roles of the team members;

describing cooperation and integration strategies;

describing extent and quality of the regional cooperation)

**B.4 Are there any gender issues in your scientific activities?**

yes

no

If yes, please specify:

## Section C - Institutions and individuals carrying out the project

### C.1 Project coordinator

*Describe the coordinating institution/group, including:*

Name, qualifications, infrastructure, personnel available, public basic funding / donor funding

Project main coordinator / contact person:

name, proof of professional competence (information on qualifications, practical experience, research carried out, publications, lectures etc. in subject area of the project)

Tasks and time commitment within the framework of the project (in relation to the work schedule)

### C.2 Project partners

*Describe the partner institutions/groups, including:*

Name of institution(s), with whom co-operation will be carried out including name, qualifications, infrastructure, personnel available

Nature, content and goals of co-operation (in relation to the work schedule: describe the expertise and complementary nature of the teams in view of the tasks to be performed)

### C.3 Project staff

Please give an overview on the personnel in the following table (add more lines if necessary):

Name	Position / Task in the project (in relation to the work schedule)	Male / Female	Age

*Project staff should be listed individually by name. CVs should be sorted according to the partner institutions. Information on professional competence in the subject area of the project shall be given.*

## Section D - Budget plan

### D.1 General budget plan

<i>Describe the general financial plan, including:</i>	
Projected total cost	Euro
Amount covered by third party/parties (including name and address of the co-funding institution/s, donors) (if applicable)	Euro
Amount covered by own resources (if applicable)	Euro
Amount requested	Euro

### D.2 Detailed budget plan

*Please justify the individual items for each team:*

#### Personnel costs

*indicate in each case:* name, nature of contract, number of months/person (Percentage of full-time equivalent hours) and monthly gross cost or day rates (in Euro); total duration of project involvement, total costs.

#### Travel and subsistence

Travel and subsistence costs must be justified for each team.

#### Consumables

Indicate costs for consumables for each team. If a team requests more than 500 Euro, all items shall be listed with approximate prices and justification.

#### Other costs

Nature of these costs shall be indicated and justified.

#### Overheads

A lump sum for overheads of max. 10% of the total personnel costs may be charged.

#### Total amount requested

*Please summarise the financial plan in the following table:*

Add more columns if needed.

<i>Summary in Euro</i>	Applicant / Coordinator	Partner 2	Partner 3	Total
Personnel costs				
Travel and subsistence				
Consumables				
Other costs				
Overheads				
Total costs				
Total amount requested				
Percentage of the total costs requested for each partner				

The signatory of this application guarantees the truth and accuracy of all statements herein.  
The signatory also declares that the project is not double-funded.

Place, date

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Signature of applicant & seal/stamp

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To be submitted to:

Austrian Science and Research Liaison Offices  
c/o Zentrum für Soziale Innovation  
“Research Cooperation and Networking between Austria and South-Eastern Europe”

Linke Wienzeile 246  
1150 Vienna  
Austria

Deadline for submission: 31. March 2005

## Power of Attorney

Project Title:

Organisation, unit, legal address:

By signing this declaration, I certify that the information given in this project proposal relating to me and the team I represent is to the best of my knowledge true and complete. I have been involved in the preparation of the project and I agree with its contents. I and the team I represent are ready to set up and execute all tasks, duties and obligations assigned to us.

I / we hereby authorise and empower the applicant and coordinator, (name), as lawful attorney and administrator, to take all the necessary actions to negotiate and conclude the contract on behalf of my organisation and to amend it, after my formal written agreement with him (e-mail approval), if my organisation is concerned by the respective change.

I am / we are duly authorised to sign on behalf of the organisation.

If the team leader is not legally authorised to commit her/his organisation, the power of attorney should also be signed by the person legally authorised to do so.

Name of the organisation

Name of the team leader  
Function

Signature & Stamp  
Date

Name of the authorised official (if different from the team leader)  
Function

Signature & Stamp  
Date