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|  | |  |  | | --- | --- | | http://ec.europa.eu/research/participants/docs/h2020-funding-guide/imgs/eu-flag.jpg | The JPI Cultural Heritage project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 699523 | |

**JPICH Conservation, Protection and Use Call**

**Application Template for Proposals**

*Note:*

*Your application must follow the structure as specified below. The document should be written in English. All pages must be numbered and each page should contain the project acronym. The minimum font size allowed is 11. All margins should be at least 15 mm (not including footers or headers). Incomplete proposals will not be evaluated!*

|  |  |
| --- | --- |
| **Project Title** |  |
| **Acronym** | Min. 3 characters; please also insert in the footer |
| **Project Leader (PL = PI 1)** | Full name  Email address  Institution  City  Country |
| **Principal Investigator 2 (PI 2)** | Full name  Email address  Institution  City  Country |
| **Principal Investigator 3 (PI 3)** | Full name  Email address  Institution  City  Country |
| **Principal Investigator 4, 5**  (if applicable) | Full name, email address, institution, city, country  Please add rows if applicable |
| **Listing of all Associate Partners (APs)** | For each AssociatePartner please mention:  Full Name AP, City, Country, Name Contact Person  AP1:  AP2  … |

**Section I: Publishable Project Summary**

*Please provide the project summary here (max. 300 words), and (max.) five free-text key words.*

**Section II: Description of Work and associated information**

*All word counts are inclusive of all text, tables (excluding the budget tables), references, diagrams, and pictures.*

**Part A**

**Description of Research – max. 5000 words**

*(Please refer to the Call for Proposals for further instructions)*

**Part B**

**Potential Impact – max. 2500 words**

*(Please refer to the Call for Proposals for further instructions)*

**Part C**

**Description of Implementation and management – max. 2500 words, not counting the budget tables and their justification**

*(Please refer to the Call for Proposals for further instructions.*

*C4: After filling out the Excel budget template, the tables should be copied from the template and pasted here. The justification of costs should be added here under the tables.)*

**Part D**

**CVs**

*A short CV, in English, of the Project Leader and each Principal Investigator (PI). Each CV max. 1 page A4.*

**Part E**

**Letters of commitment**

*If applicable, an electronic copy of the signed and stamped letter of commitment from each of the Associate Partner(s) (1 page max., preferably in English).*

***Please check the Call for Proposals, the relevant National Eligibility Requirements (Annex A), and FAQs for further instructions!***

**Checklist JPICH Conservation, Protection and Use Proposal**

In submitting the proposal, the PL confirms that:

* the application is complete, consisting of:
  + **one** PDF document which contains all requested elements: cover page, sections I (summary) and II (parts A-E: full description of work, CVs and Letters of Commitment);
  + an Excel document which contains:
    - the basic project information;
    - summary budget (budget table B);
    - detailed total and requested budget for each PI (budget tables A);
  + (if applicable) additional documents required under specific national requirements.
* the PL is involved in one JPICH Conservation, Protection and Use proposal only;
* all PIs are eligible according to all relevant JPICH CP eligibility requirements;
* all budget items are eligible according to all relevant JPICH CP eligibility requirements;
* the information in the application is correct and in accordance with all relevant JPICH CP guidelines and eligibility requirements (in case of doubts, please contact the relevant JPICH CP national contact point(s) well before the submission deadline);
* all the consortium members will adhere to rules of good research practice as outlined in The European Code of Conduct for Research Integrity (<http://www.allea.org/wp-content/uploads/2017/03/ALLEA-European-Code-of-Conduct-for-Research-Integrity-2017-1.pdf>). The principles of integrity include, among others, fairness in providing references, giving credit, honesty in communication and impartiality and independence;
* no aspects of the proposed project are financed from any other domestic or foreign source or have already been implemented;
* all the necessary permits and approvals are in place at the start of the project e.g. regarding ethical review.