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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 – Cultural Heritage, Identities & Perspectives: Responding to Changing Societies (CHIP) 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 font size allowed is Calibri 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  Institutional profile page |
| **Principal Investigator 2 (PI 2)** | Full name  Email address  Institution  City  Country  Institutional profile page |
| **Principal Investigator 3 (PI 3)** | Full name  Email address  Institution  City  Country  Institutional profile page |
| **Principal Investigator 4, 5**  (if applicable) | Full name, email address, institution, city, country, institutional profile page  Please add rows if applicable |
| **Listing of all Associate Partners (APs)** | For each Associate Partner please mention:  Full Name AP, City, Country, Name Contact Person, email address  AP1:  AP2:  … |

# Section I: Publishable Project Summary

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

#### **🡨 Collapse/Expand Explanatory Notes (please remove these when submitting)**

##### The abstract in the summary should be no more than 300 words and provide:

##### • a brief context for the proposed research;

##### • the aims and objectives of the project;

##### • the relevance to the JPICH CHIP aims and research topics;

##### • expected outcomes/impacts of the JPICH CHIP project;

##### • A maximum of five free-text keywords.

##### The summary will be published if the application is successful. Please ensure that no confidential or sensitive information is included. It should be written in a way that is understandable to a general audience.

# Section II: Description of Work and associated information

All pages in this section must be numbered. An application without a Description of Work will not be accepted. The Description of Work should be a self-contained description of the proposed research. **The use of hyperlinks is prohibited in all sections**. The word counts include all text including – but not limited to – references, footnotes, text in figures, figure captions and tables.

## Part A

## Description of Research – max. 5000 words

#### **🡨 Collapse/Expand Explanatory Notes (please remove these when submitting)**

##### A1 Concept, research questions and objectives of the JPICH CHIP project and how it fits the call specification.

##### A2 Research context and how the proposed project is innovative, timely and important.

##### A3 Research design and methodology and parameters, including interdisciplinary approach.

##### A4 Work plan, detailed timeline and milestones.

##### A5 Short bibliography supporting the research case.

## Part B

## Description of Impact Pathway Approach – max. 2500 words

### Please describe your research impact strategy by means of the project deliverables (Output), Outcome & Impact, and a concrete approach to impact. Ensure a logical causal flow between Output, Outcome and Impact as part of a realistic and feasible approach. Please note: impact should be integrated in the project and not only formulated as deliverables.

#### **🡨 Collapse/Expand Explanatory Notes (please remove these when submitting)**

##### B1 Description of the **deliverables/outputs** of the project. Outputs are the most direct and immediate insights resulting from your research, falling under the direct span of control of the project.

##### B2 Description of its **potential value** for target groups such as researchers, cultural heritage management, non-academic stakeholders and society, including SMEs, heritage owners, public administrations, research partners and local communities.

##### Description of the potential and/or desired scholarly, cultural, societal, environmental and/or economical **outcome** of the project. Outcome relates to potential changes in behavior of partners and stakeholders that can result from the uptake of outputs. Description of the involvement and contributions of APs in facilitating the uptake. Uptake by early adopters may be part of the project, but is not mandatory. Uptake by next and final users that results in adopter-level changes needed to achieve the intended impact, fall outside the direct span of control of the project and may be included, but is not mandatory.

##### B3 Description of the **intended impact**. Impact is defined as the ‘big picture’ changes in institutional, environmental, financial, technical and social conditions that the project is working towards. Indicate which steps will need to be taken during and after the project to ensure that the results are actually used, who the most important knowledge users will be and how they will be engaged. What activities are planned to achieve societal impact, knowledge transfer and societal network formation (including objective and target group per activity and specify who will carry them out)? How does this relate to the breakthroughs to be achieved?

##### Show how the activities within the project will contribute to encouraging collaboration, co-creation and knowledge sharing within the knowledge chain, but also between the knowledge chain and societal partners. Indicate the extent to which there is an active role for relevant target groups and broader society in translating the results into action.

## 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.)

#### **🡨 Collapse/Expand Explanatory Notes (please remove these when submitting)**

##### C1 Description of the JPICH CHIP project management structure and procedures, and management of copyright, intellectual property, ethical issues and research integrity.

##### C2 Description of the relevant expertise and experience of the individual participants (including experience of coordinating research across national boundaries).

##### C3 Description of the consortium as a whole (including complementarity, balance between disciplines, level of staffing, plans for effective collaboration), including other stakeholders. Active involvement of user groups in developing the research questions and carrying out the project is encouraged. Describe how the consortium addresses equality and diversity.

##### C4 Allocation and justification of the resources to be committed along with a justification of the distribution of costs across the PIs and of the overall requested budget, including additional external funding (if applicable). Copy the budget tables you have prepared in the Excel file into your proposal.

##### C4.1 Detailed budget for each PI’s activities per year: budget table A followed by the justification of the requested budget.

##### C4.2 Overall budget for the whole duration of the project: budget table B followed by the justification of the distribution of costs across the PIs.

##### C4.3 If applicable, a description of own/additional funding should be given, complementing the JPICH CHIP requested funding (obligatory for some funding agencies, please consult the National Eligibility Requirements).

##### The justification of costs should be added under the tables.

## Part D

## CVs

### A short CV, in English, of the Project Leader and each Principal Investigator (PI). Each CV max. 1,5 page A4. NB: in accordance with [DORA](https://sfdora.org/) implementation a narrative cv is required. Do not mention H-indexes, impact factors, or any type of metric that refers to the journal, publisher, or publication platform, rather than to the individual output item; the scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published. A broad range of impact measures directly related to the output item may be considered, including qualitative indicators of research impact, such as influence on policy and practice. Use the following headings to structure your CV:

### Academic Profile (min. 300 words - max. 700 words per PL/PI)

### Key Output (max. 5 items per PL/PI. Min. 300 words - max. 700 words per PL/PI, excl. output titles and references to the output)

### Impact (academic and societal) (min. 300 words - max. 700 words per PL/PI)

#### **🡨 Collapse/Expand Explanatory Notes (please remove these when submitting)**

##### D1 Provide a comprehensive description of academic profiles in narrative form (min. 300 words - max. 700 words per PL/PI). Applicants may focus on achievements (other than output) and address research focus, research agenda and vision. Describe the positions in the (inter)national academic field, motivations for conducting research and for this project in particular, and the academic and societal potential of previous work.

##### The relevant elements in the description of academic achievements depend on the particular field and on personal situations. Career breaks (and justification for these) may be mentioned.

##### Examples of topics that may be addressed are listed below. This list is meant as inspiration. It is not necessary to address all these topics and others may be included. Note: a narrative is requested rather than a list of items.

##### Lines of (independent) research;

##### Theoretical and/or methodological contributions;

##### Collaborations and networking capabilities;

##### International orientation and activities;

##### Conference participation and organisation;

##### Educational activities, e.g. the connection of research and education;

##### Supervision of students, academic and non-academic staff;

##### Relevance of research results and their position relative to societal topics;

##### Membership of scientific boards, editorial boards, and committees;

##### Invited lectures;

##### Prizes, awards and grants, and how the opportunities offered by grant(s) were used;

##### Interdisciplinary activities;

##### Administrative and managerial tasks;

##### Contributions to open data and open science;

##### Motivation for doing research in general and this project in particular.

##### Please note that the focus is not on publications nor on output indicators, as output can be addressed in section D2.

##### D2 Key output (max. 5 items per PL/PI. Min. 300 words - max. 700 words per PL/PI, excl. output titles and references to the output) for the Project Leader and all Principal Investigators during the last 5 years.

##### Provide the references to key output (max. 5 per PL/PI) and a motivation for the selection of each of these output items: how does this output show the abilities/qualities of the researcher and/or how is it related to the proposed project. Per output item, provide one reference. The motivation may not include mention of other publications by the applicant. Applicants are encouraged to provide context for each motivation to support the assessment.

##### Output may include, but is not limited to:

##### Refereed articles;

##### Non-refereed articles;

##### Letters (to editors);

##### Books;

##### Book chapters;

##### Pre-prints;

##### Patents;

##### Working papers;

##### Proceedings;

##### Conference reports;

##### Software, code and open access databases;

##### Other artefacts with documented use (e.g. maps, methods, prototype demos, design, arXiv-articles, contributions to big-data collections);

##### Performance pieces, curated collections, museum exhibits;

##### Knowledge utilisation, outreach and popularisation.

##### All types of output that occur in your field (with a maximum of 5 items in total) may be considered. The status of the output must be clearly indicated.

##### For journal publications, book publications, and where possible all other output, provide the following information: the author(s) in the order as published, date, title of the publication, journal or series in which the publication appeared, volume, page numbers, and (if applicable) publisher and place. Do not use “et al.”, so committee members and referees can see the applicant’s position in the author list.

##### If you mention a URL it may only refer to the individual output item (and may not be an active hyperlink).

##### Mark open output, e.g. open access publications, open access databases and open source software, with “O”. Output marked “O” must be freely accessible worldwide at least from the time of the full proposal deadline forward.

##### In case of publications only mention publications that have actually been published, are in print (which implies that applicants are able to mention page numbers or a Digital Object Identifier (DOI)), are unconditionally accepted, or are available as pre-print in an open archive, with identifier (DOI, arXiv id, handle, or other standard persistent identifiers). Clearly indicate the status of the publication. For a list of pre-print servers, see: <http://researchpreprints.com/preprintlist/>.

##### Do not list publications that are still under review, and do not use the term “forthcoming” (or any derivative thereof) as its meaning is ambiguous. Note that book contracts are not considered unconditionally accepted publications and thus may not be mentioned, unless the definitive version of the book manuscript has been unconditionally approved by the publisher.

##### D3 Provide a description of the impact realised by relevant previous achievements (min. 300 words - max. 700 words per PL/PI). What issues were addressed by these. What actions did you develop and explain how these were informed? Who were the main beneficiaries of your achievements/impact and on what level? Describe who were involved.

##### Describe the impact pathway of relevant outputs/outcomes, in relation to societal, environmental and/or economical issues. To what extent did you realise impact beyond the direct span of control of prior research (projects)?

##### When describing your outcomes, you can think of changes in behaviour such as actions, activities, policies and/or partnerships of partners and stakeholders that are a result from the uptake of your outputs.

##### Describe the value of the relevant impact you realised, for researchers, cultural heritage management, non-academic stakeholders and society, including SMEs, heritage owners, public administrations, research partners and local communities. How does the value of relevant impact you realised further work towards changes in institutional, environmental, financial, technical and social conditions? Provide a description of the steps taken to ensure that the outputs and outcomes were taken up to this end.

##### The word count includes all text used in Part D, except the output titles and references to the output items.

## Part E

## Letters of commitment

*Letters of commitment from each of the Associate Partners (AP’s) are applicable (max. one side of A4 each, in English). An electronic copy of the signed and scanned letter of commitment of the involved AP’s must be included. The letter should explain the AP’s interest and role in the JPICH CHIP project and make explicit the nature of the AP’s commitment to the JPICH CHIP activities. They should either specify the amount of funding they are willing to contribute or specify the costs of their in-kind contribution.*

*In case letters of commitment from intended host institutions are required according to National Eligibility Requirements, these should not be included here but submitted as separate documents.*

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

# Checklist JPICH CHIP 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);
    - at least one letter of commitment of an AP;
  + (if applicable) additional documents required under specific national requirements.
* the PL is involved in one JPICH CHIP proposal only;
* all PIs are eligible according to all relevant JPICH CHIP eligibility requirements;
* all budget items are eligible according to all relevant JPICH CHIP eligibility requirements;
* the information in the application is correct and in accordance with all relevant JPICH CHIP guidelines and eligibility requirements (in case of doubts, please contact the relevant JPICH CHIP 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.