**Administrative Form**

**Research projects**

*(IP-2022-10)*

Project proposal number Project proposal acronym

1. **Applicant (PI) and Institution:**

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| E-mail address |  |
| Academic title |  |
| Scientific title |  |
| Institution |  |
| Institution street name and number |  |
| Postal code |  |
| City |  |
| Head of the Institution |  |
| Scientific title |  |
| Phone |  |
| Web site of the Institution |  |
| Indicate the scientific field (or fields) for which the institution in which the project will be implemented is accredited |  |

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| --- | --- | --- |
| Bilateral project | Yes | No |
| Trilateral project | Yes | No |

1. **Project Co-applicant and Partner Institution:**

|  |  |
| --- | --- |
| Institution |  |
| First name |  |
| Last name |  |
| E-mail address |  |
| Academic title |  |
| Scientific title |  |
| Institution street name and number |  |
| Postal code |  |
| City |  |
| Institution |  |
| Institution street name and number |  |
| Postal code |  |
| City |  |
| State |  |
| Head of the Institution |  |
| Scientific title |  |
| Phone |  |
| Web site of the Institution |  |

1. **Team members**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| User ID | Academic title | First name | Last name | Institution | E-mail address | Status on Project\* | Role\*\* |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

\*Researcher, postdoctoral student

\*\* Principal Investigator, Project Co-applicant, Associate

1. **General information on project proposal**

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| --- | --- |
| Call identifier | GENERATED AUTOMATICALLY FROM THE SYSTEM - PROJECT NUMBER |
| Project proposal full title in English |  |
| Project proposal full title in Croatian |  |
| Project proposal acronym |  |
| Duration (in months) | 48 |
| Total requested grant from HRZZ (EUR) |  |
| Budget for Year 1 (EUR) |  |
| Budget for Year 2 (EUR) |  |
| Budget for Year 3 (EUR) |  |
| Budget for Year 4 (EUR) |  |
| Total funds requested from the partner institution 1 |  |
| Total funds requested from the partner institution 2 |  |
| Total project budget (HRZZ + Partner institution) |  |
| Keywords  *(min. 5 keywords)* |  |
| Scientific area  *(Please choose only one)* | 1  Natural sciences  2  Technical sciences  3  Biomedicine and Health  4  Biotechnical sciences  5  Social sciences  6  Humanities  7  Interdisciplinary area of science  Interdisciplinary project |
| *Please number the scientific areas covered by the Interdisciplinary project proposal (the primary area should be numbered as 1, the next as 2, etc.)* | Natural sciences  Technical sciences  Biomedicine and Health  Biotechnical sciences  Social sciences  Humanities |
| Please choose the scientific field that the project proposal primarily belongs to |  |
| Please write the names of other scientific fields covered by the project proposal |  |
| Scientific area by ERC classification |  |
| Scientific field |  |
| Project proposal summary (EN) *(min. 100, max. 2,000 characters)* |  |

1. **Institutional support**

|  |  |
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| Existing equipment that will be made available to the research group (whose value is 5.000,00 EUR or more) ). It is necessary to specify the name and quantity of individual equipment, including licenses for specialized softwares for processing the results of the performed analyzes. |  |
| Describe administrative and technical support and facilities that will be made available to the research group. |  |
| Obligations of the Applicant within the Institution (teaching and administrative duties). |  |
| Describe how the proposed research fits into the Institution’s research strategy. |  |
| Other |  |

1. **Extended abstract**[[1]](#footnote-1)

|  |  |
| --- | --- |
| **Applicant′s ORCID i/ili CROSBI link:** |  |
| **Track record of the applicant in the last five years, including:**  **1.Five publications[[2]](#footnote-2) in internationally peer-reviewed scientific journals in which the Applicant is the lead or corresponding author (indicating the Digital Object Identifier/ DOI if applicable) in research field in which the project proposal was submitted; chapters in books, conference papers, monographs, etc.** | |
| Type the text... | |
| **2. Previous participation in HRZZ projects (state your role in the project (Principal Investigator/team member), most important publications resulting from projects and most important results)** | |
| Type the text... | |
| **3. List of projects accepted for funding (international and national). Please state the source of funding, role within the project (Principal Investigator/ Team member) and received funds. Please provide links to the websites of the funded projects and highlight the most important publications resulting from projects and most important results.** | |
| Type the text... | |
| **4. Other significant academic achievements: organisation of scientific meetings (201? name of the event and your role /type of event/number of participants/country), invited lectures at international conferences and / or summer schools, international awards, editorial board memberships, the most significant scientific collaborations (names of collaborators, topics, organisation, city, country; results application), cooperation with the economy (entrepreneurial successes, innovation activities, applied / granted patents).** | |
| Type the text... | |
| **5. Please highlight your previous scientific contribution to in the field and topic of research proposal and in the training of young researchers (expressed as the number of successfully defended doctoral dissertations and related scientific papers published).** | |
| Type the text... | |
| **6. Clarify the theoretical background and the scientific contribution of the project. Describe the importance of the research for development of the area of research, society and economy.** | |
| Type the text... | |
| **7.Describe the research methodology and explain the research problems. Describe the most significant expected results of the project.** | |
| Type the text... | |
| **8. Describe the research group who will be implementing the research and their tasks, where the research will be implemented and what existing resources (including facilities and equipment) are required and available for the implementation of the research.** | |
| Type the text... | |
| **9. Resources (Specify the proposed project budget by linking the items in the financial plan with the related objectives, deliverables and activities. The budget needs to be accurate and clearly specified. Please state the percentage of the working hours which the applicant will dedicate to the project implementation).** | |
| Type the text... | |

**Declaration:**

NAME OF THE INSTITUTION, as the legal entity of the Applicant, declares its intention to ensure successful implementation of the project by FIRST AND LAST NAME OF PRINCIPAL INVESTIGATOR, through the commitments stated below, in case the project proposal entitled TITLE OF PROJECT PROPOSAL is financed.

The Applicant’s legal entity commits, throughout the duration of financing, to the following:

* Ensuring that the activities are conducted in a lawful manner and in accordance with the recommendations of the HRZZ and assuming all obligations arising from their implementation;
* Provide support in the implementation of the principle of scientific research integrity;
* Confirming that the Principal Investigator is permanently employed or a member of the Croatian Academy of Sciences and Arts;
* Ensuring that the project activities are carried out under the scientific management of the Principal Investigator, who is expected to devote sufficient working hours to the proposed project;
* Supporting the Principal Investigator with project management and providing him/her with adequate administrative assistance, especially with the processing and interpretation of financial information, financial management and financial reporting as well as with the general logistics of the project;
* Providing the Principal Investigator and his/her team members with support during research, in particular through infrastructure, equipment, products and other services required for research implementation;
* Ensuring the necessary scientific autonomy of the Principal Investigator.

The Applicant’s legal entity hereby declares the following: economic use is purely our ancillary activity, i.e. corresponds to the activity that is directly related to the work of the research institution or the research infrastructure and is essential for such work, or is inseparable from the main non-economic use and with limited scope. The capacities allocated to economic activities on an annual basis do not exceed 20% of the Institution’s total annual capacities.

We, the undersigned, hereby declare under material and criminal liability the truthfulness and completeness of the information provided in the Administrative Form, Application Form, Financial Plan Form, Work Plan Form and all the supporting documents.

We declare that we are familiar with the normative acts and recommendations of the Croatian Science Foundation and we undertake to comply with and accept their provisions, which we verify by our signatures and official stamp of the Institution.

The Head of the Institution certifies, with his signature and the official stamp of the Institution, that the Principal Investigator is permanently employed at the Institution at which the project will be implemented, or is a full member of the Croatian Academy of Sciences and Arts. The Head of the Institution declares that all things mentioned in the Institutional Support Form will be fully respected and confirms that the Principal Investigator will be able to devote sufficient working hours to the project funded by the Croatian Science Foundation.

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| Applicant (PI)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Head of the Institution  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(Official stamp)

1. For PIs applying for bilateral and trilateral projects, it is necessary to provide a list of achievements and a CV of the project Co-applicant from the Partner Institution/s according to the defined form. [↑](#footnote-ref-1)
2. For the field of social sciences and humanities, at least half of the publications shown must meet this criteria. If the stated criteria is not met, the Applicant should provide clarification. [↑](#footnote-ref-2)