**Guidelines are shown highlighted in grey throughout this document:**

***In drafting the proposal, applicants must follow the structure outlined below.***

***This page and all similar instructions in highlighted italics should be deleted.***

1. The uploaded document must include the proposal title in the header. Applicants must use the following formatting constraints: Arial, at least font size 10, margins (2.0cm side, 1.5cm top and bottom), single line spacing.
2. References should be listed in footnotes, Arial font size minimum of pt. 8.

All references will count towards the page limit.

*Proposals must respect the following minimum standards:*

* *a* ***minimum font size of 11 points****, except for the* ***Gantt chart and tables*** *where the* ***minimum font size is 8*** *points*
* *single line spacing*
* *A4 page size*
* ***margins*** *(top, bottom, left, right) of* ***at least 15 mm*** *(not including any footers or headers)*
* *a clearly readable font (e.g. Arial or Times New Roman) on a printed copy*

Please contact [cfacts-enquiries@bournemouth.ac.uk](mailto:cfacts-enquiries@bournemouth.ac.uk) for any enquiries.

***Part B-1:***

*The* ***maximum*** *total length for this document is* ***10 pages.*** *It should be composed as follows (detailed description below):*

*- Abstract*

*- Section 1: Excellence*

*- Section 2: Impact*

*- Section 3: Implementation*

*Of the* ***maximum 10 pages*** *applied to sections 1, 2 and 3, applicants are free to decide on the allocation of pages between the sections. However,* ***do NOT add a cover page*** *as the overall page limit will be strictly applied: after the call deadline,* ***excess pages will automatically be made invisible, and will not be taken into consideration by the experts****.*

*It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit. PDF documents can contain colours.*

**ABSTRACT**

(max. 2,000 characters including spaces).

Summarise the project and highlight the contributions.

1. **Excellence**
   1. **Quality of the research project**

In this section, you must provide a detailed description of the scientific and technical aspects of the proposal, demonstrating the originality and novelty of the research, the proposed research methodology and its novelty, appropriate consideration of inter/multidisciplinary and gender aspects.

* **Introduction, state-of-the-art and objectives** – *Provide an overview of the proposal. Discuss the state of-the-art. Specify the objectives of the proposal, in the context of the state-of-the-art in the field. When describing the envisaged research, it should be indicated how and why the proposed work is important for the field and what innovation it will have, if successful. Specify any particularly challenging or unconventional aspects of the proposal, including multi- or inter-disciplinary aspects and.*
* **Describe details of the proposed methodology**, highlighting the type of research / innovation activities proposed.
* **Originality and novelty of the research** - *Explain the contribution that the proposed research is expected to make to advancements within the research field. Describe any novel concepts, approaches or methods that will be employed.*
* Describe the inter/multidisciplinary *aspects (if relevant)*
* Describe the *gender aspects (if relevant) -* In research activities where human beings are involved as subjects or end-users, or in research activities using e.g. animal models, gender differences may exist. In these cases the gender dimension in the research content has to be addressed as an integral part of the proposal to ensure the highest level of scientific quality.
  1. **Transfer of knowledge**

*Training in a variety of technical and non-technical skills will be provided as part of the CFACTs programme. In this section, you should describe briefly:*

* *How you as an experienced researcher hope to take advantage of the training offered, and any skill areas you feel would you would benefit from in particular*
* *Outline any previously acquired knowledge or capability that you may transfer to the research group you will join, the wider group within CFACTs and to your community of peers on the CfACTs programme.*
* **Provide details on the proposed secondment to the non-academic sector**. *State whether the secondment is with a current CFACTs Partner Organisation or if it is envisaged. The researcher is encouraged to discuss with the CfACTs Project Coordinator for the possible secondment opportunities.*

*CFACTs Partner Organisation information is available at:*

*www.bournemouth.ac.uk/cvfacts-research*

* 1. **Supervision arrangement**
* **Relevance of the proposed supervision** – *Provide information regarding prospective BU supervisor/s that relate to your research proposal (e.g. their expertise in the proposed topic, their track record in the field, main international collaborations, participation in relevant projects, relevant publications). Provide evidence of the match between your proposed research and the capabilities of the research group you will join. Provide similar details for the secondment supervisor/secondment organization).*

1.4 **Potential of the researcher to reach or re-enforce professional maturity/independence**

* Researchers should demonstrate how their existing professional experience, talents and the proposed research will contribute to their development as independent/mature researchers **during the fellowship**. Explain the new competences and skills that will be acquired and how they relate to the researcher’s existing professional experience.

1. **Impact**
   1. **Enhancing the future career prospects of the researcher after the ER fellowship**

* Describe the contribution that the proposed research is expected to make to advancements within its field. What is the potential impact of the research if successful?
* Provide a brief outline of your career objectives/goals.
* How does the fellowship improve your career prospects? Explain how the fellowship will contribute to furthering your professional development as an independent/mature researcher. If you have career objectives are outside of research/academia, explain the relevance of the fellowship in contributing to these objectives.
  1. **Proposed measures for communication and results dissemination**

* What is your communication and results dissemination strategy? Outline how you will disseminate the results of your research and how you will communicate the new knowledge generated during the fellowship (e.g. publications, conference attendance, poster presentations, reports, workshops, outreach activities).
  1. **Quality of the proposed measures to communicate the project activities to different target audiences**
* Explain how the planned public engagement activities contribute to creating awareness of the performed research. Demonstrate how both the research and results will be made known to the public in such a way that they can be understood by non-specialists.
* The type of outreach activities could range from an Internet presence, press articles and participating in European Researchers' Night events to presenting science, research and innovation activities to citizens, including to students from primary and secondary schools or universities in order to develop their interest in research careers.
  1. **Quality of industrial implementation and placement of cross-sectoral experiences**

This is an optional section. Include this section only if it is relevant.

* Describe how the project will be implemented with support from a proposed industrial partner organisation and how the placement activities contributed to develop cross-sectoral experiences.

*CFACTs Partner Organisation information is available at:*

*www.bournemouth.ac.uk/cvfacts-research*

1. **Implementation** 
   1. **The work plan**

* Describe your research work plan. Include any work packages, tasks, deliverables and milestones required for the completion of the proposed research/fellowship. The proposed secondment and the proposed dissemination and communication activities should also be included.

**The fellowship duration is 24 months. The proposed project must be feasibly undertaken within the fellowship duration.**

Important note: A Gantt chart must be provided (see an example at the end of this document) reflecting your work plan. It should give the schedule for work packages, deliverables, milestones, secondment and dissemination and communication activities. The schedule should be in terms of number of months elapsed from the start of the fellowship. Please see example provided at the end of this document.

* 1. **Management, progress monitoring mechanisms and risk management**
* Describe any management structure/procedures and progress monitoring mechanisms you will adopt to ensure that the research/fellowship objectives are reached.
* Describe any potential risks associated with the research project implementation. Describe your proposed contingency plans.
  1. **Institutional environment (infrastructure)**
* Describe the infrastructure and facilities (e.g. any equipment; specialist software) required to carry out the proposed research based on what is available via Bournemouth University or through the proposed CfACTs Partner Organisation. Describe any other costed resources required (e.g. specialized computer/software).

*CFACTs Partner Organisation information is available at:*

*www.bournemouth.ac.uk/cvfacts-research*

GANTT CHART: EXAMPLE ONLY—ADAPT TO YOUR PROPOSAL BEFORE SUBMISSION

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work Package | Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| WP1 | Management |  |  |  |  |  | D1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | M1.1 |
| WP2 | Experimental Work |  |  |  |  |  |  | M2.1 |  |  |  |  |  |  |  |  | D2.1 |  |  |  |  |  |  |  |  |
| WP3 | Field work |  |  |  |  |  |  | M3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  | M3.2 | D3.1 |  |  |
| WP4 | Research part x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP5 | Research part y |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP6 | Dissemination and  communication |  |  |  |  | D6.1 |  |  |  |  |  | D6.2 |  |  | D6.3 |  |  |  |  |  | D6.4 |  |  |  |  |
| WP7 | Secondments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … | … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Milestone | M |
| Deliverable | D |

Legend

Please include a Gantt chart reflecting your work plan described in section 3.1. The Gantt should give the schedule for work packages, deliverables, milestones, secondment, and dissemination and communication activities. The schedule should be in terms of number of months elapsed from the start of the fellowship.

Please see example Gantt chart below. You may modify the example (e.g. add/delete rows; rename work packages) or add your own chart. The titles of the WPs indicated in the Gantt example do not have to be followed or included in your Gantt. Adapt the Gantt example as needed or add your own chart.