**Trans-Atlantic Platform – “Social Innovation”**

**Application Template**

*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!*

**Cover page**

|  |  |
| --- | --- |
| **Proposal Title** |  |
| **Acronym** | *Min. 3 characters; please also insert in the footer* |
| **Project Leader (PL = PI 1)** | Full name  Institution  City  Country  Email address |
| **Principal Investigator 2 (PI 2)** | Full name  Institution  City  Country  Email address |
| **Principal Investigator 3 (PI 3)** | Full name  Institution  City  Country  Email address |
| **Principal Investigator 4 (PI 4)** | Full name  Institution  City  Country  Email address |
| **Principal Investigator 5, 6, 7, …**  **(if applicable)** | Full name, Institution, City, Country, Email address  *Please add rows if applicable* |
| **Listing of Cooperation Partners (CPs; if applicable)** | *For each CP please mention Full Name, Institution, City, Country, and Email address*  *Please add rows if applicable* |
| **Start date and duration** | Start date: (dd)(mm)/2019  Duration: … months |
| **Keywords** | *Max. 5 keywords* |

**Application format**

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

For detailed instructions as to the contents of the application sections, please check the T-AP SI Call for Proposals Section 7.

**7.1 Statement of significance** (maximum of 300 words):

**7.2 Table of contents**

**7.3 Narrative** (maximum of ten pages):

Within the narrative, provide the following information:

a. Provide your working definition of social innovation and how it applies to the project.

b. Describe and discuss the objectives and research questions you are addressing in your project and make the case for their importance to the humanities and/or social sciences. Discuss your proposed methodology for addressing these questions.

c. Provide a clear and concise literature review/state of the art survey of the relevant field. If there are existing projects that are similar in nature to your project, please describe them briefly and discuss how they relate to the proposed project. Please explain how the proposed project contributes to and advances the field.

d. Discuss how the project addresses the overarching goals of the T-AP SI Call, including the added value to the research endeavour of the proposed transnational partnership.

e. Provide a concise history of the project including information about preliminary research or planning.

f. If data are used in your projects, describe them in detail and provide some evidence as to their availability.

**7.4 References cited** (maximum of two pages):

**7.5 Data Management Plan (DMP)** (maximum of two pages):

**7.6 Project Management, Dissemination, and Communications Plan (PMDC)** (maximum of five pages): Applicants should jointly prepare a PMDC which also specifies how all project partners plan to implement it. The PMDC should contain the following sections:

**a. Roles and responsibilities:** Briefly describe how the project will be managed. In addition, list all members of the project team(s), their roles and contact details (including primary affiliation and country) in the tables below. Indicate the time allocated by those members to the project in hours per week over the course of the project. Main possible “roles” are: Lead Principal Investigator (LPI), Principal Investigator (PI) and Team Member (TM).

**Country 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role | Name & First Name | Organisation | Department or unit | Email Address | Average time spent on project (hours per week) |
| LPI |  |  |  |  |  |
| … |  |  |  |  |  |
| … |  |  |  |  |  |
| … |  |  |  |  |  |

**Country 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role | Name & First Name | Organisation | Department or unit | Email Address | Average time spent on project (hours per week) |
| PI |  |  |  |  |  |
| … |  |  |  |  |  |
| … |  |  |  |  |  |
| … |  |  |  |  |  |

**Country 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role | Name & First Name | Organisation | Department or unit | Email Address | Average time spent on project (hours per week) |
| PI |  |  |  |  |  |
| … |  |  |  |  |  |
| … |  |  |  |  |  |
| … |  |  |  |  |  |

**b. Collaborations:** Please describe relevant present and past collaborations of the PIs and Team Members relevant to this proposal.

**c. Work plan:** Describe the project’s key anticipated results (e.g., publications, data, etc.). Include a detailed work plan that describes tasks, deliverables and milestones. Discuss what “success” means for these deliverables and milestones and how you plan to measure it. Also discuss possible risks or barriers to success, their likelihood, and how you plan to avoid or mitigate them. These risks might be related to time (e.g., staff time, length of project), resources (e.g., money, materials), assumptions/expectations etc.

**d. Dissemination and communication:** Identify the target audiences for your project’s work products, how you will engage with them and how they will benefit from your research. Describe the communication channels to be used such as web pages, social media outreach (e.g., a project Twitter account and/or blog), training or mentoring opportunities, events, videos, or publications that the project team plans to create should it receive the award. Applicants should keep in mind that outreach is an important part of the T-AP call. Please note that the funders encourage all resulting publications to be available via open access.

**e. Cooperation Partners:** If applicable, pleaselist all Cooperation Partners and their roles and responsibilities.

**f. Training:** If relevant, describe how your research project will assist in the training of students and early career researchers on your team.

**7.7 Budget and justification of resources/budget**: Copy and paste the summary budget tables (in Euros) from the “Summary budget table Excel file” and add a justification below.

**7.8 Résumés** (maximum one page per résumé):

**7.9 Letters of commitment as appropriate**:

Insert PDF scans of the original, signed, statements of PI institute and Cooperation Partners. Unsigned documents will be discarded.

**7.10 Appendices** (maximum of five pages):

**Eligibility and budget check list for all T-AP SI Principal Investigators**

When finished the T-AP SI Application must include:

* the cover page which must be followed by the 10 obligatory sections. The resulting document should be saved as one PDF (Portable Document Format) file prior to uploading via the online submission system.[[1]](#footnote-1)
* In addition the following files must be uploaded separately
  + the T-AP SI Summary budget excel file
  + the relevant national budget excel files
  + any other obligatory national documents (see Addenda)

The Lead Principal Investigator should check that:

* All Principal Investigators are eligible according to all relevant T-AP SI general eligibility requirements and the relevant national/regional eligibility criteria;
* The rules on maximum number of participations in T-AP SI applications per Principal Investigator are respected;
* The application is complete, i.e., the Application Template is filled out completely and a document containing all 10 required sections specified in Section 7 is uploaded;
* All required commitment letters or e-mail(s) or required declarations have been attached;
* The information in the application is correct and in accordance with all relevant national and general T-AP SI guidelines and eligibility requirements;
* All budget totals are eligible according to all relevant T-AP SI Funding organisations’ eligibility requirements;
* The budgets in the Summary Budget Excel sheet and the national budget tables are the same;
* The necessary permits and approvals are in place at the start of the project e.g., regarding ethical review, use of data;
* The project information and summary budget excel is filled out and uploaded;
* The relevant national budgets excel files are filled out and uploaded; and
* Any additional documentation has been submitted to relevant funding agencies (please check all relevant Addenda).

***By submitting your T-AP SI proposal to the NWO online submission system ISAAC, you allow NWO to share the application data with all funding partners in the T-AP SI call.***

1. Note that some funding organisations require that applicants also upload the proposal to the relevant Funding Organisation(s) online submission system (see Funding Organisations’ Addenda for instructions.) [↑](#footnote-ref-1)