# *Annex 3*

# Call for Applied Research Grants Program

# Project Proposal

The reference font for the body text of proposals is Times New Roman or Sylfaen. The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. The page size is A4, and all margins (top, bottom, left, right) should be at least 10 mm (not including any footers or headers).

**Page limit**: The whole proposal should not be longer than 30 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit.

**Use of abbreviations**

D Deliverable

GEL Georgian Lari (equals US $ 0.35)

IP Intellectual Property

IT Information Technology

KP Key Personnel

M Month

n number i.e. 1, 2, 3 etc

O Objective

PI Principal Investigator

Q Quarter

T Task

YR Young Researcher

**Project Executive Summary including project timeline and total budget**

|  |  |
| --- | --- |
| Principal investigator (Name, Surname) |  |
| Host institution |  |
| Project title in English |  |
| Description of the project (max 28 words) |  |
| Main objective (max 8 words) |  |
| Requested funding from SRNSFG (GEL) |  |
| Co-funding (GEL) (if applicable) |  |
| Total budget (GEL) |  |
| Project duration (months) |  |

**1. Excellence**

**1.1 Applied research idea**

* State of art, problem formulation, innovation idea, potential of the innovation idea.

**1.2 Aims and objectives**

* Overall aims and specific objectives for the project.

**1.3 Concept and methodology**

* Concept description with: 1) Positioning of the project in the spectrum from ‘idea to application’, or from ‘lab to market’. 2) distinguishing activities e.g. for research, technology demonstration, piloting, first market replication, etc.
* Methodology description

**2. Impact**

**2.1 Expected impacts**

* Expected innovative outcomes and impacts that would address Georgia’s social and economic challenges and introduce innovation on a global scale, or bring other important benefits for society.

**2.2 Strategic significance of the research and commercial outcomes**

* Technology transfer potential, marketability of the project outcomes (potential market(s), its size, location, key competitors, potential partners).
* Intellectual property potential and outcomes including protection strategy (domestic and international).

**2.3 Measures to maximize impact**

* Measures for enhancing young researchers advanced **Research Skills** (i.e.Training-through-research, Trainings in research ethics and integrity, open science and communication skills) under the guidance of the PI, and **non-research oriented Transferable Skills** (i.e. Entrepreneurship skills, including communication/negotiation skills for potential business partners and investors; Intellectual Property Rights Management skills) under the guidance of the Business representative.
* Measures to be implemented both during and after the end of the project to deliver the innovation to the market.
* Communication measures for promoting the project and its findings during and after the period of the grant.

**3. Implementation**

* 1. **Work plan**
* Detailed project plan including objectives, tasks and task descriptions, due dates, deliverables, responsible persons and timeframe.

**Table 3.1a. Description of works**

|  |  |  |
| --- | --- | --- |
| **Objective №** | **Objective title** | **Objective related tasks**  (T1,T2,T3,…Tn and brief description of tasks) |
| **O1** |  |  |
| **O2** |  |  |
| **O3** |  |  |
| **On** |  |  |

**Table 3.1b. Task timeframe**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task №** | **Start month**  (M1,.. M12) | **End month**  (M1,.. M12) | **Task related deliverables**  (D1, D2,.. Dn) | **Responsible person**  (Name, Surname) |
| **T1** |  |  |  |  |
| **T2** |  |  |  |  |
| **T3** |  |  |  |  |
| **Tn** |  |  |  |  |

***Note****: list all tasks, some of them might have one deliverable, others - more than one deliverable, the others – without deliverable.*

**Table 3.1c. Deliverables timeframe**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable №** | **Deliverable title** | **Brief description of deliverables** | **Due Quarter**  (Qn) |
| **D1** |  |  |  |
| **D2** |  |  |  |
| **D3** |  |  |  |
| **Dn** |  |  |  |

**3.2 Management structure and research team**

* Project management team and strategy (including decision-making process) including their competencies to fulfil their roles in the projects.
* Research team: Key personnel’s roles, responsibilities, tasks assigned and their bios with indication of competencies related to their roles in the project.
  + Critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures.

**3.3 Proposed budget and** **resource management**

* Existed research infrastructure and/or any major items of technical equipment, relevant to the proposed work, research capacity, IP, co-funding, and envisaged in kind contributions.
* Proposed budget with justification by objectives and quarterly expenditures

**Table 3.3a. Project budget with justification (by objectives)**

|  |  |
| --- | --- |
| **Categories of expenditure** | **Justification by objectives/tasks (On/Tn)** |
| Salary for Key Personnel |  |
| Salary for Support personnel |  |
| Project Related Travel |  |
| Goods, Supplies and Services (including consulting services) |  |
| Major Assets (including equipment) |  |
| Overhead Costs |  |
| Co-funding (if applicable) |  |

**Table 3.3b. Project budget by quarters (requested from SRNSFG)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Categories of expenditure** | **Expenditure by Quarters** | | | | **Cost (GEL)** |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 1 | Salary for Key Personnel |  |  |  |  |  |
|  | PI – Name, Surname |  |  |  |  |  |
|  | KP1 – Name, Surname |  |  |  |  |  |
|  | KP2 – Name, Surname |  |  |  |  |  |
|  | KP3 – Name, Surname |  |  |  |  |  |
|  | KP4 – Name, Surname |  |  |  |  |  |
| 2 | Salary for Support personnel |  |  |  |  |  |
| 3 | Project Related Travel |  |  |  |  |  |
| 4 | Goods, Supplies and Services (including consulting services) |  |  |  |  |  |
| 5 | Major Assets (including equipment) |  |  |  |  |  |
| 6 | Overhead Costs |  |  |  |  |  |
|  | Total |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | **Co-funding** (if applicable) | **Expenditure by Quarters** | | | | **Cost (GEL)** |
| **Q1** | **Q2** | **Q3** | **Q4** |
|  |  |  |  |  |