*Die Projektskizze wird in englischer Sprache eingereicht und darf* ***15 Seiten*** *nicht überschreiten (exkl. Deckblatt, CVs, Literaturverzeichnis). Weitere Anlagen sind nicht zugelassen.*

*Das Deckblatt ist handschriftlich oder elektronisch von allen (Teil-)Projektpartnern zu unterschreiben. Dies dient der Bestätigung der Kenntnis und der Richtigkeit der Angaben in der Skizze.*

*Formatierung: DIN-A4, 1,5-zeilig, 2 cm Seitenrand; Arial 11 Punkt, Literaturverzeichnis: 9 Punkt, Tabellen 10 Punkt.*

*Die Projektskizze muss ohne Lektüre der zitierten Literatur und ohne Hinzuziehen weiterer Literatur verständlich sein.*

*Die vorhandenen Eintragungen in kursiver Schrift sind als Hinweise für die Erstellung der Projektskizze gedacht und vor Einreichen zu löschen. Die Kopfzeile ist anzupassen.*

*Deckblatt – Cover Sheet*

**Acronym:** *(max. 15 Zeichen)*

**Project Title:** *(max. 140 Zeichen)*

**Project Coordinator:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Institution / Department | Requested budget | Signature\* |
|  |  |  |  |

\* I herewith confirm that the following proposal and all information and data given in the proposal are correct and consent to the use of this data in accordance to the statements of the [privacy policy](https://foerderportal.bund.de/easyonline-info/BMBF/Datenschutzhinweisblatt_Projektfoerderung.pdf).

**Partners (*if applicable, extra lines can be inserted as required)*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name | Institution / Department | Requested budget | Signature\* |
| 2 |  |  |  |  |
| .. |  |  |  |  |
| .. |  |  |  |  |

\* I herewith confirm that the following proposal and all information and data given in the proposal are correct and consent to the use of this data in accordance to the statements of the [privacy policy](https://foerderportal.bund.de/easyonline-info/BMBF/Datenschutzhinweisblatt_Projektfoerderung.pdf).

**Total requested Budget (for all Partners):**

**Five Keywords:**

**Proposal Application Form**

**1 Abstract**

*Please give a summary of the main goals of the project (max. 1/2 page), expected outcomes and their exploitation (abbreviations should be avoided). The summary should be concise as well as comprehensible to a lay public.*

*Please also include a* ***German version of the summary*** *(max. 1/2 page).*

**2 Objectives**

*Give a clearly defined thematic focus and explain the objectives of your project.*

*Please also consider the general aims and deliverables mentioned in the call text, such as:*

* + *Further development of the scientific community*
  + *Enhance interdisciplinary and international exchange*
  + *Promotion of networking of researchers and relevant stakeholders*
  + *Support of target group-oriented communication and dissemination (incl. general public)*
  + *Identification, analysis and assessment of thematic, methodological or structural gaps in the field of ELSA of neuroscience, and elaboration of pertinent recommendations*

**3 Methodological Approach**

*Give a short overview on the overall methodology and explain the chosen methods and the procedure of analysis.*

*For quantitative data analyses: Please provide examples of statistical models and assumptions that will be used. Justify clearly the sample size necessary for the planned analyses.*

**4 previous own work, qualification and added value of the collaboration**

*Describe your previous work in the respective fields* *relevant for this project and illustrate the expertise and infrastructure available at the host institutes.*

*Describe the consortium, if applicable. How do the involved partners and their infrastructure/ institution match the project’s objectives and bring together the necessary disciplines as well as interdisciplinary knowledge?*

**5 Communication, Dissemination and Exploitation Strategies**

*Who are the target groups or potential users (General public and/or decision makers/stakeholders and/or scientific community)? Please indicate how the expected results will be used by / of use to each group.*

*Describe the proposed arrangements for communicating and disseminating the results to relevant stakeholders (i.e. contributions to/ at conferences, workshops, Ad-hoc working groups, outreach to general public etc.).* *Please indicate in the work plan as deliverables, where possible.*

**6 Work Plan**

**6.1 Work packages**

*Please give an overview of the work packages to accomplish your objectives.*

* *In which* ***timeframe*** *will work packages and tasks be executed?*
* *What personnel will be assigned to the different work packages or tasks?*
* *What main achievements (****milestones****) are planned?*

*Depict the work plan in quarterly stages of the 4-year run-time including milestones, preferably as Gantt chart. For consortia, please specify the distribution of work and personnel per partner institution.*

**6.2 Quality Assurance, Data Management**

*Please describe measures taken to ensure high quality of data, standardization and the sharing of data. These may include precautions to secure validity of test procedures, skills needed, standardized protocols, data management, (pre)registration, reporting guidelines.*

**7 Financial Plan**

*For consortia: Please explain shortly the requested budget per partner.*

*In general, the expenses for personnel, subcontracts, consumables, travel and equipment are eligible:*

* ***Personnel*** *(e.g. scientific, non-scientific, student assistant)  
  Please calculate budgets according to* [*http://oeffentlicher-dienst.info/*](http://oeffentlicher-dienst.info/)
* ***Subcontracts*** *(e.g. for website, surveys etc.)*
* ***Consumables****, e.g.* 
  + *literature,*
  + *open-access publication (max. 2400€ per publication),*
  + *meeting costs (technical equipment, rent, basic catering, travel costs for speakers, advisory board, external guests, patient/lay representatives, study-related stay abroad),*
  + *membership in “Telematikplattform für medizinische Forschungsverbünde e.V.“, workshops, events),*
  + *Please note that basic equipment is not eligible for funding.*

*Alternatively, you can apply for a lump sum of 10% of personal costs without specification.*

* ***Travel costs of personnel*** *(e.g. Kick-off meeting, conferences, project related journeys). Optionally, you can apply for a lump sum of 1500€/person/year without specification.*
* ***Equipment*** *(e.g. hardware, licences). Funding is eligible only for items that are not included in the basic equipment, or if existing equipment is not available for the project.*
* ***Overhead*** *(Universities and university hospitals are eligible for overall 20% “Projektpauschale”, other institutions apply individual regulations).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Coordinator** | **Partner 2** | **Partner 3** |  |
| **Name** |  |  |  |  |
| **Institution** |  |  |  |  |
| **PROJECT COSTS (€)** |  |  |  | **Total** |
| **Personell €** |  |  |  |  |
| **Subcontracts €** |  |  |  |  |
| **Consumables €** |  |  |  |  |
| **Travel €** |  |  |  |  |
| **Equipment €** |  |  |  |  |
| **Overhead €** |  |  |  |  |
| **Total requested budget** |  |  |  |  |

*Please add/delete columns for partners as required.*

**9 Other Funding**

*In case you have already submitted the same request for financial support or parts hereof to other funding organisations, please mention this here.*

*If this is not the case please declare:*

*“A request for funding this project has not been submitted to any other addressee. In case I submit such a request, I will inform the Federal Ministry of Education and Research immediately”. Please outline if funding is possible by other national or European funding organisations, e.g. the European Commission.*

**10 Annex** (not included in page limit)

**10.1 Literature**

**10.2 CVs**

*Please provide one CV per Principal Investigator of max. 1 page. It should include a list of up to five relevant publications and also refer to other competences and skills necessary to carry out the project such as teaching experience, third party funding, awards. You may refer to a website with an extended CV*.