# Polish-Turkish/Turkish-Polish Call for Proposals

Application Form

The deadline for proposal submission is 15 June 2015.

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| To fill in by NCBR/TÜBiTAK | No of application form (AP): | Date of submitting of AP: |
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**Please make sure that the number of pages prepared by you for each section corresponds to the maximum number indicated in brackets. Proposals exceeding the given limits will not be accepted.**

**Project title:**

**Project acronym:**

**Names/institutions of project partners:**

**Planned start date of the project:**

**Planned end date of the project:**

**Duration of the project in months:**

**Total cost of the project (EUR):**

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| **Requested funding** | **from NCBR[[1]](#footnote-1)** | **from TÜBiTAK** |
| EUR | EUR |

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| **1. Project description** |

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| **1.1. Abstract of the project**  *Please write a scientifically oriented executive summary of the project (max. 1 page[[2]](#footnote-2)).* |

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| **1.2. Accordance with thematic research priorities**  *Please describe how the proposal fits thematic research priorities presented in the description of the current Call (max. 1/2 page).* |

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| **1.3. Objectives of the project, methods and approach**  *Please describe the overall aim and specific objectives in detail. Please explain what makes the quality of the proposal (sound concept, quality of objectives, methodology) and its innovative potential (max. 2 pages)* |

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| **1.4. Current state of art including your relevant previous work**  *Please describe the current scientific state of the art and ongoing developments in fields relevant to your proposal including your own previous work. Provide an assessment of further research needs. Please quote references, details of these references have to be presented in part 6 (Bibliography) (max. 1 page).* |

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| **1.5. Potential impact and contribution to the scientific community, expected exploitation of the results**  *Please describe intended short-term outcomes and long-term impacts of your project to the scientific community and how you expect to exploit the results/ensure sustainability of cooperation (max. 2 pages).* |

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| **1.6. Transnational added value**  *Please describe the synergies and added value of the Polish-Turkish cooperation in the chosen research field (cohesion of the proposed research, level of the collaborative interaction between project partners, sustainability of the expected collaboration, IPR issues)* *(max. 1 page).* |

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| **2. Project participants and management** |

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| **2.1. Description of the consortium**  *Please provide a brief description of each participating organisation, its responsibilities within the proposed project and previous experiences qualifying participants for the task at hand. Describe how the participants collectively constitute a consortium capable of achieving the project objectives, amongst others, by highlighting the complementarities between them. Provide short profiles of the personnel who will be undertaking the work (also for new staff to be hired) (max. 1/2 page).* |

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| **2.2. Information on Project Leaders (PL)** | | |
|  | **Polish PL** | **Turkish PL** |
| Name (surname, first name) |  |  |
| Position |  |  |
| Department |  |  |
| Institution/Company |  |  |
| Address |  |  |
| Phone |  |  |
| Fax |  |  |
| E-mail |  |  |

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| **2.3. Information on Turkish Research Team** | | | | |
| **Name** | **Institution/ Department** | **Position** | **Role in the project** | **Person months (PM)** |
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| **2.4. Information on Polish Research Team** | | | | |
| **Name** | **Institution/ Department** | **Position** | **Role in the project** | **Person months (PM)** |
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| **2.5. CVs of researchers involved in project proposal**  *Please add a short CV of the key researchers involved in the proposal, track record summarising their most relevant scientific accomplishments and publication list (max. 1 page per researcher).* |

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| **3. Description of the Project Plan and Work Packages** |

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| **3.1. Project plan**  *Please present a narrative description of detailed work plan, broken down into work packages. The work plan has to follow the logical phases of the implementation of the project (max. 1 page).* |

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| **3.2. Work Packages (WP) and tasks (max. 1 page/WP)**  *Please present the work packages in detail, using the table provided below. Use one table per work package (please copy the table as many times as you need it). The explanations included in the table have to be sufficient for justifying the proposed effort and allow for progress monitoring.* | | | |
| **WP number** | 1 | | |
| **WP title** |  | | |
| **WP leader** | *Only 1 person* | | |
| **Start date** |  | **End date** |  |
| **Objective** | | | |
| |  | | --- | | *Please provide a general description of the work to be undertaken (including methods to be applied where appropriate), identify the partners involved and specify their contributions.* | | | | |
| **Tasks** | | | |
| *Please break the work package down into major tasks. Explain the sequence of tasks and explain interdependencies between tasks where necessary.* | | | |
| **Interdependence with other work packages** | | | |
| *Please provide a narrative description or/and a graphical presentation of interdependencies between the present work package with other work packages.* | | | |
| **Deliverables** | | | |
| *Deliverables represent verifiable outputs of the work package. Normally, each work package will produce one or more deliverables during its lifetime.*  *Please list, specify and quantify deliverables (e.g. prototype, survey results) and state the project month of delivery (measured in months from the first month the project started).* | | | |
| **Milestones** | | | |
| *Milestones represent a scheduled event signifying the completion of a major deliverable or a set of related deliverables (e.g. prototype tested, patient cohort established). Please state the project month of delivery (measured in months from the first month the project started).* | | | |

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| **4. Mutual visits** |

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| **4.1. Visits of Turkish Researchers**  *Please list the number of persons and duration of visits by year. The proposed visiting must be also specified and itemized by destination and purpose.* | | | | |
|  | **Number of visitors** | **Duration** | **Destination** | **Purpose** |
| 1st year |  |  |  |  |
| 2nd year |  |  |  |  |
| 3rd year |  |  |  |  |

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| **4.2. Visits of Polish Researchers**  *Please list the number of persons and duration of visits by year. The proposed visiting must be also specified and itemized by destination and purpose.* | | | | |
|  | **Number of visitors** | **Duration** | **Destination** | **Purpose** |
| 1st year |  |  |  |  |
| 2nd year |  |  |  |  |
| 3rd year |  |  |  |  |

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| **5. Financial plan** |

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| **5.1. Recapitulation of the Turkish applicant’s budget (EUR)**  *Please list funding requested for executing the project. Turkish side is in charge of all expenses related to exchange visits of Turkish researchers.* | | | | |
| **Main Turkish applicant** | **1st year** | **2nd year** | **3rd year** | **Total** |
| Personnel |  |  |  |  |
| Consumables |  |  |  |  |
| Equipment |  |  |  |  |
| Travel expenses |  |  |  |  |
| Others |  |  |  |  |
| **Total costs** |  |  |  |  |
| Self-funding (if exists) |  |  |  |  |

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| **5.2. Recapitulation of the Polish applicant’s budget (EUR)**  *Please list funding requested for executing the project. Polish side is in charge of all expenses related to exchange visits of Polish researchers.* | | | | |
| **Main Polish applicant** | **1st year** | **2nd year** | **3rd year** | **Total** |
| Personnel |  |  |  |  |
| Consumables |  |  |  |  |
| Equipment |  |  |  |  |
| Travel expenses |  |  |  |  |
| Others |  |  |  |  |
| **Total costs** |  |  |  |  |
| Self-funding (if exists) |  |  |  |  |

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| **6. Bibliography / References** |
| *Each reference must include the names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the website address should be mentioned, too.* |

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| **7. Declarations and signatures** | | |
| Being duly authorized to file this declaration, on behalf of the Polish/Turkish\* Applicant applying for the funds for financing of the project, I confirm that:   * all tasks included in this Application Form are not financed from other sources; * all project partners do not fall behind with state budget payments and that all social insurance contributions were duly paid to the Social Insurance Office[[3]](#footnote-3); * all statements and information provided in this Application Form are correct and accurate; * all annexes and/or information required additionally to this Application Form will be submitted to the respective funding agency by the respective Project Leader in due course; * this Application Form with unchanged contents will be submitted simultaneously by the Polish/Turkish\* Project Leader to TÜBiTAK/NCBR\* in due course.   *\* remove unnecessary word* | | |
| Name: |  | *………………………*  *Signature* |
| Name: |  | *……………………..*  *Signature* |
| Place, date: |  | |
| Stamp of applicant organisation: |  | |

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| **8. Contact person responsible for preparation of this Application Form** | | |
| Name |  | *………………………………*  *Signature* |
| Position |  | |
| Tel., Fax, E-mail address |  | |

1. The Polish applicants are obliged to use the rate of exchange of the European Central Bank dated on the day of opening of the call, i.e. 27 March 2015 [↑](#footnote-ref-1)
2. Please use font Calibri No 11 for all the sections with the text limits; spaces between lines not less than 1,15 [↑](#footnote-ref-2)
3. Refers only to Polish applicants [↑](#footnote-ref-3)