**Attention: this scientific proposal template is intended for scientific evaluation of projects involving an international collaboration within the framework of a bilateral agreement.**

Guidelines for preparation of

the scientific document for transnational proposals in the frame of a bilateral agreement

The “scientific document” is the scientific and technical description of the project proposal.

**The project proposals with a scientific document not complying with the mandatory instructions mentioned below will be considered as not satisfying the acceptability criteria. Those project proposals will not be evaluated and will not be financed in any case by the ANR.**

The scientific document must **strictly** follow the **maximum page number requirement** indicated in the acceptability criteria of the call for proposals. The maximum number of pages indicated is ALL-INCLUSIVE (cover page, table of contents, references, etc.). **NO appendix** will be accepted. **It will not be possible to upload to the submission website a document not satisfying these requirements**. The layout of the document should enable comfortable reading.

**Layout recommendations:**

* Page size: A4
* Use one of the following fonts: Arial, Calibri, Tahoma, Times New Roman (Times), Verdana
* Minimum font size: 11
* Interline space: single
* Margins sides/top/bottom: 2 cm minimum
* Insert the ANR logo into the page header
* Number the pages in the footer

The scientific document must **strictly** contain the following elements from the hereafter template document:

* the project information **table** (to be inserted into page 1);
* the partners information **tables** (to be inserted into pages 2 and 3);
* a **header** specifying the name and the edition of the programme, the project acronym and the title “scientific document”;
* an updated **table of contents** (to be inserted into page 4) strictly complying with the **following outline**:

1. EXECUTIVE SUMMARY

2. CONTEXT, POSITION AND OBJECTIVES OF THE PROPOSAL

3. SCIENTIFIC AND TECHNICAL PROGRAMME, PROJECT ORGANISATION

4. DISSEMINATION AND EXPLOITATION OF RESULTS AND INTELLECTUAL PROPERTY.

5. CONSORTIUM DESCRIPTION

6. SCIENTIFIC JUSTIFICATION OF REQUESTED RESOURCES

7. REFERENCES

Guidelines are provided in each section for informational purposes. They provide guidance on the information requested by the evaluators.

The scientific document must be uploaded **imperatively** as an **unprotected** **PDF file** (document generated from a word processor file to a PDF, **no scanned document**), on the “Document Scientifique” tab of the submission website. **It will not be possible to upload to the submission website a document not satisfying these requirements**.

**The scientific document for transnational projects in the frame of a bilateral agreement must be written in English.**

|  |  |
| --- | --- |
| **Acronym** |  |
| **Proposal title (in French)** |  |
| **Proposal title (in English)** |  |
| **Theme(s)** | 🞎 1 🞎 2 🞎 3 🞎 4  |
| **Type of research** | 🞎 Basic Research🞎 Industrial Research🞎 Experimental Development |
| **International cooperation** | International cooperation with Brazil:🞎 FAPESP🞎 FACEPE |
| **Total funding requested*** **for French partners**
* **for foreign partners**
 | €xxxxxx€xxxxxx |  **Project duration** | xx months |
| **Coordinating partner** | Name and first name of the French coordinator:Identification of the organisation (laboratory, university, company, etc.): |
| **Link with a project of the *Investments for the Future* (“Investissements d’avenir”) programme** | 🞎 Yes 🞎 No If yes, indicate the project: |

**French and foreign partners involved in the project:**

*For the French and foreign partners, indicate in the following table the country, the organisation, the role (national coordinator or partner) and the requested funding.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country | Organisation | Role in the project (national coordinator or partner) | Requested funding to the ANR (euros) | Requested funding to the foreign agency (euros) |
| *Example**France* | *University X / Company Y* |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**French and foreign people involved in the project:**

*For the scientific and technical leaders of each partner and for each person whose involvement in the project exceeds 25% of his/her time for the entire project (that is to say an average of 3 person months per project year), indicate in the following table their organisation, their main activities, and their specific skills:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organisation | Last name | First name | Current position | Field of research\* | Involvement in the project (person.months)\*\* | Role and contribution to the project*4 lines maximum* |
| *Example**University X / Company Y* | *LATIFI* | *Fatima* | *Professor* |  |  | *Coordinator**Characterization of recombinant transcription factors in in-vitro systems…* |
|  |  |  |  |  |  | Scientific and technical representative (partner n°x) |
|  |  |  |  |  |  | Other member (partner n°x) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\* only to be indicated for Social Sciences and Humanities

\*\* to be indicated with respect to the total project duration

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[2.1. Objectives, originality and novelty of the project 7](#_Toc340740198)

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Guidelines for preparation of the scientific document for transnational proposals in the frame of a bilateral agreement

Before submitting this document:

* Delete the two first pages of instructions
* Delete all the instructions (for example by selecting Format 🡪 Styles 🡪 Style contextual menu "Instructions" 🡪 Select all occurrences 🡪 Delete).
* Update the table of contents (right click on table of contents🡪 Update the fields🡪 Update the entire table).

# Executive summary of the proposal

Copy the summary used on the submission website, in the administrative and financial document (maximum *4000 characters).*

***This summary will be sent to external peer reviewers during the selection process. It is recommended to pay special attention to the writing of this summary in order to encourage the acceptance of the external peer reviewers approached and to allow an appropriate evaluation of your proposal.***

# Context, position and objectives of the proposal

For information only: 5 to 10 pages for this section.

*The content of this section corresponds to the first evaluation criterion (relevance of the proposal with respect to the call for proposals orientations) and the second evaluation criterion (scientific and technical quality).*

**General presentation of the question addressed by the proposal** and the framework of the project (fundamental, industrial research or experimental development).

## Objectives, originality and novelty of the project

Describe the project **objectives** and the **scientific and technical barriers** that will be lifted by carrying out the project. Emphasise the original and/or innovative nature of the project.

If applicable, describe **the project end-product(s),** present the **expected results,** with if possible appropriate evaluation and success criteria to determine the end-of-project results.

## State of the art

Present current state of knowledgeon the subject**.**

Show any contributions by the French and foreign project partners to the state of the art.

Show any preliminary results.

Include the necessary bibliographic references in section 7.

## Position of the project

This section can be used to:

* Describe the **context** of the project by presenting an analysis of the social, economic, regulatory, environmental, industrial, etc. issues. If possible give arguments backed by figures, for example the relevance and impact with respect to the economic demand (market analysis, trends analysis), analysis of the competition, cost reduction indicators, market prospects (field of application, etc.), environmental benefits, life cycle indicators, etc.
* Indicate the **position of the project with respect to the context** developed above: with respect to competing, complementary or prior projects and research work, patents and standards, etc.
* Indicate whether the project follows on from prior project(s) financed by the ANR. If so, detail the corresponding results and describe clearly the new scientific questions and objectives.
* Indicate the position of the project with respect to the themes of the call for proposals,
* Indicate the position of the project at **national** (i.e. precise if there is a relation with a structure or a regional/national platform, with a project funded in the framework of the Investments for the Future programme, etc.), **European and international** levels.

# Scientific and technical programme, Project organisation

For information only: 8 to 12 pages for this section, depending on the number of tasks.

*The content of this section corresponds to the third (methodology, quality of project construction and coordination) and to the seventh (balance of the respective scientific contributions of the partners of each country) evaluation criteria.*

## Scientific programme and project structure

Describe “who does what”: present the scientific programme for all the French and foreign partners and justify the programme work breakdown into tasks consistent with the objectives.

In case of multidisciplinary projects, show how **the scientific disciplines are interlinked.**

*Describe the* ***ethical aspects*** *of the research project if the issues addressed could pose a threat to human beings, animals and/or environment.*

## Description by task

The tasks represent the broad phases of the project. Their number is limited.

*Plan a task dedicated to the organisational aspects of the project and methods of coordination. If appropriate, plan tasks dedicated to dissemination and exploitation activities, particularly the actions of culture, scientific and technical communication and those for higher education.*

Describe all the tasks for the French and foreign partners alike. For each task describe:

* the objectives and success indicators if any,
* the task leader and the partners involved (this can be indicated in graphic form),
* the detailed work programme,
* the deliverables,
* the contributions of the partners (“who does what”),
* a description of the methods and technical choices and the way in which solutions will be brought,
* the risks and the back-up solutions envisaged.

## Task schedule

The schedule of the tasks and their dependencies may be presented in a graphic form (Gantt diagram for example).

A table summarizing all the project deliverables may be provided (task number, date, title, leader) precising the scientific and/or technical milestones, the bottlenecks or contingencies that could jeopardize the project outcome, and the planned project meetings.

# Dissemination and exploitation of results and intellectual property

For information only: 1 to 2 pages for this section

*The content of this section corresponds to the fourth evaluation criterion (overall impact of the project).*

The following topics can be addressed in this section:

* the principle and method to ensure the efficient protection and proper distribution of any intellectual property arising from the accomplishment of the joint research project,
* the scientific communication,
* the promotion of the scientific and technical culture[[1]](#footnote-1) (communication to other scientific communities, to the general public, etc.). If a specific budget is planned for this, it must be mentioned and identified in a task of the proposal (see §3.2).
* the contributions to the content of higher education programmes[[2]](#footnote-2). If a specific budget is planned for this, it must be mentioned and identified in a task of the proposal (see §3.2).
* the dissemination and exploitation of the expected results: present the broad lines of the methods of protecting and exploiting the results,
* the scientific and technical repercussions, the industrial or economic spin-offs, etc.,
* the position of the project in the industrial strategy of the project partner companies,
* the other repercussions (standardization, information to the public authorities, etc.),
* the nature and time-scale of the expected technical-economic spin-offs,
* any impact on employment, creation of new activities, etc.

# Consortium description

*For information only: 2 to 5 pages for this section, depending on the number of partners.*

*The content of this section corresponds to the fifth (quality of the consortium) and to the eighth (added value of international collaboration) evaluation criteria.*

## partners description, relevance and complementarity

Briefly describe each French and foreign partner, and provide the necessary elements to assess their qualification in the project ("why who does what"). These elements can be past achievements, indicators (publications, patents), why the partner is interested in the project, etc. (maximum 0.5 page per partner)

Show the complementarity and added value of the collaborations between the French and foreign partners. The interdisciplinary and the openness to diverse collaborations must be justified in accordance with the project orientations.(maximum 1 page)

## Qualification and contribution of each partner

Provide elements to assess the ability of the coordinator to coordinate the project (maximum 0.5 page).

For each French and foreign person whose involvement in the project exceeds 25% of his/her time for the entire project (that is to say an average of 3 person.months per project year), provide a short curriculum vitae of 0.5 page maximum, containing:

* name, first name, age, career path, current situation
* other professional experience
* list of the five most significant publications (and/or patents) over the last five years, number of publications in international reviews or peer-reviewed conference proceedings.
* prizes, distinctions.

For the French and foreign partners, indicate in a table (see the below example) other on-going projects, whether through national programmes (e.g. ANR or other public or private funding), European or international projects. Explain the link between the proposed research work and the prior or on-going research.

|  |  |  |  |
| --- | --- | --- | --- |
| Partner | Name of involved people | Project title, funding institution, grant allocated | Start and end dates |
| N° |  |  |  |
| N° |  |  |  |

# Scientific justification of requested resources

*The content of this section corresponds to the sixth (appropriateness of project resources - project feasibility) and to the seventh (balance of the respective financial contributions of the partners of each country) evaluation criteria.*

Present the scientific and technical justification for the resources requested by each French partner completed on the online submission site distinguishing the different expenditure line items (excluding overheads). Also indicate the resources requested by each foreign partner. The respective scientific and financial contributions (manpower, funding, and equipment) of the partners of each country should be balanced.

Indicate any additional financing obtained and/or expected (1 page maximum per partner).

## Partner 1: XXX

#### Equipment

Indicate the nature of the equipment and justify their choice and their requirement to carry out the project.

#### Staff

Indicate the non-permanent staff (doctoral and post-doctoral researchers, fixed-term contract staff, interns, etc.) to hire and their allocated tasks.

For PhD positions, indicate whether the PhD grant requests are planned for or in progress, and specify the nature and the share of funding assignable to the project.

#### Operating costs

Indicate the nature of the external services, the type of service provider and the tasks involved.

Indicate travel associated with field data acquisition work (measurement campaigns, etc.) and travel associated with symposiums, conferences, etc. Each partner is asked to include in its budget the costs for the participation in one workshop abroad (for mid-term or final evaluation of the project).

Indicate the nature of the services justified by internal invoicing procedures.

Indicate the type of expendable and other operating expenses and overheads required to carry out of the project.

## Partner 2: XXX

…

# References

Include the list of bibliographic references used in the “State of the art" section and the partners' bibliographic references related to the project.

1. See the recommendations about culture actions and scientific and technical communications in section 3.5 of the text of the call for proposals. [↑](#footnote-ref-1)
2. See the recommendations about actions for the higher education in section 3.5 of the text of the call for proposals. [↑](#footnote-ref-2)