***Proposals must respect the following minimum standards:***

* *a minimum font size of 11 points, except for the Gantt chart and tables where the minimum font size is 8 points*
* *single line spacing*
* *A4 page size*
* *margins (top, bottom, left, right) of at least 15 mm*
* *a clearly readable font (e.g. Arial or Times New Roman)*

*Tables are for illustrating the core text of the proposal. They cannot be used to contain the core text itself.*

*Should a proposal not comply, applicants will be asked to reformat their proposal.* ***This can lead to excess pages, which will subsequently be disregarded.***

***Footnotes*** *are to be used exclusively for* ***literature references****. Their minimum font size is 8. They will count towards the page limit. Any other information included in a footnote will be disregarded.*

*Please make sure that your proposal carries on* ***each page****, as a* ***header*** *with* ***your name*** *and the* ***proposal acronym****. All pages should be numbered on the footer of the page to prevent errors during handling. It is recommended to use the numbering format "Part B - Page X of Y".*

*The* ***maximum*** *total length for this document is* ***5 pages.*** *It should be composed as follows (detailed description below):*

*- 1: Introduction*

*- 2: Objectives of the research proposal*

*- 3: Research methodology and approach*

*- 4 : Relevance of the secondment(s)*

*- 5 : Originality and innovation*

*- 6 : Scientific and professional impact of the project*

*Of the* ***maximum 5 pages*** *applied to sections 1 to 6, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied:* ***excess pages will automatically be made invisible, and will not be taken into consideration by the experts****.*

*It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit. PDF documents can contain colours.*

**Research Project Proposal**

**Acronym and Title:**

**Keywords (*Please select up to 5 key words (and at least 3) that best characterise the subject of your proposal, in descending order of relevance*):**

**Abstract (*maximum 2000 characters including spaces*):**

**Start page count–MAX 5 PAGES–DO NOT ADD INTRODUCTORY PAGES BEFORE**

1. **Introduction:** Explain why the research topic is important and justify the need for conducting the research.
2. **Objectives of the research proposal:** Explain clearly what the project aims to achieve. If necessary, break down the general objective(s) into specific objectives.
3. **Research methodology and approach:** Describe how the work planning (including deliverables and milestones) will ensure that the research objectives will be reached.

Describe the planned secondment(s) and how the experience of a different research environment will add/complement the research you want to develop at ICIQ.

AGantt chart should be included with a list of milestones and deliverables.

1. **Relevance of the secondment(s):** Describe the needs and benefits of the secondment justifying the partner institution chosen and the alignment with the project objectives.
2. **Originality and innovation:** Explain the originality and innovative aspects of the planned research as well as the contribution that the action is expected to make to advancements within the research field. Describe any novel concepts, approaches or methods that will be implemented.
3. **Scientific and professional impact of the project:** Explain the expected impact of the planned research and training (i.e. the added value of the fellowship) on the future career prospects of the experienced researcher and on the research field.

**STOP page count – MAX 5 pages**