



**Belmont Forum - NORFACE T2S Application Template Full Proposal**  
*Deadline: 26 September 2017, 17.00 Eastern Daylight Savings Time*

*Please refer to the national eligibility requirements when completing the proposal*

**Applications can ONLY be submitted via the electronic application system of the BFGO online portal (<https://bfgo.org>)**. Any required supplemental documents should be uploaded in PDF format. Guidance on how to submit the Full Proposal is available on the Belmont Forum and the NORFACE websites.

Your application must follow the structure of this form. Incomplete applications and applications not using the form will not be evaluated.

**A. Registration form**

**THIS IS CAPTURED IN BFGO WEB FORMS - NO UPLOADING REQUIRED**

**1. Title of the project and acronym:**

**2. Name and address of the Main Applicant (MA):**

*Main Applicant/consortium leader*

- o Name, title(s):  Male
- o University/Institution/ Organisation:  Female
- o Department/lab:
- o Postal address:
- o Postcode: Town/city:
- o Telephone: Fax: E-mail:
- o Completion date doctorate<sup>1</sup>:
- o Percentage of working time to be spent on the project (indicative):
- o Applicant in another Full Proposal? Yes<sup>2</sup>/No

**3. Name and address of the Co-Applicants (CA):** *Copy and add if required*

Please name only one Co-Applicant per University/Research Institution/Organisation. Other Project Team Members should be listed under Heading 5 'Other Project Team Members'. If there is more than one applicant from a country, identify the national contact point.

*Co-Applicant 1*

- o Name, title(s):  Male
- o University/Institution/Organisation:  Female
- o Department/Lab:
- o Postal address:  National Contact point
- o Postcode: Town/city:
- o Telephone: Fax: E-mail:
- o Completion date doctorate<sup>1</sup>:
- o Percentage of working time to be spent

<sup>1</sup> Include the completion date (the day when the Applicant received his/her PhD).

<sup>2</sup> If 'Yes', please elaborate and show how the Applicant will distribute his/her time between different projects if both are funded.



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on the project (indicative):

- o Applicant in another Full Proposal? Yes<sup>2</sup>/No

*Co-Applicant 2*

- o Name, title(s):  Male
- o University/Institute/Organisation:  Female
- o Department/Lab:  National Contact point
- o Postal address:
- o Postcode: Town/city:
- o Telephone: Fax: E-mail:
- o Completion date doctorate<sup>1</sup>:
- o Percentage of working time to be spent on the project (indicative):
- o Applicant in another Full Proposal? Yes<sup>2</sup>/No

**4. Other Project Team Members (eligible for funding):** *add lines when required*

Please include here the information about Other Project Team Members working on the project proposed. Please also mention the indicative percentage of working time to be spent on this project. Where the names of PhD students or Postdocs are not yet known, please include them as NN, and give other information available.

<i>Participant No.</i>	<i>Name and title</i>	<i>University/Institution/Organisation</i>	<i>Dept/Lab</i>	<i>Percentage of working time (indicative)</i>	<i>Completion date doctorate<sup>1</sup>:</i>	<i>Participant in another T2S Full Proposal?<sup>2</sup></i>
<i>Country 1:.....</i>						
<i>Country 2:.....</i>						
<i>Country 3:.....</i>						

**5. Cooperation Partners (not eligible for funding):** *add lines when required*

Please include here information about partners in the project who will be cooperating but are not eligible for funding in the present programme – such as researchers in other countries or at organisations not eligible for funding in the country in question or non-academic partners in some of the participating countries (see Call for Proposals table 1). These partners should provide their own funding. Please indicate the leader of each Cooperation Partner team. In case there are more than one Cooperation Partner teams from a single country, please indicate who will act as national contact point/leader. Please also mention the indicative percentage of working time to be spent on this project. In a project where a Cooperation Partner is participating, a letter of commitment must be included as an annex to the proposal demonstrating the commitment of the Cooperation Partner to the project and showing the

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source of funding. Please check with your national contact point whether a template is available.

<i>Name and title</i>	<i>University/Institute/ Organisation</i>	<i>E-mail address</i>	<i>Percentage of working time (indicative)</i>	<i>Source of funding</i>	<i>Contact point/leader?<sup>3</sup></i>

**6. Summary of the project** (*max. 1500 characters, excluding spaces, add word count*)

Please include the following information: relevance of the research topic to the call; objectives, potential outcome and impact of the project; explanation of how the project will be organised.

**7. Keywords** (*max. 8 separated by a semicolon ";"*)

**8. Discipline or disciplines of the project**

**9. Duration of the project**

Duration (months): \_\_\_\_\_ to commence on (date): \_\_\_\_\_

**10. Have you submitted the same idea elsewhere or have you requested any additional grants for this project from any other institution?**

Yes/No. If yes, please elaborate.

**B. Research proposal**

**PLEASE UPLOAD THIS AS SUPPLEMENTAL DOCUMENT UPLOADED TO BFGO WEBSITE IN PDF FORMAT.**

**11. Description of the project** (*max. 15 pages, European size A4, including tables and figures, font "Arial", font size 11 and line spacing 1.15, excluding references*)

Please include the following information:

- a)** The project description should explain in clear language:
- What research questions does the proposal seek to answer?
  - Why are these research questions significant? How are the questions relevant to the theme or themes of the call? If applicable, how does the proposal integrate different themes of the programme?

<sup>3</sup> In case there are more than one Co-operation partners from a single country, please indicate who will act as contact point/leader.

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- What impact will the project have on theoretical and methodological approaches in the field? By what methods and work plans will the research question be tackled?
  - In what ways will the project be transformative? What are the main theoretical and conceptual innovations expected from the project?
  - Please explain the relevance and importance of the chosen comparative approach/methods.
  - Please clearly delineate the strengths, weaknesses and suitability of secondary data sources and thoroughly justify any new data collection to address the research questions. If the research involves primary data collection or acquisition, please indicate how existing datasets have been reviewed and state why currently available datasets are inadequate for this proposed research.

**b) Data Management Plan:**

The plan should include information about the types of data, information, products, model code, or other products being generated by the project. It should outline the accessible archives, data journals, or other open repository where these products and accompanying metadata will be housed. Please clearly delineate the strengths, weaknesses and suitability of secondary data sources and thoroughly justify any new data collection to address the research questions. If the research involves primary data collection or acquisition, please indicate how existing datasets have been reviewed and state why currently available datasets are inadequate for this proposed research.

**c) International cooperation and composition of the research team and work plan:**

- What added value will be gained by undertaking this research as a collaborative project with the proposed consortium? What are the advantages of a transnational project, in its comparative nature for instance?
- How will the applicants and Cooperation Partners contribute to the project? What research expertise and competence do they bring to the project proposal?
- What are the plans of the project for including early-career researchers / emerging researchers in the project activities?
- How is an equitable gender balance sought in the composition of the project team?
- Please detail the work plan.

**d) Potential impact of research<sup>4</sup>:**

- What are the expected outcomes and impact of the research project? What are your anticipated pathways to impact?
- Who are the potential users, both academic and non-academic, of the research?
- What activities will be deployed to maximise knowledge exchange with potential users?

**e) References:**

Please list the references used.

**12. Timetable of the project** (*max. 500 words, including tables and figures, excluding spaces, add word count*)

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**13. Communication and dissemination** (*max. 500 words, excluding spaces*):

- Plan of publications resulting from the research;

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<sup>4</sup> The 'impact' criterion should be understood in a broad sense, taking into consideration the project's impact on the development of science, civilization and society, and not merely its direct practical application or use.

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- Plan of dissemination/knowledge exchange: describe the main target groups, instruments and how knowledge will be transferred;
- Knowledge utilisation: describe how the utilisation of the developed knowledge will be realised;
- Plan for the storage of and access to data collected, if applicable.

**14. Management and monitoring** (*max. 500 words, excluding spaces*)

Please describe how the project as a whole will be managed and how progress towards the objectives and anticipated results will be monitored and ensured.

**15. Ethical issues** (*max. 500 words, excluding spaces*)

Please describe whether there are any ethical issues raised by the proposed research and/or storage of data and if so, how they are addressed appropriately and comprehensively by the research proposal and the project design.

**C. Cost estimates**

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**16. Budget**

Please give a summary of the total requested funding per participating national agency and the total budget requested from the T2S programme. The budget should include fully accurate, detailed and justified costs. For applicants from countries outside the Euro-zone, please transfer your budget to Euros and indicate the exchange rate used.<sup>5</sup>

If a Co-operation Partner contributes to the project, please include their contribution at the end of this budget table.

Please consider the national or ISSC eligibility requirements and ensure you complete and attach the financial budget table of each participating funding agency involved in the project as an annex (item 19 of this Full Proposal Template), using the templates provided by each funding agency when submitting the Full Proposal.

<b>European Partners</b>		<b>Requested funding (€)</b>
<input type="checkbox"/>	Belgium - Flanders	
<input type="checkbox"/>	Belgium - Wallonia and Brussels Federation	
<input type="checkbox"/>	Finland	
<input type="checkbox"/>	France	
<input type="checkbox"/>	Germany	
<input type="checkbox"/>	Ireland	
<input type="checkbox"/>	Latvia	
<input type="checkbox"/>	Luxemburg	
<input type="checkbox"/>	Norway	
<input type="checkbox"/>	Slovenia	

<sup>5</sup> Please note that the participating funding organisations are not responsible for any impacts on the project budget as a result of fluctuations in exchange rate.



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<input type="checkbox"/>	Sweden	
<input type="checkbox"/>	Switzerland	
<input type="checkbox"/>	The Netherlands	
<input type="checkbox"/>	United Kingdom	
<b>Non-European Partners</b>		
<input type="checkbox"/>	Brazil	
<input type="checkbox"/>	Chinese Taipei	
<input type="checkbox"/>	Japan	
<input type="checkbox"/>	USA	
<input type="checkbox"/>	International Social Science Council (ISSC)	
<b>Total budget requested</b>		
	<b>Cooperation partner(s)</b>	<b>Contribution (€)</b>
	.....	

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**17. Justification of resources** (max. 1 page per funding agency, European size A4, including tables and figures, font "Arial", font size 11 and line spacing 1.15)

Please provide a justification of resources (JoR) for each and all agencies involved in the funding request (i.e. one per participating funding agency). Justification should be provided for the overall level of funding requested in respect to the value added of the proposed research. The JoR should explain why the resources requested are appropriate for the research proposed taking into account the nature and complexity of the research proposal. The JoR should be no more than 1 page A4 for each funding agency. One document should be uploaded, containing all JoRs.

**D. Annexes**

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**18. Curriculum vitae of the applicants including a publication list**

Provide a short CV (no more than 2 pages each) of the Main Applicant, Co-Applicants and Other Team Members, and of Cooperation Partners if applicable. The Main Applicant's and Co-Applicants' CVs may cite a maximum of ten relevant publications. Each Other Team Member's and Cooperation Partner's CV may cite a maximum of five relevant publications. The CV of the Main Applicant should include the information on her/his experience leading national or international collaboration research projects. Please mark key publications which are directly relevant to the proposed research with an S (for "significant"). Please only include manuscripts which have been accepted for publication or which have already been published and are part of the recognised literature.

**19. Financial budget tables**

Please complete and attach the financial budget tables for funding agencies involved in the project as one annex, using the templates provided by the funding agencies on the Belmont Forum and NORFACE



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websites.

**20. Letters of commitment**

In a project where Co-operation Partners are participating, a letter of commitment must be included as an annex to the proposal summarising the commitment of the Co-operation Partner to the project and demonstrating the source of funding.

**21. Annexes requested in National Eligibility requirements**

If applicable, please enclose those annexes explicitly requested in the National Eligibility requirements.

**E. Signature**

**I declare that I have completed this form truthfully.**

**Main Applicant:**

Name:

Date:

It is **not** necessary to send a hard-copy of the application to the T2S Coordination Office. An electronic signature is allowed.

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