**Application Form Structure and Character Limit**

**Important Note: Please read the Application Guide carefully**

The Application Guide is intended to support the PI throughout the application process to the Exploratory Research Projects (PeX) Call, and to help him/her preparing and submitting a successful application.

Applications must be written in English and are submitted online via a dedicated FCT Web Platform (MyFCT).

Multiple applications of the same project are not allowed. New applications grounded on a previous project should contain substantial modification and update.

**1. GENERAL DATA**

**1.1 Project description**

* Principal investigator

*The PI's data (name, role, and Ciência ID) is automatically filled in.*

* Title (PT/EN) (max. 255 characters)

*The title of the research project should be concise and succinct, understandable to a reader with a general scientific background, and suitable for public dissemination.*

* Project acronym (max. 15 characters)

*Assign an acronym for the identification of the project*

* Keywords (PT/EN) (max. 4 keywords)

*List a maximum of 4 keywords.*

*The keywords are likely to be used in the peer-review process of the application and should accurately reflect its scientific content. This is particularly important for interdisciplinary applications. A repetition of the words contained in the title must be avoided*

* Main scientific area (Scientific Domain / Scientific Area / Scientific sub-Area

*The scientific domain/areas and subareas should be chosen from the available options, starting with the main scientific domain*

* Timetable (start date and duration)

*Indicate the expected start date of the project in day-month-year format. The project will have a maximum duration of 18 months. This indicative date may be changed for projects recommended for funding during the acceptance term signing phase; however, it cannot exceed 90 consecutive days from the date of decision notification.*

**2. INSTITUTIONS**

**2.1 Principal contractor**

*The Principal Contractor must be based in national territory and must have a Tax Identification Number (NIPC), and the designation used to apply for call is the exact designation associated with that NIPC*. *The Principal Contractor is the beneficiary entity that leads the project and serves as the intermediary with the FCT on behalf of all partners. In approved projects, the Principal Contractor will receive all payments and then transfer the corresponding amounts to partner institutions.*

* Institution

*Make sure that each Institution selected in the application form has a team member associated.*

* Research unit – maximum 3

*The Research Unit field, associated with the Principal Contractor, are mandatory and allow the PI to identify which research units are involved in execution of the project. A maximum of 3 research units can be added to the principal contractor.*

* Institution description and its competencies for the development of the project (max. 1500 characters)

*In this section a description of the Principal Contractor and its competencies for the development of the project may be provided. This information will be taken into account by the Evaluation Panel during the assessment of the adequacy of the host conditions (technical/scientific, organizational management and, when appropriate, co-funding capacity by companies) provided by the beneficiary entity.*

**2.2 Collaborative Institutions**

*Collaborative Institutions are the institutions involved in the project, including foreign institutions, without an associated budget.*

*If any beneficiary institution or research unit is not listed, it will have to be added in the Institutions Pre-Registration form on the Portal de Ciência e Tecnologia. It may take up to two business days to update the list.*

* Country
* Institution
* Institution description and its competencies for the development of the project (max. 1500

 characters)

**3. RESEARCH TEAM**

*The research team consists of the PI and other team members directly involved in the project tasks and activities of the proposed project.*

*The PI must monitor the acceptance process of the team members and consultants by checking the following states, as well as providing their CVs:*

* *Invitation accepted*
* *Awaiting confirmation*
* *Invitation declined*

*Any team member or consultant that does not agree to participate in the project, should be removed by the PI from the form to allow the submission of the application.*

*Each researcher can only have one CIÊNCIAVITAE imported into myFCT in the same call. Therefore, if the researcher participates in several applications in the same call, once one of the applications is submitted, he/she will no longer be able to select the ‘Get CIÊNCIAVITAE CV’ button.*

**3.1 Principal Investigator** *(see Application Guide)*

* Institution to which you are associated in the scope of the research project
* CIENCIAVITAE permissions and upload

*The CIÊNCIAVITAE CV will be used by the reviewers only to confirm the information provided in the PI Narrative CV.*

**3.2 PI narrative CV** *(see Application Guide)*

* Career profile (max. 2000 characters)
* Contributions to Science and Society:
* Contributions to the generation of new ideas, tools, methodologies, or knowledge (max. 2000 characters)
* Contributions to the development of individuals and/or research teams (max. 3000 characters)
* Contributions to the research community and the broader society (max. 3000 characters)
* Selected outputs and/or activities (max. 2500 characters)
* Why would this grant be timely for me at this point in my career path and/or in my research?

 (max. 3000 characters)

**3.3 Members**

*Up to three additional core CVs may be identified for the application. The PI is automatically considered a core CV. Each team member must confirm their participation in the application and associate their CIÊNCIAVITAE, in their myFCT area. Please make sure that each Institution selected in the application form has a team member associated.*

* Email
* Institution to which you are associated in the scope of the research project

**3.4 Hirings**

*In this section, additional human resources (contracts and scholarships) needed to carry out the project should be indicated. New hirings are provided in the application by filling in the following fields:*

* Type
* Institution to which the hiring is associated in the scope of the research project

**3.5 Consultants**

*Internationally reputed experts in project’s scientific areas who provide consulting services for the project should be identified. The following fields should be completed in the application:*

* Email
* Framework of consultant´s participation (max. 1000 characters)

*Consultants should confirm their participation in the application and associate their CIÊNCIAVITAE or a PDF file with their CV (maximum 4 MB) in their myFCT area. Whenever a team member or consultant is associated with the application, they will receive an email to confirm their association with the application.*

**3.6 Team CV synopsis** (max. 6000 characters)

*In this field, the PI must justify the framework and competencies of the research team and its coherence with the proposed work plan. The PI should focus on the team's scientific activity over the last 5 effective years, indicating the most relevant scientific achievements of the research team and demonstrating its competence in the area of the proposed project. This field will be taken into account by the panel when assessing the merit of the team and the adequacy of the profiles of its members to the work plan of the proposed project. Once again, the CIÊNCIAVITAE CV of each team member will be used by the reviewers only to confirm the information provided in this team CV synopsis.*

**4. WORK PLAN**

*The following indications are suggestions on how to organize the description of the research plan. The structure is The PI’s responsibility and should be adjusted according to the scientific discipline or inter-disciplinary nature. The research plan should be designed for an 18-month period, which is the maximum duration of the project.*

**4.1 Abstract**

*In this section, the summary of the proposal should be presented, in Portuguese and English, with an analysis of the state of the art, the main goals to be addressed, the knowledge and skills available in the group, the strategy and methodologies to be used, identifying the novelty and the expected results.*

*The PI must indicate whether the abstract to be used by the FCT for public disseminating will be the same as the abstract previously filled in. If, for confidentiality reasons, the text of the abstract for publication purposes is different, the PI should click on the button Abstract for publication different. The content of this field will always be the PI’s responsibility.*

* Abstract in Portuguese (max. 5000 characters)
* Abstract in English (max. 5000 characters)
* Abstract for publication different? (max. 5000 characters)

**4.2 State of the art and Objectives** (max. 6000 characters)

*In this section, the PI must provide an overview of his/her research field, present the state of the art of the research area in connection with the ground-breaking nature and potential impact of the proposed research project. References to the PI’s previous work should be included. The PI should focus on the following questions:*

* *To what extent does the proposed research address important challenges?*
* *To what extent are the objectives ambitious and beyond the state of the art (e.g. novel concepts and approaches or development between or across disciplines)?*

**4.3 Research plan and methods** (max. 10000 characters)

*In this section, the PI should describe the proposed research plan and the methodologies to be used, focusing on the following questions*

* *To what extent is the outlined scientific approach feasible bearing in mind the originality and/or ground-breaking potential of the proposed research?*
* *To what extent are the proposed research methodology and working arrangements appropriate to achieve the goals of the project?*
* *To what extent are the proposed timelines, resources, and PI´s commitment adequate and properly justified?*

*Funded projects will now have access to advanced computer resources and research data repositories provided by FCT without the need for further scientific evaluation. This includes computing time in FCT's two new supercomputers, Deucalion and MareNostrum 5. To this end, FCT kindly requests that applicants answer two simple yes/no additional questions:*

* Identify whether the work plan requires advanced computer resources to be provided by FCT
* Identify whether the work plan requires space in a research data repository to be provided by

 the FCT

**4.4 Bibliographic references** (max. 10000 characters)

*This section is intended to include the references cited in the state of art and in the research plan and methods, with a cross-referencing methodology chosen by the PI, namely: APA, MLA or Chicago.*

*The following elements are considered for each reference: title; authors' names in the order in which they appear in the publication; name of the book or journal; editorial data, where applicable; volume number; page numbers; year of publication. If the publications are available electronically, you can add their URL, although this is not mandatory. Bibliographical references are not limited to the PI and team members’ publications.*

**4.5 Past publications**

*This section should include five publications (articles, books or monographs published or accepted for publication) authored or co-authored by the PI and the members of the research team and which are considered to be of relevant importance for assessing the scientific quality demonstrated for the project. You can choose between the following bibliographic citation styles: APA, MLA or Chicago.*

*To change the order of a publication in the table, click on it and drag it to the desired position.*

*It is recommended that the evaluators have easy access to these 5 publications. The URL addresses must be provided in full, and it is the PI’s responsibility to keep these links active throughout the decision process.*

* Order
* Publication (max. 600 characters)
* URL

**4.6 Tasks**

*For each of the project tasks, you must indicate:*

* Task denomination (max. 150 characters)

*must be concise and self-explanatory.*

* Task description and expected results (max. 4000 characters)

*in this section, you should explain the objectives in the context of the project, the methodologies and approaches proposed for their implementation, the results expected in the task and how these are preconditions for subsequent tasks, the link with other tasks, the role of each partner and institution in the task and the justification of the resources, human and material, needed to achieve the expected results of the task.*

* Assigned to

*the team member or team members associated with the task. All team members hired or to be hired, even without associated costs, must be allocated to at least one task.*

* Person\*month

*results from multiplying the person's percentage of dedication to the task by the duration of the task in months.*

*Examples:*

* *1 person at 50% for 6 months = 3 person\*month*
* *1 person at 30% for 6 months = 1,8 person\*month*
* *1 person at 50% for 15 days = 0,25 person\*month*
* Start date
* Duration (months)

*The application must have tasks planned throughout its duration, i.e. there must be no period of the project without tasks.*

* Deliverables and delivery dates (max. 2500 characters)

*In this section, you should list the deliverables, and the corresponding ending dates, for each task. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements, websites). Only include deliverables that you consider essential for effective project monitoring.*

*Please note that FCT's contribution will be paid out in Lump Sums based on evidence and results showing that the approved project has been completed in accordance with the deliverables and budget defined up-front for each task (see also below).*

*Funds are paid out upon completion of activities in each task. However, it is important to note that the payments do not depend on the achievement of successful outcomes, which are never guaranteed in research. Moreover, FCT does not mandate keeping records of the actual costs incurred in these exploratory projects.*

*The projects funded within this call will benefit from an advance of 75% of the total amount of funding approved. The final reimbursement, which corresponds to the difference between the final eligible funding and the sum of the payments made, is processed after verification and final assessment of the project's implementation.*

* Budgets:

*In this section you should justify the budget requested to complete the task.*

* Overall cost justification of the task (max. 2500 characters)

*To estimate and justify the Lump Sum associated with each task, the PI must detail how this value was obtained, breaking down the cost estimations for each budget item, or resorting to other criteria/items of relevance given the proposed objectives and research plan. The estimates should be as approximate as possible of the actual costs and meet the basic eligibility criteria of no.4 from the Public Announcement for the Call. The costs estimations will be taken into consideration by the evaluation panel when assessing the proposed activities under the implementation criterion. Experts will ensure that the estimates costs are reasonable and non-excessive. This could be reflected in a modified Lump Sum amount in the acceptance document.*

* Amount requested for the task

*The total amount indicated must include the 25% overheads. Please make sure the information in this section matches the costs stated in the Principal Contractor Budget table in application form.*

*Ensure that the total amount of funding requested by institution corresponds to the total costs of the tasks in which the institution participates. For this please select “Overview” (at the top right of the screen) to access the Application Global View, section Tasks, to check the information*

**4.7 Project timeline and management**

* Milestones List (add Milestone) (max. 300 characters)

*a milestone is a date by which a certain objective is expected to be achieved or a phase is expected to be completed or a result obtained. The milestone description should include what can be demonstrated or reported on that date. The number of milestones is limited to 6. You should select the task(s) associated with the milestones. The milestone dates must be marked on the timeline.*

* Timeline (see template provided by FCT)
* Management (max. 3000 characters)

*in this section, the PI should include a description of the project management structure to be adopted, in particular the coordination between participants, the meetings planned and the reporting structure. The proposed structure will depend on the size of the project and, in particular, the existence of participants from different research units.*

**4.8 Ethical issues**

*Please indicate whether there are any ethical issues identified in the project. If so, select the ethical statements considered to be the most appropriate and the reasons* *for the choice. The available options are described in the Ethics Self-Assessment Guide.*

* Are there Ethics Issues identified in this project?
* Select the ethical declarations you consider appropriate (if applicable)
* Justification (if applicable) (max. 3000 characters)

**4.9 2030 Agenda**

*In this section the PI should identify one, or up to a maximum of three, of the 17 Sustainable Development Goals of the United Nations 2030 Agenda and justify how the application fits into the selected SDGs.*

* Framework of the application for the United Nations SDG 2030 Agenda (max. 3 SDG)
* Framework justification (max. 3000 characters)

**4.10 Other projects**

*Projects approved through peer review, led by the PI and started less than 5 years ago, completed or in progress should be listed. Additionally, please detail all projects, led by the PI, submitted and under peer-review evaluation.*

*In the case of a FCT-funded project, the PI should select the project and all the fields will be filled in automatically except for the field “Please list the main objectives of the project that you consider relevant for this application”.*

*In the case of projects not funded by FCT, or projects submitted and currently under evaluation, the following elements must be filled in:*

* Add project
* Project reference
* PI in actual application
* Project status
* Project title (in English)
* Principal contractor
* Funding
* Funding entity
* Total funding
	+ - Timetable
* Start date
* Duration (months)
	+ - Relation with the current proposal
		- Please list the main objectives of the project that you consider relevant for this application

 (max. 2000 characters)

**4.11 Attachments**

*If necessary, additional documents corresponding to formulas, schemes, diagrams, graphics, images and support letters may be attached.*

*No other document types will be considered in this section.*

*This field is limited to 20 MB per application, and the authorized formats are PDF, JPEG and PNG.*

**5. INDICATORS**

* Expected output indicators

*The expected outputs give visibility to the research developed during the project. The outputs should be realistic and achievable and include publications, communications, reports, organization of seminars, advanced training and others. These indicators will be used to evaluate the adequacy of the final results to the results foreseen in the application.*

Dissemination (max. 3000 characters)

*In the "Dissemination" field, a description of the plan for disseminating results and promoting knowledge and scientific dissemination, as well as the plan for disseminating knowledge transfer, should be included. Dissemination outputs should be included in the expected indicators and include actions for disseminating scientific culture, promoting and disseminating knowledge, technical/scientific publications, conferences, seminars, forums, and actions aimed at target sectors, or others.*

**6. BUDGET**

*The Budget section should be filled in by item, with the global values and justification of budgetary needs, declared for each task, taking into account the funding limit and the basic eligibility criteria of no.4 established in the Public Announcement for the Call.*

*The Lump Sum budget information will serve* *exclusively for the evaluation of the reasonableness and feasibility of the proposed project.*

**6.1 Principal contractor**

*In this section, the PI should fill in the requested funding for each budget category along with the corresponding justification.*

* Item
* Rationale for requested funding (max. 3000 characters)

**6.2 Funding plan**

*This section presents the project's Global Budget and Funding Plan tables that are automatically filled out.*

**7. STATEMENT OF COMMITMENT**

*The Declaration of Commitment by the PI must have the mandatory agreement of the principal researcher by marking the following check box:*

****

**8. VALIDATE AND SUBMIT**

*After completing the application, the PI should click on "Validate and Submit". If any errors are detected when filling out the application form, a list of the problems will be automatically provided, with a brief description of the problem that led to the error and an indication of the section of the form where the correction must be made.*

*The presence of errors prevents the submission of the application.*

*After the close of the competition, the PI will no longer have access to the form, and it is only possible to access the global view of the submitted application (using Adobe Acrobat Reader).*

**After the Submission of the Application**

The Statement of Commitment of the Principal Contractor will be available on myFCT for the respective agreement by the highest authority of the institution or someone delegated by them after the deadline for submitting applications and until 5:00 PM, Lisbon time, of March 1st, 2024, as predicted in the AAC.

Agreement with the Statement of Commitment from the Principal Contractor is submitted in myFCT by using the CIÊNCIA ID credentials of the person(s) to whom the respective competence is delegated.

The delegation of authorities is carried out on the Portal de Ciência e Tecnologia (PCT).