

# Checklist for phase 2 of the application

Social  
Research  
Call 2021

## Full proposal

### Anonymity

- The proposal is fully anonymous: it contains no references to the research team or the host organization.
  - The University of City will provide data analysis team...
  - Our university will provide...
  - Dr. Smith has 10 year's experience in this field...
  - The PL has 10 year's experience....
- It contains no specific references.
  - As seen in Jones (2004), this field of research...
  - Existing literature affirms that this field of research...
  - Our team has previously published articles about this topic (Jones *et al.* 2016)...
  - Our team has experience working in this field...
- The title of the pdf does not include any information relating to the PL or HO.

### Content

- It describes the novelty, the scientific soundness, social relevance, feasibility and public engagement of the project.

### Format

- It is written in font Calibri, size 11 and the text is justified.
- The page size is A4 and all margins are set to 2.5 cm.
- It has a header containing the acronym and the title of the project.
- It is written entirely in English.

- It is not longer than 15 pages.
- All footnotes comply with the same format as the core text.

## Research expertise Content

- It describes the expertise, merits, qualifications, certifications and/or credentials that guarantee the PL (and research team) are able to carry out the project.
- It is not anonymous.

### Format

- It is written in font Calibri, size 11 and the text is justified.
- The page size is A4 and all margins are set to 2.5 cm.
- It has a header containing the acronym, title of the project, name of the PL and name of the HO.
- It is written entirely in English.
- It is not longer than 1 page.

## Public and social sector expertise

### Content

- It explains the links that the research team and host organization have with relevant institutions outside of academia (public sector, social entities, including at least one non-academic expert who will be involved in the project).
- It is not anonymous.

### Format

- It is written in font Calibri, size 11 and the text is justified.

- The page size is A4 and all margins are set to 2.5 cm.
- It has a header containing the acronym, title of the project, name of the PL and name of the HO.
- It is written entirely in English.
- It is not longer than 1 page.

## Budget

The budget uploaded to the platform:

- Specifies the total amount required for this project.
- Lists how the money will be spent.
- Does not ask for more than 100,000 euros from the Social Research Call.
- If there is co-funding, it is clearly stated which part of the expenses will be covered by the Social Research grant.
- The indirect costs (overheads) do not exceed 10% of the total budget requested.
- All staff costs are clearly described, including the number of weekly hours and the hourly rate of the person hired.

## Gantt

The Gantt chart uploaded to the platform:

- Contains all aspects of the project.
- Clearly shows when each task will be completed.
- Does not exceed the 24 month limit for this call.