#

**5th EU-LAC Joint Call in STI 2025**

**PROJECT DESCRIPTION TEMPLATE**

**Guidance and recommendations:**

* Please, make sure you read and understand the **funding rules of the corresponding regional/national funding organisations** before you submit your proposal.
* **Complete all sections respecting the length limitations and format specifications** (Calibri 11, single spaced).
* Incomplete proposals (proposals missing any sections), proposals using a different format or exceeding length limitations of any sections will be rejected.
* **Make sure that the information entered in this application form is consistent with the information entered into the online submission tool** (e.g. chosen topic, project partner information, budget, and specially, numbering of partners).
* In case of inconsistency between the information registered in the submission tool and the information included in the PDF of this application form, the information registered in the submission tool shall prevail.
* **The project description document needs to be signed by the coordinator.** Digital signatures or scanned signatures will be accepted. A stamp of the coordinator’s institution (e.g. the relevant university institute or company) is recommended.
* Refer to the “GUIDELINES FOR APPLICANTS” for information about the proposal structure.
* Once completed, **the proposal must be converted in** **a single PDF or Word file not exceeding 10 Megabytes**. By uploading a second file in the same section, you will overwrite earlier uploaded versions. The file will be automatically renamed during the upload.

*Note: Please upload a complete version in pdf or word format before the deadline. You will be allowed to upload draft versions and change them whenever needed, but please make sure that the final version is uploaded before the time limit.*

**Checklist for the Coordinator:**

***In order to make sure that your proposal will be eligible for this call, please collect the information required (assistance provided through the “Call Text”, “Guidelines for Applicants” and your regional/national contact points) and tick all the sections below, before starting to complete this application form.***

**General conditions:**

**[ ]** The project proposal addresses the **AIM/s** of the call.

**[ ]** The project proposal addresses **one of the six research topics.**

**[ ]** I am aware of the **regional/national requirements** of the corresponding funding organisations**.**

**Composition of the consortium:**

**[ ]** The project proposal involves at least four eligible partners from different countries with at least two countries from each region (EU/LAC) participating in the 5th EU-LAC Joint Call.

**[ ]** Theproject coordinator is eligible to be funded by one of the participating funding organisations.

**[ ]** If aresearch group with its own funding is part of the consortium, a Letter of Commitment will be uploaded in the online submission tool.

**Eligibility of consortium partners:**

**[ ]** I have checked that partners involved in the project proposal and requesting budget are eligible to receive funding from their funding organisation.

1. **General information**

*\*Please make sure that the same information is entered in the sections that need to be completed online (PT-Outline submission tool). Thousand separators and whole numbers should be used only (e.g. 200,000).*

**PROJECT TITLE**

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**ACRONYM (max. 15 characters)**

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**PROJECT DURATION (max. 36 months)**

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**TOTAL PROJECT COSTS (€)\* TOTAL REQUESTED BUDGET (€)\***

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**TOPIC (Please provide number and title):**

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**Keywords (from 5 up to 7)**

*Please list 5 to 7 keywords describing your proposal.*

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**Scientific abstract (max. 2,000 characters, including spaces)**

*Please give a comprehensive and readable summary of the most important aims and methods of the project. Please note that if the project is selected for funding this abstract will be published on the funding organisations’ websites.*

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1. **Project Description (max. 5 pages)**
* *Background, present state of the art and preliminary results obtained by the consortium members;*
* *Describe the work plan including the objectives, the rationale and the methodology, highlighting the novelty, originality and feasibility of the project;*
* *Justify how the proposal fits in the scope of the call and explain the dimension of the proposed work and its added value to the scientific question addressed in the proposal;*
* *Describe the unmet need that is addressed by the proposed work and the potential impact that the results of your proposed work will have;*
* *Added value of the transnational collaboration; sharing of resources (models, databases, diagnostic and informatics tools, etc.), platforms/infrastructures, harmonisation of data and sharing of specific know-how.*

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1. **Diagram which compiles the work plan, timeline, sequencing of work packages, contribution of the partners to each work package and their interactions (Timeplan, Gantt and/or PERT, max. 1 page)**

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1. **In addition, two more pages can be added to the proposal (optional):**
* *List of references (max. 1 page)*
* *Page with diagrams, figures, etc. to support the work plan description (max. 1 page)*

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1. **Scientific-technical description (Please describe your approach considering the bullet points displayed below each criteria, as these will be guiding the evaluation procedure):**

*EXCELLENCE (max. 4 pages)*

* *Clarity and pertinence of the objectives;*
* *Credibility of the proposed approach;*
* *Integration of diversity considerations in submitted proposals, as well as underrepresented populations in the planned research/innovation. This includes not only diversity in the consortium, but also the inclusion of diversity perspectives and analysis in the research/ innovation itself if it is relevant. A project is considered diversity (or gender) relevant when it concerns individuals or specific groups of people and/or when its findings may affect individuals or specific groups.*
* *Soundness of the concept, including trans-disciplinary considerations, where relevant;*
* *Extent to which the proposed work is ambitious, has innovation potential, and is beyond the state of the art (e.g. ground-breaking objectives, novel concepts and approaches).*

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*IMPACT (max. 5 pages)*

* *Expected impacts listed in the description under the relevant topic;*
* *Enhancing research and innovation capacity and integration of new knowledge;*
* *Any other environmental and socially important impacts;*
* *Implementation of Open Science measures (early and open sharing of research; research output management; providing open access to research outputs i.e. publications, data, software, algorithms, etc.), participation in open peer review; involvement of relevant actors including citizens, civil society and end users in the co-creation of R&I contents and agendas;*
* *Effectiveness of the proposed measures to exploit and disseminate the project results (including management of IPR), to communicate the project and to manage research data where relevant;*
* *Added value for the EU-LAC cooperation in STI;*
* *Mobility, networking and training of human resources in both regions.*

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*QUALITY AND EFFICIENCY OF THE IMPLEMENTATION (max. 5 pages)*

* *Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources;*
* *Complementarity of the participants within the consortium (if relevant) and gender balance among them;*
* *Appropriateness of the management structures and procedures, including risk and innovation management.*

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*ECONOMIC IMPACT, APPLICABILITY AND EXPLOITATION OF RESULTS (Max. 4 pages)*

* *Potential for economic impact and exploitation/transfer of results;*
* *In case of industry and SME participation: Strengthening competitiveness and growth of companies by developing innovations that meet the needs of global markets and, where relevant, deliver such innovations to the market;*
* *Feasibility;*
* *Involvement of stakeholders;*
* *Communication and dissemination of results;*
* *Exploitation and transfer of results;*
* *Management of intellectual property issues and consortium agreements.*

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1. Project Budget (in €): Please make sure that the same figures are entered in the sections that need to be completed online ([pt-outline submission tool](https://ptoutline.eu/app/5eulac_call2025))

*Note: Please include all the project costs, by partner and category type. It is strongly advised to check the national rules and contact the national contact persons for the call, to confirm the eligibility of costs.*

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|  |  |  |  |  |  |  |  | COSTS RELATED TO RESEARCH INFRASTRUCTURES USE[[1]](#footnote-1) |  |  |  |  |
| PARTNER NUMBER | ROLE (COORDINATOR (C), PARTICIPANT (P) OR RESEARCH INFRASTRUCTURE (RI) | FUNDING AGENCY | PERSONNEL COSTS | PERSON/MONTH | TRAVEL | OTHER DIRECT COSTS | SUBCONTRACTING | EQUIPMENT[[2]](#footnote-2) | CONNECTION COSTS | SOFTWARE2 | CONSUMABLES2 | SECONDMENTS | DATA ACCESS | OVERHEADS | TOTAL COSTS | REQUESTED FUNDING | IN-KIND CONTRIBUTIONS |
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6.1 Financial plan of the Coordinator (in €): **Please make sure that the same figures are entered in the sections that need to be completed online ([pt-outline submission tool](https://ptoutline.eu/app/5eulac_call2025))**

| **COST TYPE** | **DESCRIPTION** | **Total** |
| --- | --- | --- |
| **Total cost** | **Requested** |
| PERSONNEL COSTS |  |  |  |
| PERSON/MONTH |  |  |  |
| TRAVEL |  |  |  |
| OTHER DIRECT COSTS |  |  |  |
| SUBCONTRACTING |  |  |  |
| EQUIPMENT\* |  |  |  |
| CONNECTION COSTS\* |  |  |  |
| SOFTWARE\* |  |  |  |
| CONSUMABLES\* |  |  |  |
| SECONDMENTS\* |  |  |  |
| DATA ACCESS\* |  |  |  |
| OVERHEADS |  |  |  |
| **Total (€)** |  |  |

\***Costs related to research infrastructures. If the project budget foresees equipment, software or consumables costs not related to research infrastructures, please include them under “Other Direct Costs”.**

* 1. **Financial plan of Project Partner 1 (in €): Please make sure that the same figures are entered in the sections that need to be completed online ([pt-outline submission tool)](https://ptoutline.eu/app/5eulac_call2025)**

| **COST TYPE** | **DESCRIPTION** | **Total** |
| --- | --- | --- |
| **Total cost** | **Requested** |
| PERSONNEL COSTS |  |  |  |
| PERSON/MONTH |  |  |  |
| TRAVEL |  |  |  |
| OTHER DIRECT COSTS |  |  |  |
| SUBCONTRACTING |  |  |  |
| EQUIPMENT\* |  |  |  |
| CONNECTION COSTS\* |  |  |  |
| SOFTWARE\* |  |  |  |
| CONSUMABLES\* |  |  |  |
| SECONDMENTS\* |  |  |  |
| DATA ACCESS\* |  |  |  |
| OVERHEADS |  |  |  |
| **Total (€)** |  |  |

\***Costs related to research infrastructures. If the project budget foresees equipment, software or consumables costs not related to research infrastructures, please include them under “Other Direct Costs”.**

* 1. **Financial plan of Project Partner 2 (in €): Please make sure that the same figures are entered in the sections that need to be completed online** [**(pt-outline submission tool)**](https://ptoutline.eu/app/5eulac_call2025)

| **COST TYPE** | **DESCRIPTION** | **Total** |
| --- | --- | --- |
| **Total cost** | **Requested** |
| PERSONNEL COSTS |  |  |  |
| PERSON/MONTH |  |  |  |
| TRAVEL |  |  |  |
| OTHER DIRECT COSTS |  |  |  |
| SUBCONTRACTING |  |  |  |
| EQUIPMENT\* |  |  |  |
| CONNECTION COSTS\* |  |  |  |
| SOFTWARE\* |  |  |  |
| CONSUMABLES\* |  |  |  |
| SECONDMENTS\* |  |  |  |
| DATA ACCESS\* |  |  |  |
| OVERHEADS |  |  |  |
| **Total (€)** |  |  |

\***Costs related to research infrastructures. If the project budget foresees equipment, software or consumables costs not related to research infrastructures, please include them under “Other Direct Costs”.**

* 1. **Financial plan of Project Partner 3 (in €): Please make sure that the same figures are entered in the sections that need to be completed online ([pt-outline submission tool)](https://ptoutline.eu/app/5eulac_call2025)**

| **COST TYPE** | **DESCRIPTION** | **Total** |
| --- | --- | --- |
| **Total cost** | **Requested** |
| PERSONNEL COSTS |  |  |  |
| PERSON/MONTH |  |  |  |
| TRAVEL |  |  |  |
| OTHER DIRECT COSTS |  |  |  |
| SUBCONTRACTING |  |  |  |
| EQUIPMENT\* |  |  |  |
| CONNECTION COSTS\* |  |  |  |
| SOFTWARE\* |  |  |  |
| CONSUMABLES\* |  |  |  |
| SECONDMENTS\* |  |  |  |
| DATA ACCESS\* |  |  |  |
| OVERHEADS |  |  |  |
| **Total (€)** |  |  |

\***Costs related to research infrastructures. If the project budget foresees equipment, software or consumables costs not related to research infrastructures, please include them under “Other Direct Costs”.**

**6.5** **Financial plan of Project Partner 4 (in €): Please make sure that the same figures are entered in the sections that need to be completed online** [**(pt-outline submission tool)**](https://ptoutline.eu/app/5eulac_call2025)

| **COST TYPE** | **DESCRIPTION** | **Total** |
| --- | --- | --- |
| **Total cost** | **Requested** |
| PERSONNEL COSTS |  |  |  |
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| TRAVEL |  |  |  |
| OTHER DIRECT COSTS |  |  |  |
| SUBCONTRACTING |  |  |  |
| EQUIPMENT\* |  |  |  |
| CONNECTION COSTS\* |  |  |  |
| SOFTWARE\* |  |  |  |
| CONSUMABLES\* |  |  |  |
| SECONDMENTS\* |  |  |  |
| DATA ACCESS\* |  |  |  |
| OVERHEADS |  |  |  |
| **Total (€)** |  |  |

\***Costs related to research infrastructures. If the project budget foresees equipment, software or consumables costs not related to research infrastructures, please include them under “Other Direct Costs”.**

**6.6 Financial plan of Project Partner 5 (in €): Please make sure that the same figures are entered in the sections that need to be completed online ([pt-outline submission tool)](https://ptoutline.eu/app/5eulac_call2025)**

| **COST TYPE** | **DESCRIPTION** | **Total** |
| --- | --- | --- |
| **Total cost** | **Requested** |
| PERSONNEL COSTS |  |  |  |
| PERSON/MONTH |  |  |  |
| TRAVEL |  |  |  |
| OTHER DIRECT COSTS |  |  |  |
| SUBCONTRACTING |  |  |  |
| EQUIPMENT\* |  |  |  |
| CONNECTION COSTS\* |  |  |  |
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| CONSUMABLES\* |  |  |  |
| SECONDMENTS\* |  |  |  |
| DATA ACCESS\* |  |  |  |
| OVERHEADS |  |  |  |
| **Total (€)** |  |  |

\***Costs related to research infrastructures. If the project budget foresees equipment, software or consumables costs not related to research infrastructures, please include them under “Other Direct Costs”.**

1. **Signature**

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| --- | --- |
| **Coordinator** **Last Name:** **First Name:****Institution:** | **Stamp and Signature****Date:**  |

1. **Only applicable if research infrastructures are part of the consortium**. [↑](#footnote-ref-1)
2. **If the project budget includes these types of costs but they are not related to research infrastructures, please categorise them under "Other Direct Costs."** [↑](#footnote-ref-2)