

Guidelines - Scientific-Technical Proposal (Memoria Científico-Técnica)

IMPORTANT

The research proposal **cannot exceed 20 pages**. Instructions to fill this document are available in the website. If the project cost is equal or greater than 100.000 €, this document must be filled in English.

The proposal document must have a **maximum length of 20 pages**. The application will not accept a longer document.

General Guidelines

1. **Document Verification:** It is important that you verify you have provided the correct document. Remember that in the event a correction, rectification, or clarification is requested, subsequent updating of the information or improvement/expansion of the content of the originally submitted document **will not be possible**.
2. **Format Compliance:** The Scientific-Technical Proposal template is prepared to be filled out using the format recommended in the call (Article 18.2.a of the call):
 - **Font:** Times New Roman, Calibri, or Arial, minimum size **11 points**.
 - **Side Margins: 2.5 cm.**
 - Top and Bottom Margins: 1.5 cm.
 - Line Spacing: Minimum single spacing.
3. **Language:** The proposal may be filled out in Spanish or English, although **English is recommended**.
4. **Completion Recommendation:** It is recommended to complete the proposal using a **Windows operating system computer** and MS Word (MS Office) as the word processor.
5. **Submission Format:** Once the proposal is finished in Word, you must **convert the file to PDF format** (no more than 4Mb) and upload it in the project application platform under the section: *Add documents > Scientific-Technical Proposal*. It is important to verify that you have provided the correct document and that its length has not been modified.
6. **Content Description:** Annex VII of the call contains the required description of the content for the project's Scientific-Technical Proposal.
7. **Evaluation Criteria:** The proposal must contain the necessary information for the evaluation of the project, considering the evaluation criteria listed in **Annex I** of the call.

1. Proposal Data

The name(s) of the individual(s) listed as **Principal Investigator (PI)** of the project, the title, and the acronym of the project in both Spanish and English must be included.

2. Justification and Novelty of the Proposal

2.1. Suitability of the Proposal to the Characteristics and Purpose of the Selected Modality.

You must justify the suitability of the proposal to the call's characteristics, as well as the suitability of the research to be carried out for the selected project modality.

- **Non-Oriented Research:** These projects have no predefined thematic focus and their primary objective is to advance knowledge, regardless of the time horizon or scope of application.
- **Oriented Research:** These projects are aimed at solving specific problems and are linked to the thematic priorities associated with global challenges, included in the State Plan for Scientific, Technical and Innovation Research 2024-2027 and in **Annex III** of the call.

2.2. Justification and Expected Contribution of the Project to Knowledge Generation in the Proposal's Subject Area. Initial Hypothesis.

You must explain the motivation for the project proposal within the context of the scientific-technical knowledge of the specific subject matter or research line. The **novelty of the expected contribution** of the proposed work to its thematic area must be clear.

You must indicate the **initial hypothesis** and its novelty in relation to the state-of-the-art in the proposal's subject area.

If the project is a continuation of a previously funded one, the objectives and results already achieved must be clearly indicated so that the **real progress** proposed in the new project can be evaluated.

In the case of Oriented Research projects:

2.3. Justification and Expected Contribution of the Project to Solving Specific Problems Linked to the Selected Thematic Priority.

If the proposal is submitted under the **Oriented Research modality**, you must identify the thematic priority, selected from those listed in **Annex III**, and justify its selection.

You must clearly identify the **contribution of the proposal** to solving the problems or needs of the selected thematic priority.

If the project is Type RTA within the Oriented Research modality, you must also indicate the priority research line, selected from those listed in **Annex VI**, and justify the proposal's contribution to it.

3. Objectives, Methodology, and Work Plan

3.1. General and Specific Objectives.

Describe the **general and specific objectives**, briefly listing them clearly, precisely, and realistically (in accordance with the planned duration of the project and the composition of the research and/or work team). In projects with two Principal Investigators, you must explicitly indicate which specific objectives each one will be responsible for.

3.2. Description of the Methodology.

Describe the proposed **methodology** in detail in relation to the objectives and the state-of-the-art, highlighting its novelty and/or suitability, and emphasizing any critical stages whose outcome might affect the feasibility of the planned work plan or require its readjustment.

3.3. Work Plan and Timeline.

A clear and precise **timeline** of the planned phases and milestones must be included in relation to the objectives set out in the proposal, indicating the responsibility and participation of each member of the research team and the work team. You must indicate the **thematic specialization** of the members of both teams, as well as the key members for the execution of each of the planned tasks. Remember that members of the work team may not be listed as being responsible for project objectives and tasks.

3.4. Identification of Critical Points and Contingency Plan.

You must indicate any **critical stages** in the execution of the proposal whose outcome might affect the feasibility of the planned work plan or require its readjustment.

A critical evaluation of potential difficulties in achieving any of the specific objectives and a **contingency plan** to resolve them must be included.

3.5. Team's Previous Results in the Proposal's Subject Area.

Briefly describe the **background and previous contributions** of the research team in the proposal's subject area that justify their capacity to carry it out and endorse its viability.

3.6. Human, Material, and Equipment Resources Available for Project Execution.

Describe the material resources, infrastructure, and/or unique equipment available to the project that will allow the proposed methodology to be addressed.

4. Expected Impact of the Results

In the electronic application form, you must enter a description, of a **maximum of 3,500 characters**, on the expected impact of the project results. This content may be published for dissemination purposes if the project is funded in this call.

4.1. Expected Impact on the Generation of Scientific-Technical Knowledge in the Proposal's Thematic Area.

A description of the **scientific-technical impact** expected from the project results must be included, both nationally and internationally, identifying, where applicable, those results that will allow progress in interdisciplinary scientific-technical knowledge.

In the case of an **Oriented Research** project, the contribution of the expected results to the selected thematic priority must be identified.

4.2. Social and Economic Impact of the Expected Results.

You must describe the **social and economic impact** and the benefits that may derive from the proposal's results and their applications in terms of generating tangible and intangible value for society, the economy, culture, or public policies, including the impact on job creation (beyond the hiring of personnel for the project itself).

Include a description of the results' impact on the **gender dimension** or the impact associated with the field of **disability and other areas of social inclusion**, and any other aspect that allows for the assessment of the benefit of the proposed activities for society.

Some of the questions that may be answered here are, for example: To what extent will the project's expected results contribute to the well-being of the population? To what extent will they strengthen the competitiveness, technological development, and productivity of companies? To what extent will they contribute to knowledge transfer? To what extent will they increase the security of society (food security, extreme environmental events, cybersecurity, etc.)? To what extent will they contribute to the improvement or protection of the environment and/or the sustainable development goals defined by the United Nations? To what extent will they contribute to a better understanding of their environment and the achievement of the social challenges defined by the EU and/or the objectives of the Spanish Strategy for Science, Technology and Innovation? To what extent will they contribute to job creation, training, etc.? To what extent will they improve the training of the population?

4.3. Scientific Communication and Internationalization Plan for the Results (Indicate Open Access Publication Forecast).

A **scientific communication plan** for the project results must be included, emphasizing actions of special relevance that differ from usual practices.

An **internationalization plan** for the results must be included, which may include, among other actions, future collaborations with international academic or industrial R&D&I groups, participation in international projects and contracts, etc., that may result from the project's outcomes.

The **forecast for open access publications** must be indicated.

4.4. Dissemination Plan for the Results to the Most Relevant Groups for the Project's Subject Area and to Society in General.

A **dissemination plan** for the project results to the most relevant groups for the project's subject area and to society in general must be included.

Where applicable:

4.5. Transfer and Valorization Plan for the Results.

If you believe that knowledge and/or results susceptible to **transfer** can be achieved, you must identify the potentially transferable knowledge/results and detail the planned transfer strategy, as well as indicate potential interested entities (especially if the project is in the **Oriented Research modality**).

The documentation related to entities interested in the project results should **not be submitted with the application**, but should remain in the possession of the applicant entity as established by the call, and should only be provided if requested.

4.6. Summary of the Planned Data Management Plan.

You must provide a forecast of the **research data management plan** indicating what data will be collected or generated (types and formats), how access will be managed (who, how, and when the data can be accessed), and in which repository they are planned to be deposited. In the case of data subject to personal data protection regulations or ethical aspects, indicate how they will be managed. For projects that are funded, a complete formal data management plan may be requested during the project execution and along with the final report.

4.7. Effects of Gender Inclusion in the Content of the Proposal.

Remember that if the content of the proposed research includes aspects that might have a **sex or gender dimension** (due to their subject matter, methodology, results, or applications), these must be developed in the corresponding sections of the Scientific-Technical Proposal.

You must describe how the analysis of sex and/or gender is **integrated into all phases of the research cycle**: hypothesis, methodology, and ethics.

You must describe the impact, if any, of the project results on the **sex/gender dimension**. Similarly, you must elaborate on how the project's results or applications may be (in)directly affected based on sex and/or gender.

5. Justification of the Requested Budget.

Provide a **qualitative justification** for the necessity of the budget requested for the execution of the R&D&I project.

If funding for personnel hiring is requested, justify its necessity, the required qualification and/or training, and include a description of the tasks to be performed.

If essential equipment is requested for the execution of the proposed tasks, justify its necessity and, where applicable, the technical and/or methodological novelty it would provide.

6. Training Capacity

This section **should only be completed if** one or more of the grants for pre-doctoral research staff training associated with the projects are requested. The granting of these aids will only be possible for a limited number of approved projects.

This information will be considered to assess the team's **training capacity**, regardless of the scientific evaluation received by the project.

6.1. Planned Training Program in the Context of the Requested Project.

Include a brief summary of the **planned training program** in the context of the requested project, indicating the specific doctoral program and university where it will be pursued, specialization courses, and planned short stays.

6.2. Completed or Ongoing Theses within the Research Team (Last 10 Years).

Include a list of **completed or ongoing theses** within the research team (in the last 10 years), indicating the name of the doctoral candidate, the thesis title, the start date and date the doctoral degree was obtained or the planned reading date, and the publications in which the pre-doctoral contractor is listed.

6.3. Scientific or Professional Development of Graduated Doctors.

Include a brief description of the **scientific or professional development of the graduated doctors**, trained by both the PI(s) and any member of the research team, during the last 10 years.

7. Specific Conditions for the Execution of Certain Projects.

This section **should only be completed if** an affirmative answer is given in the electronic application form to any of the aspects related to the conditions or implications listed in **Annex IV**, such as ethics, biosafety, animal experimentation, clinical trials, use of human cells or tissues, embryonic stem cells, conducting quantitative surveys in the field of social sciences, archaeological activities, Spanish or foreign genetic resources, etc., and only in those cases not covered in the application form and that affect the activities planned in the submitted proposal.

In the electronic application form, if you answer "Yes" to any of these implications, you must include a justification of a **maximum of 1,000 characters** and the necessary authorizations you already possess for their execution, with a justification of a **maximum of 500 characters**. In any case, if you deem it necessary to expand this information, you can do so in this section of the technical proposal.

The information recommended to be provided refers to:

a) A description of the **specific aspects** related to the proposed research. b) An explanation of the **considerations, procedures, or protocols** you plan to apply in the project in compliance with current regulations, in each case. c) An indication of the **mandatory facilities** and those that will be available at the institution where the project will be executed. And, where applicable, the forecast for use/access for facilities not available. d) The list of **mandatory authorizations** that you already possess, or that are being processed, for the activities planned in the project.

The authorizations and other documentation related to these aspects should **not be submitted with the application**, but should remain in the possession of the applicant entity (as established by the call), and should only be provided if requested during project execution or with the intermediate and/or final scientific-technical monitoring report.