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# Title of Proposal

TMA2019PF [add surname]

**Acronym**

«Acronym»

**Fellow and Home organisation**

[Institution] [Country] [Name] [Gender]

**Participants**

[Institution] [Country] [Name] [Gender]

**Start date**

«Start Grant Date»

|  |  |  |
| --- | --- | --- |
| **Duration (months)** |  | **EDCTP contribution (€)** |
| «Grant Duration» |  | «Grant Total Requested» |

# Table Of Contents

**Administrative data of home organisation**

* Coordinator (Applicant)
* Country
* H2020 type of organisation
* Public or private
* Profit or Non-profit
* Official address of the registered legal entity
* Webpage
* Legal representative

**Summary information**

* Title (max 50 words or 250 characters)
* Acronym (max 20 characters)
* Abstract (max 400 words)
* Keywords (max 5 keywords)
* Proposed start date
* Proposed duration
* Requested contribution (in Euros)

**Excellence**

* Fellow
* Career summary (qualifications, employment & grants held)
* Residency
* Employment contract (max 250 words)
* Years of research experience (max 500 words)
* Previous projects (max 500 words)
* Publications (max 500 words)
* Presentations (max 500 words)
* Career summary and motivation statement (max 1000 words)
* Fellowship plan (max 2000 words)
* Basic overview of training needs (500 words)
* Your intended follow-on project (2000 words)
* Sponsorship, mentoring and collaboration (100 words)

**Host organisation selected**

* Declaration and statement of support by the host organisation (max 2 pages)

**Reintegration Plan**

Description of the activities that will be implemented upon return to the Home Organisation

* Value of training placement in promotion of research and capacity building (max 1500 words)
* Activities to be implemented at home organisation (max 3000 words)
* Mitigation of potential challenges/obstacles (max 500 words)
* Technical knowledge and skills required (500 words max)

**Impact**

* Career development (max 500 words)
* Institutional impact (max 500 words)
* Dissemination and exploitation of results (max 1500 words)
* Data management and sharing (max 500 words)
* Extended Open Research Data Pilot in Horizon 2020 (max 1000 words)
* Communication activities (max 200 words)

**References** (max 50 references)

**Implementation**

* Maintenance of relationship between Fellow and Home organisation (250 words)
* Declaration and Statement of Support by the Home organisation (2 pages max)

**Work Plan** (Max 3000 words)

**Work Packages**

* Work package(s) (maximum 1500 words per work package)
* List of deliverables from work packages
* List of milestones from work packages
* Gantt chart or similar document upload (limit 1 page)

**Risk Management**

* Critical risks for implementation (maximum 100 words per risk)

**Budget**

**Budget Justification**

* Budget justification(2000 words max)
* Budget justification supporting documents (optional)

**Supporting information and related applications**

**Ethics issues table (mandatory)**

**Declarations**

***Disclaimer:***

* *Please complete* ***ALL*** *sections of this form manually as it serves as the official application that you will submit in EDCTPgrants under the tab marked “****Proposal upload****”*
* *You will not have access to drop-down lists, automatic pre-population and budget calculations in this form*
* *Only applications prepared and submitted online via EDCTPgrants by the deadline will be accepted by EDCTP and AREF*
* *This template has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content and budget during grant preparation*
* *It is strongly advised that applicants allow sufficient time to prepare and submit their applications.* ***Do not wait until the final day to submit your application, or you run the risk of missing the deadline.***

## Administrative Data of the Applicant Legal Entity (Home Organisation)

**Coordinator (Applicant)**

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| **Name of legal entity that will act as the Coordinator (Applicant and Home organisation)** |
| *Identify the applicant legal entity (****home organisation****) that submits the application in conjunction with the proposed fellow. The home organisation must be an established legal entity in sub-Saharan Africa that employs the fellow or guarantees employment to the fellow for the duration of this fellowship and for two years post-fellowship*. |

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| **Coordinator organisation** | |
| (Select - The name of applicant’s organisation appears in a drop-down menu) | |
| **Country** | |
| (Please enter the country where the coordinator organisation is located. Enter the first three letters of the country, wait for the drop-down menu and select the desired country) | |
| **H2020 type of organisation**  *Please select the most relevant category for the organisation. For more information see  the* [*H2020 guide to Beneficiary registration, validation and financial viability check*](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-guide-lev_en.pdf)  *The information provided should match the organisation information that you provided on registration with EDCTPgrants and be consistent with the information provided to the European Commission when you register(ed) for the PIC number.* | |
| **Public or private**  *‘Public’ means any legal entity established as public body by national law or an international organisation.*  *‘Established as public body by national law’ means:  incorporated as a public body in the act of creation or recognised as a public body by national law and governed by public law. Public bodies may act under and be subject to private law for some or most of their activities. A legal entity that has a public service mission but which was established under private law is not considered to be a public body.*  *(Indicate whether the organisation is public or private)* | |
| Public ⃣ | Private ⃣ |
| **Profit or Non-profit**  *'Not-for-profit’ means a legal entity that is by its legal form non-profit-making or has a legal or statutory obligation not to distribute profits to its shareholders or individual members. Decisions on (not) distributing profits made by its managing board, associates, stakeholders, members or representatives are not sufficient proof of the non-profit nature. It can be a public or a private entity.*  *(Indicate whether the organisation is profit or non-profit)* | |
| Profit ⃣ | Non-profit ⃣ |

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| **Official address of the registered legal entity** | |
| Address1 |  |
| Address2 |  |
| Address3 |  |
| City |  |
| Postcode |  |
| Country |  |

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| **Web page** |  |

**Legal Representative**

| **Name of Legal Representative** | **Email of Legal Representative** |
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| *A legal representative is a natural person who has been empowered (directly or indirectly) by a legal entity to enter into legal commitments on its behalf.* |  |

## Summary Information

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| **Title** | *Add your surname in the* ***[INSERT YOUR SURNAME]****field*  *(50 words max)* |

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| **Acronym** | *Please add an acronym or abbreviation to identify your proposal*  *(20 characters max)* |

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| **Abstract**  *Please provide an abstract of the proposal. The abstract should be a short summary to explain clearly:*   * *The objectives of the proposal* * *How they will be achieved* * *Their relevance to the call topic.*   *Do not include any confidential information. Use plain typed text, avoiding formulae and other special characters. If your proposal is funded, the abstract may be published on the EDCTP and AREF websites.* |
| Add text here] (*400 words max*) |

**Keywords**

[Add text here]

Please select a maximum of **five** keywords relevant to the scope of your proposal

**Diseases**

HIV

Malaria

Tuberculosis

Dengue/Severe Dengue

Rabies

Human African trypanosomiasis (sleeping sickness)

Leishmaniases

Cysticercosis/Taeniasis

Dracunculiasis (guinea-worm disease)

Echinococcosis

Foodborne trematodiases

Lymphatic filariasis

Onchocerciasis (river blindness)

Schistosomiasis

Soil-transmitted helminthiases

Buruli ulcer

Leprosy (Hansen disease)

Trachoma

Yaws

Diarrhoeal diseases

Lower respiratory infections

Emerging infections, including Ebola

Mycetoma

Yellow Fever

Co-infections

**Interventions**

Vaccines

Drugs

Diagnostics

Microbicides

**Cross-cutting**

Maternal and child health

Ethics

Regulatory affairs

Pharmacovigilance

Social science

Psychology

Demography

Capacity development

Health systems

Nursing

Data management

Statistics

Epidemiology

Operational research

Implementation research

#### Other keywords





No items have been added

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Add any Other Keyword not listed above..

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**Other keywords**

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| **Proposed start date** | *Please select a start date for the project after referring to the Call text. Please note that, if funded, the actual start date of the project may be later than the date entered and will depend on the timing of the signing of the Grant Agreement.* |
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| **Proposed duration** | *Please refer to the call text and select the appropriate* ***total grant duration*** *in months. The maximum duration of the grant is 12 months (inclusive of a 3-9 month training placement at the host organisation plus up to 3 months’ reintegration period at the home organisation).* |
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## Excellence

**Fellow**

*Please make sure that the personal details are correct and up to date in your CV section as they are used to automatically update this section. If you wish to update this information, please save and close the application, and edit the 'Basic information' section under 'Manage my Details' on the left-hand side menu.*

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| **Title** |  | **Nationality** |  | **Country** |  |
| **Forename(s)** |  | **Gender** |  | **Date of Birth** |  |
| **Surname** |  | **Organisation** |  |  |  |

| Are your CV details in the EDCTPgrants account updated? All applicants must update their profile to ensure that correct and up to date information populates the application form. If the automatically populated information is incorrect or incomplete, the application may be judged to be inadmissible or ineligible.  **Yes/No**  **Career summary – qualifications**  *The 'Career Summary - Qualifications section is automatically populated directly from your EDCTPgrants profile*  *To edit these details please follow these instructions.*   1. *From the EDCTPgrants home page locate the 'Manage My Details' menu item on the left side of the page* 2. *Open this section by clicking on the link 'Manage My Details'* 3. *Then click on the 'Update CV' link that appears (this will normally be the second link from the top just under Basic Information* 4. *In the 'Your CV' section that appears please update your Employment, Qualifications and Research Grants fields*   *Any updated details will then automatically appear in this section.* | | | | | | |
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| **From** | **To** | **Qualification** | **Subject** | **Country** | **Institution/University** |  |
| [Add text here] | [Add text here] | [Add text here] | [Add text here] | [Add text here] | [Add text here] |  |

| **Career summary - employment**  *The 'Career Summary - Employment' section is automatically populated directly from your EDCTPgrants profile*  *To edit these details please follow these instructions.*   1. *From the EDCTPgrants home page locate the 'Manage My Details' menu item on the left side of the page* 2. *Open this section by clicking on the link 'Manage My Details'* 3. *Then click on the 'Update CV' link that appears (this will normally be the second link from the top just under Basic Information* 4. *In the 'Your CV' section that appears please update your Employment, Qualifications and Research Grants fields*   *Any updated details will then automatically appear in this section* | | | |
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| **From** | **To** | **Position** | **Organisation** |
| [Add text here] | [Add text here] | [Add text here] | [Add text here] |

**Career summary - grants held**

*Again similar to the previous sections this section is also automatically populated directly from your EDCTPgrants profile.*

*To edit these details please follow these instructions.*

*From the EDCTPgrants home page locate the 'Manage My Details' menu item on the left side of the page*

*Open this section by clicking on the link 'Manage My Details'*

*Then click on the 'Update CV' link that appears (this will normally be the second link from the top just under Basic Information*

*In the 'Your CV' section that appears please update your Employment, Qualifications and Research Grants fields*

*Any updated details will then automatically appear in this section.*

| **Start (mm/yyyy)** | **Duration** | **Currency** | **Total award amount** | **Source** | **Reference** | **Type** | **Title** | **Role of Applicant** | **Details** |
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| [Add text here] | [Add text here] | [Add text here] |  |  |  |  |  |  |  |

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| **Residency**  *Please explain how you meet the eligibility criterion: The fellow must be a resident of or be willing to relocate to a sub-Saharan African country (250 words max).* |
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| **Employment contract**  *Please give details of the current employment contract you have with the home organisation and explain how you meet the eligibility criteria AREF will fund fellows employed by a research institution based in sub-Saharan Africa applicant legal entity, whereas the EDCTP2 programme will fund fellows employed by a sub-Saharan African legal entity (the fellow’s home organisation and applicant legal entity).The fellow must be employed or have guaranteed employment by the applicant (the home organisation) where they intend to remain working for a minimum of two years after the expiration of the grant. (250 words max)* |
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| **Years of research experience**  *Please explain how you meet the eligibility criteria: the fellow must:*   * *be a post-doctoral scientist;* * *have been awarded their doctorate within 3 years before submission deadline of the AREF-EDCTP Preparatory Fellowship application(first stage);* * *have been either a PhD student or MD, who has been an active researcher for up to three years following award of their doctorate*   In this section explain how you counted the number of years research experience, making reference to any career breaks due to parental leave or other reasons.  *(500 words max)* |
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| **Previous Projects**  *Provide a list of up to five relevant previous projects or activities, connected to the subject of this proposal*  *The list of projects should include the project title, start and end date, the funding agency, the grant amount and a brief description of your role and responsibilities in the project. Please highlight those grants where you were the principal or co-investigator. (500 words max)* |
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**Publications**

| **Provide a list of up to five of the applicant’s publications, and/or products, services (including widely-used datasets or software), or other achievements that are most significant or relevant to this proposal**  Please list up to five (5) of your publications, and/or products, services (including widely-used datasets or software), or other achievements that are most relevant to the call content.  References should be listed in Vancouver style:  **Journal articles**: Author Surname Initials. Title of article. Title of journal, abbreviated. Date of Publication: Volume Number (Issue Number): Page Numbers, DOI reference and Pubmed ID [PMID] provided, where available.  Example: Nagot N, Kankasa C, Tumwine JK, Meda N, Hofmeyr GJ, Vallo R, Mwiya M, Kwagala M, Traore H, Sunday A, Singata M, Siuluta C, Some E, Rutagwera D, Neboua D, Ndeezi G, Jackson D, Maréchal V, Neveu D, Engebretsen IM, Lombard C, Blanche S, Sommerfelt H, Rekacewicz C, Tylleskär T, Van de Perre P; ANRS 12174 Trial Group. Extended pre-exposure prophylaxis with lopinavir-ritonavir versus lamivudine to prevent HIV-1 transmission through breastfeeding up to 50 weeks in infants in Africa (ANRS 12174): a randomised controlled trial. Lancet. 2016 Feb 6;387(10018):566-73. doi: 10.1016/S0140-6736(15)00984-8. Epub 2015 Nov 19. PubMed PMID: 26603917.  **Books**: Author Surname Initials. Title: subtitle. Edition (if not the first). Place of publication: Publisher; Year  Example: Cook GC and Zumla AI. Manson’s Tropical Diseases. 22nd Edition. Oxford: Elsevier Ltd; 2009 |
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| **Publication Details** |

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| **Presentations**  *Please list up to 10 presentations (oral or poster) given in the last five years. If you have not given any presentations, enter “none”.*  *Give details by listing:*  *•Type and Title of the presentation*  *•Name of the meeting/conference where the presentation was given*  *•Location*  *•Dates*  *For example:*  *Poster/Talk; Title; 20th International AIDS Conference; Melbourne, Australia; 20-25 July 2014*  *If you have not given any presentations, enter “none”.*  *(500 words max)* |
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| **Career Summary and Motivation statement**  ***Requirement***  *Provide a summary of your career to date and its future prospects, that includes the following information:*  *• Details of your current and most recent posts,*  *For clinically qualified applicants, identify your chosen speciality for higher specialist training; title and dates of speciality training posts held*  *List and describe your roles, responsibilities and experiences gained in RESEARCH, TEACHING, ADMINISTRATION, MEDICINE or other relevant occupation*  *Your research interests (including diseases or technical areas of expertise)*  *Your major achievements to date, including academic prizes and distinctions*  *Reasons why you wish to undertake this fellowship*  *Description of how the fellowship will address your specific training needs and help you to develop your career.*  *• Identify one or more funding programmes to which you intend to submit an application for your proposed project within two years of having completed this fellowship*  *(1000 words max)* |
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| **Fellowship plan**  ***Requirement***   * *Indicate the length of your fellowship placement (****from 3 to 9 months****) and set out the specific fellowship activities for the placement period.* * *Set out your aims and specific objectives of the placement and how they fit with the scope and objectives of EDCTP2 and or AREF.* * *Identify the proposed start and end dates of the placement at your proposed Host Organisation in Europe (including UK) or Africa.* * *Identify whether the Host Organisation will require you to undertake specific training, e.g. health and safety training before you can access pathogen-containment facilities.* * *Identify one specific conference at which you intend to give a presentation.* * *Identify preparatory, feasibility and other work.*   ***Guidance***   * *The objectives should be clear, realistic and measurable within the duration of the fellowship.* * *Objectives should be consistent with the expected exploitation and impact of the fellowship.* * *Specify the activities as precisely as you can at this stage:* * *The length of the placement must be justified by the duration and timing of your programme of activities.* * *Discuss the optimal length of the placement with both your home organisation and the proposed host organisation.* * *When training on the job, identify the skills area you will seek to develop and whom you expect to train with.* * *The funders recognise that not all details will be known at this stage.* * *Be clear about which activities are provisional.* * *Up to two intensive short technical courses relevant to the future project may be supported.* * *You may not use the Fellowship to undertake a full Masters or Diploma course, but you may on the advice and with the permission of the Host Organisation, understake one or two specific Masters or Diploma modules (equivalent to one or two short/intensive courses).*   (2000 words max) |

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| **Brief Overview of training needs**  ***Requirement***  *Provide a brief description of the purpose, aims and objectives of the training you intend to undertake during the fellowship, listing the following”:*  *Specific short technical courses – topic, institute providing the course and justification in relation to the future project you seek to develop.*  *Specify practical “on the job” training, e.g. methods, technologies – objective(s), who the applicant will work alongside and the skills to be developed*  *Specify generic (transferable) training, eg communication, team management, writing publications, grant writing, and which institution will provide that training.*  ***Guidance***  *Up to two intensive short technical courses relevant to the future project can be supported.*  *You may not use the Fellowship to undertake a full Masters or Diploma course, but you may on the advice and with the permission of the Host Organisation, understake one or two specific Masters or Diploma modules (equivalent to one or two short/intensive courses).*  *(500 words max)* |

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| **Your Intended Follow-on Project**  Please read the following guidance and then complete the single box below, using the same headings as in the guidance.  ***Guidance***  *The overall word limit is 2000 words*  *You should use sensible paragraph breaks and simple numbering and bulleting.*  **Provisional title of the intended Follow-on project**  *Insert a simple title that indicates the research challenge that you aim to tackle as a result of this Fellowship.*  *(100 words max).*  *Example:*   * “Developing public health research expertise at XXX University in order to investigate the effects of indoor woodsmoke exposure on infant health outcomes.” This example indicates the skills area your Fellowship would develop and the health challenge you wish to tackle. * Or you could ask a question, “How do specific woodsmoke components affect infant susceptibility to TB? Learning advanced exposure and outcome measures at XXX University.”   **Research question**  *Set out a research question that you would like to tackle in the future - after and as a result of the Fellowship .*  *(100 words max)*   * Make your question precise and specific. * Note that “To study woodsmoke effects on children in Western Province” is not a question. “What are the impacts on health of children...?” *is* a question.   **Research design**  *Specify the research design or strategy you would use to address the research question specified above*  *(1000 words max*)   * “We will survey school-children in Western Province” is insufficient on its own. What formal research methodology will you use? Which age range? How many? How will you select the schools or the children...? What will you measure? Which of these do you provisionally know now; and which will you be working on? * Identify any key aspects of the design that you wish work up in greater detail *during* the proposed Fellowship or by other means (maybe you are participating in research methods training outside of the Fellowship). * Identify any critical dependencies on which setting up the project or completing. Your future project might be dependent on recruiting a sufficient number of participants, or collecting sensitive data. You might be critically reliant on a new assay or on overseas analytical capacity yet to be negotiated. That you proactively recognise these challenges can demonstrate you have the qualities needed of a scientist.   **Justification**  *Why this research question and this design?*  *(800 words max)*  Justify your research question and your research design / strategy in terms of impact, originality, current theory and empirical data, your own distinctive experience and capabilities and those of your sponsors. 70 to 80% of your answer should focus on the question and the design. |
| (2000 words max) |
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| Sponsorship, mentoring and collaboration:  Please read the following guidance and then complete the single box below, using the same headings as in the guidance.  ***Guidance***   * *Identify in the box below up to three people who have agreed to help you build and sustain your Fellowship; and describe very briefly what their role(s) will be.* * *We expect you to have an academic* ***Host******sponsor*** *at your Host Organisation, who takes lead responsibility for ensuring that the host organisation delivers what it has agreed. This person must confirm their participation in the application.* * *Similarly we expect your Head of Department, Institution Director or other senior academic to be your Home* ***Organisation sponsor****. This person must confirm their participation in the application.* * *Make sure you engage early with your intended sponsors and that you and they agree their specific roles and actions.* * *As you are a postdoctoral, emerging researcher, these key supporters should be identified as “sponsors” and not “supervisors” (a term more appropriate for doctoral or immediate-postdoctoral stages when you are training or consolidating your training ).* * *The term “mentor” in this context of this Fellowship means someone independent of your current or proposed work – who does not have a vested interest in that project. Read more about the principles of mentorship at* [*http://mentorship.mcdconsortium.org/*](http://mentorship.mcdconsortium.org/) * *AREF and EDCTP do not at this stage offer a mentoring programme nor do we expect Fellows to find a programme to belong to.* * *AREF and EDCTP recognise that fellows will differ in their needs for mentorship and in how they identify and manage those relationships. Some applicants will have well-developed mentors already. Others may want to extend their mentorship relationships during a fellowship, supported by their sponsors.*   (100 words max) |
| Sponsorship, mentoring and collaboration |

## Host Organisation Selected

**Host Organisation**

*Details of the host organisation during the Fellowship placement. The host organisation must be in Europe or sub-Saharan Africa.*

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| **Host organisation** |  |
| **Country** |  |

**Declaration and Statement of Support by the Host Organisation**

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| Please use this section to upload a signed recommendation letter on the institutional letterhead.  The letter should be signed by the head of the Host Organisation to guarantee the fellow’s placement during the fellowship.  The letter must address the following points and should be a maximum of two pages:   * State that the Host Organisation supports this fellowship application * Confirm that the chosen Host Organisation meets the requirements to qualify as a host, in accordance with the call text * Confirm that the Fellow will be supported for the duration of the placement including the commitment of a named individual as Host Sponsor * Explain how the fellowship will enhance the career development of the Fellow * Explain how the proposed training could lead to longer term collaboration * Name the academic sponsor with whom the Fellow will work and who takes responsibility for hosting the Fellow   The letter must be in pdf format. Word processor documents such as Microsoft Word files (e.g. doc or docx) will not be accepted.  ***Sponsor****: The person at the Home institution who takes responsibility for ensuring your Fellowship is fully supported. The Host Sponsor has similar enabling responsibilities.* |

## Reintegration plan

*The re-integration plan comprises the activities that the fellow in collaboration with his/her home organisation will engage in on his/her return home after the training. The fellow is expected to implement and complete the re-integration activities within 3 months and through these activities contribute to strengthening clinical research capacity at the home organisation. Fellows are expected to demonstrate how they will maximise the skills and knowledge acquired while on the training programme to benefit their own research career and their home organisation.*

*Examples of activities you may propose include the following:*

* *Completing specific preparatory and feasibility work, training and analyses started at the host organisation.*
* *Undertaking small-scale pilot work towards a research proposal.*
* *Project and proposal planning, proposal writing*
* *Supprting your home organisation through providing research mentoring or training.*

*Preparation of research outputs / publications that derive from the Fellowship.*

*The fellow is expected to stay at their home organisation for a minimum of two years after completion of the training programme and re-integration activities.*

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| 1. Explain how the experience gained during the training programme/placement will be used to promote high quality research and build capacity that would significantly add to the pool of promising researchers within the home organisation, overall institutional capacity development and sustainability strategies (1500 words max) |
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| 2. Please outline the activities that you intend to implement on your return to the home organisation to ensure application and transfer of knowledge and skills learnt during the training programme *to the host organisation*. These activities could take the form of peer trainings, workshops, etc and should be implemented within 3 months. (3000 words max) |
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| 3. If potential challenges/obstacles have been identified how would you attempt to mitigate them? (500 words max) |
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| 4. What technical knowledge and skills (leadership and other) do you need to acquire to implement the proposed activities in the re-integration plan? (500 words max) |
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## Impact

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| **Career Development**  *Please provide a description of how this fellowship will contribute to your career development and future goals, as per the call objectives.*  *Describe how you plan to apply and disseminate the experience gained during the training programme at the host organisation and how you intend to develop your career at the home organisation after the fellowship.*  *You should also explain how your advancement in skills and competencies from the fellowship will fit into the overall institutional capacity development and sustainability strategies – going beyond the 3-month integration period you describe in the preceding section*  *(500 words max)* |
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| **Institutional Impact**  *Please provide a description of the expected impact of this fellowship, as per the expected impact of the call. The fellowships are expected to:Add significantly to the development of the best and most promising researchers from SSA, in order to enhance and maximise their contribution in research institutions in SSA, including training of peers.*    *(500 words max)* |
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| **Dissemination and exploitation of results**  ***Requirement***  *Please include your plan for the exploitation and dissemination of the results.*  *The plan, which should be proportionate to the scale of the project, should contain measures to be implemented both during and after the fellowship.*  **Please briefly explain how results generated during this fellowship will be exploited and disseminated** (500 words max)  **How will the capacity built post-award be sustained and retained within the home organisation?** (500 words max)  ***Guidance***  *Your plan for the dissemination and exploitation of the fellowship results is key to maximising their impact. This plan should describe, in a concrete and comprehensive manner, the area in which you expect to make an impact and indicate the potential users of your results. Your plan should also describe how you intend to use the appropriate channels of dissemination and interaction with potential users. Consider the full range of potential users and uses, including research, commercial, investment, social, environmental, policy-making, setting standards, skills and educational training where relevant.*  *Please ensure that you include activities to disseminate information about and the results of the fellowship at local, national and international conferences including the biennial EDCTP Forum.*  ***Additional Guidance***  *The Fellowship is NOT designed to support the initiation, execution and completion of a substantive project: it is an opportunity for the applicant to DEVELOP their ideas, the methodology, their technical and transferable skills, and their advisory and collaborative networks. The placement plan may include preparatory / pilot work, e.g. to validate or otherwise inform a substantive study. In this section you should identify the intended outputs of the placement and reintegration, and how you will use the outputs to develop a research proposal for the future substantive study. Include in your account any specific plans you have to engage the potential users of your intended future research project in the design and eventual dissemination and implementation of that project. These will be valuable indicators of potential for impact.* |
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| **Data management and sharing**  *Please give details of your plans to store, manage and share the data and knowledge that will be generated by this fellowship.*  ***Note: Indicate "not applicable" if you do not intend to collect any data during the course of this grant.***  *When giving details of your plans, take into consideration:*   * *The types of data that will be generated/collected and how it will be curated and preserved* * *What standards will be used* * *The value of the data to other researchers and to potential users in a range of sectors (e.g. health, commercial, social, environment, governmental, policy) and potential relevance to policy making, setting standards, skills and educational training* * *How the data will be exploited and/or shared/made accessible for verification and re-use* * *Details of the data ownership, any limits to the data sharing, for example to protect study participants or intellectual property, must be provided* * *How will the costs for data curation and preservation be covered?*   *Please refer to the H2020 online manual for more details on* [*Open access and data management*](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm) *and to* [*ICMJE guidelines for data sharing for clinical trials*](http://www.icmje.org/news-and-editorials/data_sharing_june_2017.pdf)*. A data management plan must be included as a distinct deliverable within the first 2 months of the reintegration period.* *(500 words max)* |
|  |

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| --- |
| **Extended Open Research Data Pilot in Horizon 2020**  *If selected, applicants will by default participate in the* [*Pilot on Open Research Data in Horizon 2020*](https://www.openaire.eu/opendatapilot) *, which aims to improve and maximise access to and re-use of research data generated by actions. However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a Data Management Plan (DMP), which should address the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable, including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A DMP does not have to be submitted at the proposal stage. Furthermore, applicants also have the possibility to opt out of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below). Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.*  *Please select ‘’opt in’’ or ‘’opt out’’.*  Please indicate if the fellow wishes to opt out of the Pilot on Open Research Data in Horizon 2020. |
| **[Choose opt in or opt out]** |
| *If opt out, explain why the fellowship wishes to opt out, making reference to the points below*   * *the project does not generate any data* * *to allow the protection of results (e.g. patenting)* * *incompatibility with the need for confidentiality linked to security* * *incompatibility with privacy/data protection* * *achievement of the project's main aim would be jeopardised* * *other legitimate reasons (please specify)*   *(1000 words max)* |
|  |

|  |
| --- |
| **Communication activities**  ***Describe the proposed communication measures for promoting the fellowship and its findings during the period of the grant. Measures should be proportionate to the scale of the fellowship, with clear objectives***  *(200 words max)* |
|  |

**References**

|  |
| --- |
| **References**  *List a maximum of 50 references using the Vancouver style (5000 words max)*   * ***Journal articles****: Author Surname Initials. Title of article. Title of journal, abbreviated. Date of Publication: Volume Number (Issue Number): Page Numbers, DOI reference and Pubmed ID [PMID] provided, where available.*   *Example: Nagot N, Kankasa C, Tumwine JK, Meda N, Hofmeyr GJ, Vallo R, Mwiya M, Kwagala M, Traore H, Sunday A, Singata M, Siuluta C, Some E, Rutagwera D, Neboua D, Ndeezi G, Jackson D, Maréchal V, Neveu D, Engebretsen IM, Lombard C, Blanche S, Sommerfelt H, Rekacewicz C, Tylleskär T, Van de Perre P; ANRS 12174 Trial Group.*  *Extended pre-exposure prophylaxis with lopinavir-ritonavir versus lamivudine to prevent HIV-1 transmission through breastfeeding up to 50 weeks in infants in Africa (ANRS 12174): a randomised controlled trial. Lancet. 2016 Feb 6;387(10018):566-73. doi: 10.1016/S0140-6736(15)00984-8. Epub 2015 Nov 19. PubMed PMID: 26603917.*   * ***Books****: Author Surname Initials. Title: subtitle. Edition (if not the first). Place of publication: Publisher; Year*   *Example: Cook GC and Zumla AI. Manson’s Tropical Diseases. 22nd Edition. Oxford: Elsevier Ltd; 2009* |
| [Add text here]  (5000 words max) |

## Implementation

|  |
| --- |
| ***Requirement***  *Please give details of how you will maintain a relationship with the Home Organisation, making reference to key individuals based at the Home Organisation who will support and mentor you throughout the fellowship and facilitate your reintegration into the Home Organisation (250 max words)*  ***Guidance***   * *The Employing Sponsor (Home organisation) must unequivocally commit the salary support of the Fellow during the placement and for two years beyond.* * *The sponsor must also outline a plan to continue supporting the applicant’s professional development after the Fellowship.* |
|  |

**Declaration and Statement of Support by the Home Organisation**

|  |
| --- |
| Please use this section to upload a signed recommendation letter on the institutional letterhead.  The letter should be signed by the head of the Home Organisation to guarantee the fellow’s employment during and for two years after this fellowship.  The letter must address the following points and should be a maximum of two pages:   * *State that the Home Organisation supports this fellowship application* * *Confirm that the Home Organisation meets the requirements of the call text* * Provide a declaration and confirmation that the home organisation is the employer of the fellow and/or guarantees to employ the fellow during the fellowship and for two years after expiration of the grant. * *Confirm that the Fellow is employed by the Home organisation for the duration of this fellowship and for two years after the fellowship* * Explain how the fellowship fits with the research strategy of the home organisation * Details of how the home organisation will support the fellow to carry out the project * *Name the Home sponsor who will support the Fellow* * Include the explicit commitment that the organisation will offer appropriate conditions for the career development fellow to direct and manage the funding for the duration of the fellowship * Provide explanations on the suitability of the organisation to support the fellowship project * Indicate the intention to develop and commit to a career post-fellowship or re-integration plan   The letter must be in pdf format. Word processor documents such as Microsoft Word files (e.g. doc or docx) will not be accepted*.*  ***Sponsor****: The person at the Home institution who takes responsibility for ensuring your Fellowship is fully supported.* |

## Work Plan

|  |
| --- |
| **Overview of workplan**  *This programme has a work plan with 2 work packages corresponding to the 2 different stages:*  ***Work package 1*** *is the Training plan (Preparatory and Fellowship placement)*  ***Work package 2*** *is the Re-integration plan*  *Please give a summary description of the overall structure of the proposed work plan, including information about the constituent work packages, and how they inter-relate. Please note that subsequent sections of the form request full details of each work package and its deliverables and milestones.*  ***Definitions:***  ***Work package*** *- major sub-division of the proposed project*  ***Deliverable*** *- distinct output of the project, meaningful in terms of the project’s overall objectives, and constituted by a report, a document, a technical diagram, software or other output*  ***Milestones*** *- control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the fellow must make a key decision concerning the next steps.*  *Notes on how to complete the workplan and work packages sections of the form:*  ***Overview of workplan:***   * *Brief description of the overall structure of the proposed workplan* * *A brief summary of the relevant work package being submitted and details of the relationship between them* * *Indicate the timing of the relevant work package being submitted and its components (A Gantt chart or similar document may be uploaded)*   ***Work packages:***  *For each individual work package, you should provide the following:-*   * *Detailed description of the activities under each work package* * *List of the deliverables and milestones per work package*   Please ensure that you provide sufficient details and the information is presented according to the logical structure of the project and the stages in which it is to be carried out. Include details of the resources to be allocated to each work package (1500 words max).  Refer to EDCTP Guidance for applicants on preparing full proposals and annex 1 of the grant agreement <http://www.edctp.org/templates-and-guidelines/> |
|  |

## Work Packages

|  |  |
| --- | --- |
| **Work package identifier** |  |

|  |  |
| --- | --- |
| **Work package title** |  |

|  |  |
| --- | --- |
| **Home organisation that leads the work package** |  |

|  |  |
| --- | --- |
| **Start month of work package** |  |

|  |  |
| --- | --- |
| **End month of work package** |  |

|  |
| --- |
| **Objectives**  *Please provide a short list of the main objectives* |
|  |

|  |
| --- |
| **Description of work to be conducted in the work package**  *Description of work (where appropriate, broken down into tasks). , lead partner and role of participants. Please give details of the person months per participant per work package. Please make sure the information on person months is in accordance with the costs stated in the budget (if applicable)* |
|  |

***Repeat this section for both Work Packages in the application at two different stages.***

**List of Deliverables from Work packages**

| **Deliverable Number** | **Deliverable Name** | **Home Organisation** | **Type of deliverable\*** | **Dissemination Level\*\*** | **Month of project when deliverable will be achieved** |
| --- | --- | --- | --- | --- | --- |
| [Add deliverable number] | [Add text here] | [Add text here] | [Add text here] | [Add text here] | [Add text here] |
| [Add deliverable number] | [Add text here] | [Add text here] | [Add text here] | [Add text here] | [Add text here] |
| [Add deliverable number] | [Add text here] | [Add text here] | [Add text here] | [Add text here] | [Add text here] |

\***Type of deliverable**

* **R** (*Document, report [do not include the periodic or final reports to EDCTP as deliverables]*)
* **DEM** *(Demonstrator, pilot, prototype, plan designs)*
* **DEC** (*Websites, patents filing, market studies, press and media actions, videos, etc*)
* **Other** (*Software, technical diagram, etc*)

**\*\* Dissemination Level**

* **PU** (*Public, fully open, e.g. website*)
* **CO** (*Confidential, restricted under conditions set out in Model Grant agreement*)
* **Cl** (*Classified, information as referred to in Commission Decision 2001/844/EC*)

**List of Milestones from Work packages**

| **Milestone name** | **Means of verification** | **Month of project when milestone will be attained** |
| --- | --- | --- |
| [Add text here] | [Add text here] | [Add text here] |
| [Add text here] | [Add text here] | [Add text here] |

**Gantt chart or similar document upload (mandatory)**

*A Gantt chart or similar document illustrating the project timeline should be uploaded in support of your application. Supported file format is pdf only. Limit one page only.*

## Risk Management

**Critical risks for implementation**

*Describe any critical risks to the implementation of the fellowship, indicating the work package(s) involved and outline the proposed risk-mitigation measures*

*(Max 100 words per risk)*

| **Description of risk** | **Work package involved** | **Proposed risk-mitigation measures** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## Budget

*This section requests details of the estimated budget for the proposal. The budget form is organised according to the following categories:*

*A. Direct personnel costs*

*B. Direct costs of subcontracting*

*C. Direct costs of financial support (not applicable)*

*D. Other direct costs*

*E. Indirect costs*

***When filling in the budget categories, please note that for EDCTP this is a Monobeneficiary grant and all costs will be paid to the Home organisation only. Any costs incurred at the Host Organisation should be included under Other Goods and Services. These costs will be reimbursed to the Home Organisation.***

*For AREF, awards may be made to the Host and Home Organisation.*

*The costs should be described and justified in the budget justification section.*

*In completing this budget form, EDCTP only requires a single overall category total for the home organisation.*

*If EDCTP invites you to grant preparation, you will be requested to send your detailed budget in a spreadsheet for further review. The detailed budget should include job title, person months contribution (if possible), and the associated work package(s) for each personnel with budgeted costs under A. Direct personnel costs. For B. Direct costs of subcontracting, you should include a brief description and the associated work package(s) for each subcontract. For D. Other direct costs, you should use separate budget lines for travel, other goods & services and equipment and indicate the associated work package (s).*

*More information about the budget form preparation for H2020 can be found at the following links:*

* [*Planning your project*](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/submit-proposals/get-prepared_en.htm)
* [*H2020 Rules for Participation*](http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf)
* [*Annotated H2020 grant agreement with explanations of the budgetary items*](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)
* [*EDCTP 2 Model Grant Agreement*](http://ec.europa.eu/research/participants/data/ref/h2020/other/mga/art185/h2020-mga-edctp-mono_en.pdf)

*Please note that the online budget form will apply a flat rate of 25% indirect costs to the budget request, where applicable. (Only subcontracting costs do not receive the 25% indirect costs.)*

***IMPORTANT:***  ***Please refer to the call text for the maximum amount applicable for this proposal. If the total budget goes above the maximum amount, an alert on the validation summary page will appear and the application cannot be submitted. Only when the total amount requested is equal or below the maximum amount applicable for the proposal can the application be submitted.***

***IMPORTANT: For AREF fellows, please note that Personnel costs and indirect cost of 25% will not be supported. AREF does provide partial (up to 50%) salary support during the reintegration period (up to 3-months).***

***EDCTP expects the salary for the reintegration period to be covered by the employer***

***A. Direct personnel costs - ACTUAL***

*Actual costs - Actually incurred personnel costs*

*A.1 Employees (or equivalent)*

*A.2 Natural persons under direct contract*

*A.3 Seconded persons*

*[A.6 Personnel for providing access to research infrastructure]*

*A.1 This budget category covers the costs of personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action. The personnel costs must be limited to salaries (including during parental leave), social security contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).*

*A.2 This budget category covers the costs of personnel working under a direct contract (that is not an employment contract) with the beneficiary. This budget category covers typically the costs for in-house consultants and similar persons that will work on the action (i.e. self-employed natural persons working part-time or full-time for the action under a contract which is not governed by labour law).*

*A.3 This budget category covers the costs of personnel that work on the action and that are seconded by a third party as an ‘in-kind’ contribution against payment. ‘Seconded’ means the temporary transfer of personnel from a third party to the beneficiary. The seconded person is still paid and employed by the third party, but works for the beneficiary. S/he is at the disposal of the beneficiary.*

***Please note: Home organisation should only appear once within each category***

*Within each category your organisation should only appear once, there is no need to itemise the details beyond the organisation level. e.g. for this particular category an example budget may look similar to:*

| ***Organisation*** | ***Estimated budget*** |
| --- | --- |
|  |  |
|  | ***€*** |

***A. Direct personnel costs - UNIT***

*Unit Costs - Personnel costs on the basis of an amount per unit calculated by the beneficiary in accordance with its usual cost accounting practices*

*A.1 Employees (or equivalent)*

*A.2 Natural persons under direct contract*

*A.3 Seconded persons*

*[A.6 Personnel for providing access to research infrastructure]*

*A.1 This budget category covers the costs of personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action. The personnel costs must be limited to salaries (including during parental leave), social security contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).*

*A.2 This budget category covers the costs of personnel working under a direct contract (that is not an employment contract) with the beneficiary. This budget category covers typically the costs for in-house consultants and similar persons that will work on the action (i.e. self-employed natural persons working part-time or full-time for the action under a contract which is not governed by labour law).*

*A.3 This budget category covers the costs of personnel that work on the action and that are seconded by a third party as an ‘in-kind’ contribution against payment. ‘Seconded’ means the temporary transfer of personnel from a third party to the beneficiary. The seconded person is still paid and employed by the third party, but works for the beneficiary. S/he is at the disposal of the beneficiary.*

***The applicant should enter any personnel costs requested on the grant. Add a new line for each individual for whom salary is requested. The following costs can be requested: the stipend of the fellow during the training phase at the host organisation. The requested stipend must be based on the policy of the home organisation. In the reintegration phase, the salary of the fellow cannot be requested as the home organisation has guaranteed to provide the fellow with a position for two years post training. Salaries (full or partial) may be requested for staff to assist the fellow during the reintegration phase. This may include, for example, office or technical support where justified by the planned activities during the reintegration phase.***

***For more details, refer to the call text.***

***Important note***

***The amount of the fellowship stipend should include all of the costs as well as any income tax obligations that may be imposed on the fellow either in the country in which they are working or in their home country. Fellows are reminded that it is their responsibility, in conjunction with their employing (home) institution, to ensure that their personal tax affairs are in order. If you are awarded a Fellowship under AREF Terms and Conditions, AREF will re-negotiate costs in line with AREF policies, which excludes contribution to the Applicant’s own salary and Indirect Costs.***

| ***Home Organisation*** | ***Estimated budget*** |
| --- | --- |
|  | *€* |
|  | ***€*** |

***B. Direct costs of subcontracting***

*If necessary to implement the action, the beneficiaries may award subcontracts covering the implementation of certain action tasks. Subcontracting may cover only a limited part of the action. The beneficiaries must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests. Please note that the subcontracting costs do not receive the additional 25% indirect costs.*

| ***Home Organisation*** | ***Estimated budget*** |
| --- | --- |
|  | *€* |
|  | ***€*** |

***D. Other direct costs***

*D.1 Travel*

*This budget category covers the travel costs and related subsistence allowances spent for the action. Travel and subsistence costs may relate to the personnel of the beneficiaries as well as to external experts that participate in the action on an ad hoc basis (e.g. attending specific meetings), if the experts’ participation is detailed in the project.*

***Costs may be requested for one economy class return flight from the fellow's home country to the country of the host organisation in order to carry out the training phase.***

***Limited local travel costs may be requested during the reintegration phase where justified by the planned activities.***

***Please add a separate line for each type of travel cost requested.***

*D.2 Equipment*

*Funding for equipment, infrastructure or assets should be entered in this section.   The depreciation costs of equipment, infrastructure or other assets (new or second-hand) as recorded in the beneficiary’s accounts are eligible, if these are essential for the action and are written off in accordance with international accounting standards and the beneficiary’s usual accounting practices.*

*The costs of renting or leasing equipment, infrastructure or other assets (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary) are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.*

***It is not expected for this fellowship that there will be a need for major equipment. AREF does not allow equipment requests of more than 1500 EUROS.***

*D.3 Other goods and services*

*This budget category covers the costs for goods and services that are purchased for the action (or contributed in-kind against payment), including:*

*•study costs ( consumables, supplies, reagents, raw materials, scientific publications, small equipment) needed to implement the action*

*•training costs*

*•networking costs (meetings and workshops)*

*•dissemination costs (including open access during the action) and conference fees for presenting project-related research*

*•costs related to intellectual property rights (IPR) (including costs to protect the results or royalties paid for access rights needed to implement the action)*

*•costs for certificates on financial statements (CFS) and certificates on methodology (unless unnecessary, for instance because the total direct costs per organisation are less than EUR 325 000)*

*•translation costs (if translation is necessary for the action’s implementation and is justified)*

*•other essential costs to carry out the action*

***E. Indirect costs***

*This section shows the 25% flat-rate of all the entered* ***direct*** *costs (except Subcontracting costs).*

|  |  |  |
| --- | --- | --- |
| ***Indirect costs*** | | |
|  |  | **Total€** |
| organisation |  | €[Add amount here] |
| **Total** |  | €[Total here] |

| ***Summary Total - By Category***  *Includes Category E - Indirect Costs which is calculated automatically* | |
| --- | --- |
|  | ***Total (€)*** |
| *EDCTP A Personnel Actual* |  |
| *EDCTP A Personnel Unit* |  |
| *EDCTP B Sub contracting* |  |
| *EDCTP D Other direct costs* |  |
| *EDCTP E Indirect costs* |  |
| ***Grand Total*** |  |

**IMPORTANT:** Check the budget total with the indirect costs added. You must make sure that once the 25% indirect costs are added to your proposal it does not take the budget above the maximum amount per proposal. **If your budget total goes above the maximum amount it will be ineligible.**

|  |
| --- |
| **Budget justification**  *Please provide a detailed description and justification for the requested budget for the proposal. The evaluation will examine the requested resources, whether they are appropriate for the proposal and whether the budget represents value for money (do the anticipated outputs merit the project cost).*  *Give an explanation of the budget items requested per budget category,making reference to the fellowship activities which will take place at the Home and Host Organisation.*  *For example, give details of the personnel to be supported on the grant, their role in the project including which work packages they will work on, duration of appointment and percentage time on the project.*  *For direct costs, give details of the requested costs, relating this to the work to be conducted and to the work packages of the project.*  ***Provide an estimated total cost per work package.***  *(2000 words max)* |
|  |

## Supporting Information and Related Applications

|  |  |
| --- | --- |
| **Is this or a related application currently being submitted elsewhere?** |  |
| **Has this, or a similar, application been submitted to EDCTP or AREF in the past two years?** |  |

## Ethics Issues Table

|  |  |
| --- | --- |
| **1. Human embryos, foetuses** |  |
| Does your research involve Human Embryonic Stem Cells (hESCs)? | [Yes or no] |
| Will they be directly derived from embryos within this project? | [Yes or no] |
| Are they previously established cells lines? | [Yes or no] |
| Does your research involve the use of human embryos? | [Yes or no] |
| Can you confirm that your research will not destroy those embryos? | [Yes or no] |
| Does your research involve the use of human foetal tissues / cells? | [Yes or no] |
|  |  |
| **2. Humans** |  |
| Does your research involve human participants? | [Yes or no] |
| Are they volunteers for social or human sciences research? | [Yes or no] |
| Are they persons unable to give informed consent? | [Yes or no] |
| Are they vulnerable individuals or groups? | [Yes or no] |
| Are they children/ minors? | [Yes or no] |
| Are they patients? | [Yes or no] |
| Are they healthy volunteers for medical studies? | [Yes or no] |
| Does your research involve physical interventions on the study participants? | [Yes or no] |
| Does it involve invasive techniques? | [Yes or no] |
| Does it involve collection of biological samples? | [Yes or no] |
|  |  |
| **3.Human cells/tissues** |  |
| Does your research involve human cells or tissues? (other than from Human Embryos/Foetuses, i.e. section 1?) | [Yes or no] |
| Are they available commercially? | [Yes or no] |
| Are they obtained within this project? | [Yes or no] |
| Are they obtained from another project, laboratory or institution? | [Yes or no] |
| Are they obtained from a biobank? | [Yes or no] |
|  |  |
| **4. Personal data** |  |
| Does your research involve personal data collection and/or processing? | [Yes or no] |
| Does it involve the collection and/or processing of sensitive personal data (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)? | [Yes or no] |
| Does it involve processing of genetic information? | [Yes or no] |
| Does it involve tracking or observation of participants? | [Yes or no] |
| Does your research involve further processing of previously collected personal data (secondary use)? | [Yes or no] |
|  |  |
| **5. Animals** | [Yes or no] |
| Does your research involve animals? | [Yes or no] |
| Are they vertebrates? | [Yes or no] |
| Are they non-human primates? | [Yes or no] |
| Are they genetically modified? | [Yes or no] |
| Are they cloned farm animals? | [Yes or no] |
| Are they endangered species? | [Yes or no] |
| Please indicate the species involve (maximum 25 words) |  |
|  |  |
| **6. Non-European Union (EU) countries** |  |
| In which non-EU countries will the research take place? | [List non-EU countries involved in research] |
| Do the research-related activities undertaken in these countries raise potential ethics issues? | [Yes or no] |
| Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? | [Yes or no] |
| Do you plan to import any material – including personal data – from non-EU countries into the EU? | [Yes or no] |
| Specify materials and countries involved: maximum 100 words |  |
| Do you plan to export any material – including personal data – from the EU into non-EU countries? | [Yes or no] |
| Specify materials and countries involved: maximum 100 words |  |
| If your research involves low and/or middle income countries, are benefits sharing actions planned? | [Yes or no] |
| Could the situation in the country put the individuals taking part in the research at risk? | [Yes or no] |
|  |  |
| **7. Environment & Health and Safety** |  |
| Does your research involve the use of elements that may cause harm to the environment, to animals or plants? | [Yes or no] |
| Does your research deal with endangered fauna and/or flora and/or protected areas? | [Yes or no] |
| Does your research involve the use of elements that may cause harm to humans, including research staff? | [Yes or no] |
|  |  |
| **8. Dual use** |  |
| Does your research involve dual-use items in the sense of Regulations 428/2009, or other items for which an authorisation is required? | [Yes or no] |
|  |  |
| **9. Exclusive focus on civil applications** |  |
| Could your research raise concerns regarding the exclusive focus on civil applications? | [Yes or no] |
|  |  |
| **10. Misuse** |  |
| Does your research have the potential for misuse of research results? | [Yes or no] |
|  |  |
| **11. Security** |  |
| Will your project involve activities or results raising security issues? | [Yes or no] |
| Will your project involve 'EU-classified information' as background or results | [Yes or no] |
|  |  |
| **12. Other ethics issues** |  |
| Are there any other ethics issues that should be taken into consideration? Please specify in the ethics self-assessment attachment | [Yes or no] |

**If you answer yes to any question**, **you must upload a pdf attachment of unlimited page length as an ethics self-assessment which:**

Describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out

Explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:

* research objectives (e.g. study of vulnerable populations, dual use, etc.)
* research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)
* the potential impact of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, misuse , etc.).

Provide the documents that you need under national law (if you already have them), e.g.: an ethics committee opinion; the document notifying activities raising ethical issues or authorising such activities. If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned). If you plan to request these documents specifically for the project you are proposing, your request must contain an explicit reference to the project title.

*For more guidance, see the document "*[*How to complete your ethics self-assessment"*](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf)*. When providing the self-assessment, please reference the page number, section(s) and work packages of your proposal where the activities that raise ethics issues are described.*

# Declarations

The Coordinator declares:

|  |
| --- |
| 1.To have the explicit consent of all applicants on their participation and on the content of this proposal |
| [Yes or no] |

|  |  |
| --- | --- |
| 2.That the information contained in this proposal is correct and complete | [Yes or no] |

|  |
| --- |
| 3.That this proposal complies with ethical principles (including the highest standards of research integrity - as set out, for instance, in the European Code of Conduct for Research Integrity - and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct) |
| [Yes or no] |

|  |
| --- |
| 4a. The coordinator is exempt from the financial capacity self-check because:   * His/her employing organisation is a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual ([Chapter on Financial capacity check](https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/lfv.html));           or   * He/she is a sole participant |
| [Yes or no] |

|  |  |
| --- | --- |
| The Coordinator confirms:   |  | | --- | | 4b. To have carried out the self-check of the financial capacity of the organisation on <https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/lfv.html>. Where the result was "weak" or "insufficient", the coordinator confirms being aware of the measures that may be imposed in accordance with H2020 Grants Manual ([Chapter on Financial capacity check](https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/lfv.html)). | |
| [Yes or no, if applicable] |

The Coordinator hereby declares that the participants have confirmed:

|  |
| --- |
| 5a. That they are fully eligible in accordance with the criteria set out in the specific call for proposals, and |
| [Yes or no] |

|  |  |
| --- | --- |
| 5b. That they have the financial and operational capacity to carry out the proposed action | [Yes or no] |

**Responsibility for the correctness of the information:** *The Applicant is solely responsible for the correctness of the information relating to his/her own organisation. Each participant remains responsible for the correctness of the information related to him/her and declared above. If this proposal is selected for funding, all beneficiaries will be required to provide a formal declaration in this respect.*

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