



## Research Südtirol/Alto Adige 2019 – call for proposals

### Handbook for the submission of a Project proposal

#### Drafting and submitting a project proposal

The project proposal must be submitted by the legal representative of the applicant institution.

The project proposal must be drafted and submitted onto the online system (<http://praubolzano.cineca.it>).

The project proposal can be filled out by the scientific supervisor of the project or even by a third person. The application must thereafter be signed by the legal representative, in two possible ways:

- a) by digital signature directly on the online portal (In this case the date of submission will be the date of the digital signature);
- b) by hand-written signature: the project proposal must be uploaded on the online portal together with a valid identification document (In this case, the date of submission will be the date of the upload of the signed project proposal onto the online portal.)<sup>1</sup>

The application must be provided with a duty stamp (Stempelmarke / marca da bollo – 16,00 Euro), otherwise it will be rejected. (Please note that proposals submitted from abroad are exempted from this duty). The payment of the duty stamp must be declared in the application by specifying the unique telematic code and the date of payment. The duty stamp can be used just for one application.

**Applications submitted after the deadline for submission will not be considered. Please, do not wait until the end to submit your application, to avoid any kind of delay.**

#### Language

The general information (sections A and B in the application) must be provided in Italian or German, unless otherwise specified.

The information on the project must be instead submitted in English in order to allow an independent evaluation by international experts. In addition to this, an Italian or German version can be submitted (optional). This additional document must be uploaded as an annex under D.6.

The abstract must be submitted in English as well as in Italian or in German.

The language required for the respective information is specified on the online portal.

In case of projects in the field of linguistics, the applicants are requested to submit the proposal in the treated language.

#### Registration of a new applicant

To register, go onto the website <http://praubolzano.cineca.it> and click on “Click here for registration”. After having completed all the mandatory fields (marked by the symbol \*) and having clicked on “Register”, an e-mail with the login credentials will be sent to the e-mail address you provided within some minutes.

<sup>1</sup> The PDF document generated after the electronical submission must be printed and signed by the applicant (legal representative).

The personal information can be updated at any time through the menu „Functions (funzionalità, Funktionen)” on the right side of the personal homepage.

The scientific supervisor or another person (not just the legal representative) can register on the online portal.

### Registration of a new project proposal

From your personal homepage you can fill out a new project proposal form by clicking on “Registration for a new application form (registrazione di un nuovo progetto, Anmeldung eines neuen Projekts)”.

At this stage, you must choose the language for submission and you must select the applicant institution from a drop-down menu. If your institution is not in the list, please, write an email to [forschung@provinz.bz.it](mailto:forschung@provinz.bz.it) and ask for a new registration.

**Attention: before filling in the project form, please check that the data concerning the applicant institution are correct and complete.**

You can go back to your personal homepage at any time, by clicking on the link in the menu on the upper left side.

Once a new project proposal has been registered, it is not possible to change the information about the applicant anymore. If a change of the applicant or its data is needed, you must fill out a new project form.

### Filling out the form

In order to fill out the form, click on „Compila/Ausfüllen” in the menu on the upper left side. To go back to the main menu, click on „Compila/Ausfüllen” again or scroll down.

Click on the symbol “pencil” to insert some text. In order to view the data, you entered, click on the symbol “sheet” .

**Some of the menu items don’t display a pencil-symbol: these items are pre-filled and can just be visualized.**

The entered information will be saved as soon as you click on “Aggiorna/Aktualisieren”. All information can be changed and saved again at any time as long as the form is open.

To exit, go to the homepage (menu top left) and log out (menu at the top right in the homepage).

**Attention! If the system is inactive for more than 120 minutes, you are automatically logged out and your changes won’t be saved!**

The following documents must be uploaded in PDF format:

- Curricula (max. 2 pages per person), publication list and list of previously funded projects of each research team’s member
- Project description (max. 50.000 characters, max. 20 pages)
- List of scientific literature relevant to the project (max. 5 pages)
- Declaration by the project partner (if needed)
- Quotation by a supplier for instruments or equipment with a unit cost over 1.500,00 Euro (without VAT)
- Declaration of compliance with the good clinical practice (if needed)
- Statute of the Institution (in case this is the first application ever)
- Italian or German version of the project (optional)
- Signatory’s valid identification document (in case of hand-written signature).

These attachments must be uploaded first in the Menu item “Allegati/Anlagen” (menu on the upper left side). Afterwards, it is possible to link it to the appropriate table fields.

Forms and information regarding points (b), (d) and (f) are available on the website of the Scientific Research Office

(<http://www.provincia.bz.it/innovazione-ricerca/innovazione-ricerca-universita/default.asp>)

(<http://www.provinz.bz.it/innovation-forschung/innovation-forschung-universitaet/default.asp>)

### Closing the form

After having completed the form we recommend you, to make sure that the project proposal is complete: check it, by selecting the Menu item „Visualizza/Anzeigen“ (menu on the upper left side).

When you click on „Chiudi/Schließen“, the system controls if all mandatory fields have been completed (missing data will be highlighted in red). The project proposal can be submitted only if all mandatory fields in the form has been completed.

Once you close the project proposal, you cannot change it anymore.

### Signing the project proposal

In the last menu item, you can choose how to sign the project. When you close your application, you will be redirected to the signing page.

If you have chosen the digital signature, please, verify, before closing the application, that the legal representative`s fiscal code under "A) Information about the applicant" is correct.

If the digital signature does not work for technical reasons, you can upload the signed PDF together with a valid identification document of the signatory on the online portal, always within the call`s deadline.

For more information about signing the project proposal, see: <http://www.provincia.bz.it/innovazione-ricerca/innovazione-ricerca-universita/default.asp> or <http://www.provinz.bz.it/innovation-forschung/innovation-forschung-universitaet/default.asp>

### Information required to fill out the form

#### A) Information about the applicant

This section is already completed.

#### B) Information about the research project

##### B.1 Information about the scientific supervisor

In this section please provide information about the scientific supervisor of the project.

##### B.2 Project title

The project title can not be longer than 500 characters and must be in Italian or German **and** in English.

##### B.3 Keywords

You must provide at least three keywords (maximum 50 characters each).

##### B.4 Reference areas (Macro-areas)

##### B.4 Reference areas (Scientific disciplines)

You must choose at least one macro-area and one scientific discipline. If the project refers to more than one scientific discipline within the same macro-area, you need to choose the same macro-area several times. It is not possible to choose more than three macro-areas for one project.

##### B.5 Duration of the project (max. 30 months)

The duration of the project must be provided in months and cannot exceed 30 months. The date of the start will be communicated just in case the funding will be assigned. You cannot start the project before the submission of the proposal.

##### B.6 Declaration: payment of the duty stamp

In this section please provide the unique telematic code and the date of payment of the duty stamp.

## C) Project Partners

In case of cooperation projects, the partners will be filled in as follows:

### C.1.a Partners requesting funding (Institutions)

The partner can be chosen from the list. If the institution doesn't appear in the list, write an email to [forschung@provinz.bz.it](mailto:forschung@provinz.bz.it) and ask for a new registration

An e-mail address of the contact person of the project partner is needed.

If you want to provide more than five partners, you can fill out the first five partners and then click on "Aggiorna/Aktualisieren". As soon as you click on the pencil symbol again, more fields will appear.

The number of possible cooperation partners is unlimited.

### C.2 Partners not requesting funding

The cooperation partners who do not request funding do not need to meet the criteria as per article 4 and 5 of the call for proposals. In this case a list is not available: the partners must be filled in manually.

If you have more than four partners, you can insert the first four partners and click on

"Aggiorna/Aktualisieren". As soon as you click on the pencil symbol again, more fields will appear.

The number of possible cooperation partners is unlimited.

### Partnership declaration (cooperation projects – PDF file)

You must provide a declaration of cooperation to be signed by each project partner mentioned in section C) (even partners not requesting funding). The declaration must be uploaded as attachment and linked in the relevant table.

A template for the declaration is available on the Homepage of the Scientific Research Office

<http://www.provincia.bz.it/innovazione-ricerca/innovazione-ricerca-universita/default.asp> or

<http://www.provinz.bz.it/innovation-forschung/innovation-forschung-universitaet/default.asp>

## D) Documents regarding the research project

### D.1 Abstract

The abstract cannot be longer than 3,000 characters. The abstract must be drafted in English. In addition, you must provide also a version in German or Italian, in part D.1(bis).

### D.2 Composition of the research team

In this section, please, enter information concerning each member of the research group (including the scientific supervisor) and her/his workload. You must detail the actual workload for each member, to be calculated in man-months and divided per each year.

Examples:

**Researcher 1** works part time (50%) during the three-year project (= **6 man-months/year**).

**Researcher 2** works part time (50%) during the first year (= **6 man-months/year**) and part time (75%) in the second year (= **9 man-months/year**)

**Researcher 3** works, during one year, at first full time (100%) for four months (= **4 man-months/year**) and then just part time (50%) for eight months (= **4 man-months/year**)

	Effective work in man-months in the 1st year	Effective work in man-months in the 2nd year	Effective work in man-months in the 3rd year
Researcher 1	6	6	6
Researcher 2	6	9	
Researcher 3	8		

**Attention!** We suggest starting to plan from July 2020 on.

Please, upload each researcher's curriculum, list of publications and list of previously funded projects (if any).

Members of the research group who are not yet known, must be entered anyway: You can just provide their professional qualification (e.g. PhD Student) or write "No name" or similar. If there are several similar names, please, number them (e.g. PhD Student 1, PhD Student2) in order to facilitate the calculation of the Human resources costs.

**Please, note: The human resources costs can be calculated only for researchers listed in this section.**

#### D.4 Project description

The project description can not exceed the maximal length of 50.000 characters and 20 pages as in article 9 of the call for proposals. It must be uploaded in PDF format in the Menu item "Attachments" (menu on the upper left side). Afterwards, it is possible to link it to the appropriate table field. It is recommended not to exceed the size of 1 MB.

#### D.5 List of publications relevant to the project

The list of publications (bibliography) can not exceed the maximal length of 5 pages.

#### D.6 Other attachments required (PDF format)

In this section you can upload further attachments such as:

- a) The statute of the institution: to be attached only if the institution submits a proposal for the first time;
- b) The declaration of compliance with the good clinical practice (if applicable and necessary)
- c) Italian or German version of the project proposal (optional).

Part a) must be uploaded only if it is requested (otherwise this section is not displayed).

PDF files must be uploaded under "Allegati/Anlagen" (menu on the upper left side). Afterwards, it is possible to link it to the appropriate field.

#### D.6.1 Other attachments required (Quotation - PDF format)

This section only appears if you have requested instruments or equipment with a unit cost over 1.500,00 euro (without VAT) in the Financial plan. In this case, you have to attach a quotation by a supplier for each instrument or equipment. The number of quotations that can be uploaded is unlimited.

#### D.7 Indication of three potential evaluators

Here you can indicate three potential evaluators who should be excluded from the evaluation due to conflict of interest or prejudice.

### **E) Declarations**

#### E.1 Scientific supervisor's requirements

The scientific supervisor of the project must prove his/her qualification by selecting the appropriate requirements. In case the scientific supervisor has a special degree, which is equivalent to a Phd or to a master's degree, you have to indicate the exact denomination of such degree.

You also have to specify the number of international scientific publications that the scientific supervisor has published.

#### E.2 Additional funding for the project

In this section you must declare whether an additional funding from other funding bodies has already been requested for this project (for the same costs listed the financial plan).

Please, note that the call for projects states that the funding cannot be cumulated with other funding granted by national, regional, provincial- or EU bodies or by other public corporations or institutions, if they cover the same costs.

#### E.3 Funding bodies

This section appears only if you have declared in E.2 that another funding has been requested.

If so, you must provide the name of the funding institution and the amount of the requested and/or approved funding.

If you want to insert more than three funding bodies, please, first insert the first three names and click on "Aggiorna/Aktualisieren". As soon as you click on the pencil symbol again, more fields will appear.

#### E.4 Value-added tax (VAT)

As defined by D.P.R. no. 633 from October 26<sup>th</sup>, 1972, as amended (published in the official gazette of the Italian Republic no.292, on November 11<sup>th</sup>, 1972), it is mandatory to declare if the value-added tax is entirely, partially or not deductible.

#### E.5 Input tax deduction (D.P.R. 600/1973, as amended)

As defined by D.P.R. no. 60 from September 29<sup>th</sup>, 1973, as amended (published in the official gazette of the Italian Republic no. 268, on October 16<sup>th</sup>, 1973) it is mandatory to declare if the funding is subject to input tax deduction.

#### E.6 Advance payment

You can request an advance payment in the amount of max. 50% of the approved funding per each year. You must however explain the reasons why you need it and if the request concerns one or more project partners.

#### Information on the processing of personal data

By checking the box in this section you confirm that you have read and understood the information relating to the processing of personal data.

#### Choice of signature type

In this section you choose how to sign, whether digitally or by handwritten signature.

#### F) Financial Plan

In case of cooperation projects, for each partner (Institution) must be filled in its own financial plan. You can insert each partner's budget by clicking on "Compila allegato – partner's name/Anlage ausfüllen – partner's name", on the main menu on the right. If the link to the input mask does immediately not appear, please, leave the form (i.e. go back to the Homepage) and access the form again.

**Attention!** We suggest you planning your cost from July 2020 on.

#### Human resources costs

Here you have to provide costs for each member of the research team (to be chosen from the list) and for each year. Once you have done it, click on "Aggiorna/Aktualisieren": The field "Effective work in man-months in the ... year" is automatically updated, as soon as you click again on the pencil symbol.

If a member of the team is financed with other funding (e.g. funded directly by your or other institution), please, enter a cost of 0,00 Euro. You can add an explanation in the section "Indicazioni sul piano di finanziamento/Angaben zum Finanzplan".

#### Costs of instruments and equipment, material costs

If instruments and equipment are not used for the research project during their whole life cycle, only the depreciation can be funded: it must be calculated on the duration of research project according to the principles of adequate and orderly accounting.

The depreciation/month is equal to the annual amortization divided by 12 months.

#### Travel costs and costs for attending conventions, expositions and conferences

It is recommended describing and motivating the costs in the field "Type of costs".

#### Costs of rental premises and running costs

Costs of rental premises and running costs can only be requested for the effective time the premises are used for the research project, and in case the premises can not be provided by the institution.

#### Other general costs directly associated with the project (maximum 10% of the eligible costs per partner)

The additional general costs must be motivated. Costs that are not directly related to the research project, are not eligible. 10% is calculated for each partner.

#### Costs for consulting, studies and other services (maximum 30% of the eligible costs per partner)

The costs must be clearly related to the research and cannot be higher than 30% (per partner) of the eligible costs of the project.

#### Information about the financial plan

We recommend providing all information concerning the financial plan or single types of costs, that could be useful for understanding and assessing the financial plan.

The text in the section "Indicazioni sul piano di finanziamento\_/Angaben zum Finanzplan" cannot exceed the maximal length of 5,000 characters.

## Contact

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