**Application Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1. اسم المؤسسة المتقدمة بطلب الدعم( Name of applying organization )

------------------------------------------------------------------------------------------------------------------------------------------- ب. العنوان (Address ).............................................................................................................................................................................................................................المدينة (City) ......................................... الرمز البريدي Postal Code............................... ص.ب) P.O.Box)..............................................................هاتف(Tel.): ........................................... موبايل(Mobile ) ......................................... فاكس(Fax) ..............................................................................................ج. الكلية/ الدائرة/ القسم(Faculty / Dept. / Section) ..........................................................................................................................................د. عنوان المشروع باللغة العربية ( Project Title in Arabic )...................................................................................................................................................................................................................................................................................................هـ. عنوان المشروع باللغة الانجليزية ( Project Title in English) ..................................................................................................................................................................................................................................................................................................و. اسم الباحث الرئيسي للمشروع\*( Name of project Principal researcher )..................................................................................................................................................................................................................................................................................................ز. الباحثون الآخرون / المؤسسة \* ( Other Researchers / Organization )

|  |  |  |  |
| --- | --- | --- | --- |
| الاسمName | المؤسسةOrganization | الهاتفTel. | البريد الالكترونيE-mail |
|  |  |  |  |
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| 1. *The application form (Section 1 to Section 7)* ***must not exceed******30 pages*** *and must be typed using the minimum font size of 10 with single spaced lines. Do not change the established formats of the tables. Explanations written in italics can be deleted.*
2. *Application form* ***must be prepared in English****.*
3. *Please complete all the sections* ***for all partners*** *involving in the project from different countries, including the partner(s) not requesting funding. Otherwise, your application will be rejected.*
4. *Keep in mind that sections( 8,9 and 10 )are to be filled in for the details of the requested project budget and Approval.*
5. *CVs of the principal and research team members should be submitted with the Application Form.*
 |
| **Acronym of the Project** |  |
|  |
| **Title of the Project** |  |
|  |
| **Positioning of the Project**  |
| *Describe the positioning of the project e.g. where it is situated in the spectrum from ‘idea to application’, or from ‘lab to market’. Refer to Technology Readiness Levels (TRLs)[[1]](#footnote-1) where relevant.* |
|  |  |
| **Accordance with the call:**  |  |
| *Please describe how the project fits the scope of call (max. 1/2 page)*  |
|  |  |
| **Related specific thematic area(s) of the call (if relevant):** |  |
|   |
| **Project Duration:** |  |  months |

**Partners involved in the project**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Partner Number[[2]](#footnote-2)** | **Country** | **Full Name of Partner Organization** | **Organisation Type[[3]](#footnote-3)**  | **Name of Principal Investigator (PI)[[4]](#footnote-4)**  | **Project Cost[[5]](#footnote-5)** | **Requested Cost5, [[6]](#footnote-6)**  |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **Total**  |  |  |

*Use as many lines as needed*

**Summary of the project** *(publishable abstract, max. 1 page) in English and Arabic*

|  |
| --- |
| *Please describe the following aspects in separate paragraphs.**i) Scientific/Technological Excellence**ii) Methodology**iii) Project Management**iv) Importance of International Collaboration**v) Impact* |
|  **Keywords:**  |

**Table of Contents :**

*Make sure that the page numbers are updated before the submission.*

[Section 1: Scientific/Technological Excellence 5](#_Toc10186164)

[1.1 Aims and Objectives of the Project 5](#_Toc10186165)

[1.2 State of the Art 5](#_Toc10186166)

[1.3 Scientific Quality, Innovation Potential and Contribution 5](#_Toc10186167)

[Section 2: Methodology 5](#_Toc10186168)

[Section 3: Project Management 6](#_Toc10186169)

[3.1 Work plan 6](#_Toc10186172)

[3.2 Work Packages 7](#_Toc10186173)

[3.3 Milestones, Success Criteria and Risk Analysis 9](#_Toc10186174)

[Section 4: Importance of International Collaboration 10](#_Toc10186175)

[4.1 Expertise and role of each partner 10](#_Toc10186176)

[4.2 Added value of the collaboration 10](#_Toc10186177)

[4.3 Description of significant facilities and infrastructure available to the partners 10](#_Toc10186178)

[4.4 Management of Intellectual Property 11](#_Toc10186179)

[Section 5: Impact 11](#_Toc10186180)

[5.1 Expected impacts 11](#_Toc10186181)

[5.2 Dissemination and exploitation of results 12](#_Toc10186182)

[Section 6: Ethical issues 12](#_Toc10186183)

[Section 7: References 12](#_Toc10186184)

#

# Section 1: Scientific/Technological Excellence

## Aims and Objectives of the Project *(~ 1-2 page)*

|  |
| --- |
| *Please describe the aims and scientific/technical objectives of the project in detail with clear and brief statements. The objectives should be measurable, realistic and achievable within the duration of the project.* |

## State of the Art *(~ 1-2 pages)*

|  |
| --- |
| *Please describe the current national and international state of the art in the domain addressed by the project (present a literature review including, if applicable, patent/utility model/market research relevant to the project). All necessary references should be given in Section 7.* |

## Scientific Quality, Innovation Potential and Contribution*(~ 1-2 page)*

|  |
| --- |
| *Please describe the scientific quality and innovation potential of the project as well as its methodological/conceptual/theoretical contribution to the related scientific and technological area, highlighting the expected progress beyond the state of the art.* |

# Section 2: Methodology  *(~ 1-2 page)*

|  |
| --- |
| *Please explain the scientific and technological methodology and research techniques (including data collection techniques, tools and data analysis methods) to achieve the objectives of the project. Be specific and avoid general descriptions. Describe experience or preliminary results showing feasibility.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***WP No*** | ***WP Name*** |  | ***Year 1*** | ***Year 2*** |
| ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | ***11*** | ***12*** | ***13*** | ***14*** | ***15*** | ***16*** | ***17*** | ***18*** | ***19*** | ***20*** | ***21*** | ***22*** | ***23*** | ***24*** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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# Section 3: Project Management

1.
2.

## 3.1 Work plan  *(~ 2-3 page)*

|  |
| --- |
| *Provide a work-time schedule using the following Gantt chart. A graphical presentation (Pert chart or similar) which shows inter-relations of different work packages (WPs) is also expected. Literature review, preparation of progress and final reports, dissemination activities, writing articles and purchasing of any material to be used during the project should not be a separate WP.**Describe the organizational structure, the management structure and the decision-making.* |

***Work-Time Schedule (Gantt chart)***

 *Use as many rows and columns as needed*

## 3.2 Work Packages*[[7]](#footnote-7)[[8]](#footnote-8)*

*Provide a description of each work package (templates provided****).* (*Up to 1 page per WP*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WP 1** | **WP Title** | **Start Date** | **End Date** | **Duration (months)** |
|  |  |  |  |
| **Contribution of project partners** |
| Partner number7 | 1 | 2 | 3 | 4 |
| Total effort per partner (Person-months)8 |  |  |  |  |
| **Objectives** |
| *Please provide a general description of the work to be undertaken (including methods to be applied where appropriate), identify the partners involved and specify their contributions.* |
| **Interdependence with Other Work Packages** |
| *Please describe the interdependencies between the present work package with other work packages.* |
| **Tasks** |
| **T1.1** | **Task title (Start month – end month; Responsible partner; Involved partner(s))**Description of work and role of participant |
| **T1.2** | **Task title (Start month – end month; Responsible partner; Involved partner(s))**Description of work and role of participantAdd as many lines as needed |
| **Deliverable** | **Month of delivery** | **Title of deliverable** |
| **D1.1** |  |  |
| **D1.2** |  |  |
|  |  | *Add as many lines as needed* |

*Use as many WP templates as needed*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WP 2** | **WP Title** | **Start Date** | **End Date** | **Duration (months)** |
|  |  |  |  |
| **Contribution of project partners** |
| Partner number7 | 1 | 2 | 3 | 4 |
| Total effort per partner (Person-months)8 |  |  |  |  |
| **Objectives** |
| *Please provide a general description of the work to be undertaken (including methods to be applied where appropriate), identify the partners involved and specify their contributions.* |
| **Interdependence with Other Work Packages** |
| *Please describe the interdependencies between the present work package with other work packages.* |
| **Tasks** |
| **T2.1** | **Task title (Start month – end month; Responsible partner; Involved partner(s))**Description of work and role of participant |
| **T2.2** | **Task title (Start month – end month; Responsible partner; Involved partner(s))**Description of work and role of participantAdd as many lines as needed |
| **Deliverable** | **Month of delivery** | **Title of deliverable** |
| **D2.1** |  |  |
| **D2.2** |  |  |
|  |  | *Add as many lines as needed* |

*Use as many WP templates as needed*

**Work package overview: Total effort per WP and partner (Person-months)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner Number** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **Total** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

 *Use as many lines and columns as needed*

3.3 Milestones, Success Criteria and Risk Analysis*(~ 1-2 pages)*

*Please provide a list of milestones, success criteria and potential risks (templates provided).*

**List of milestones**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Delivery month** | **WP involved** | **Title** |
| **M1** |  |  |  |
| **M2** |  |  |  |
| **M3** |  |  |  |

*Use as many lines as needed, but try to limit the number of milestones*

**Success Criteria**

*The success criterion describes the criterion for each WP to be considered successful. The success criteria should be measurable and monitorable.*

|  |  |  |  |
| --- | --- | --- | --- |
| **WP** | **Objective of WP** | **Success Criteria** **(%, number, statement etc.)** | **Importance of the WP for the Success of the Project (%)** |
| **WP1** |  |  |  |
| **WP2** |  |  |  |
| **WP3** |  |  |  |

*Use as many lines and columns as needed*

*The sum of percentages in the “Importance of the WP for Success of the Project” column should be 100.*

**Risk analysis**

*The risks that can affect the success of the project negatively, their potential impacts and corresponding mitigation plans should be described. Risk Reduction Plan should be in line with the main objectives of project.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk description** | **Probability[[9]](#footnote-9)** | **Impact** | **Risk Reduction Plan** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Section 4: Importance of International Collaboration

## 4.1 Expertise and role of each partner

*Describe each partner in the project by using the template below. (max. 1 page per partner)*

|  |  |
| --- | --- |
| **Partner n (1,2,3 etc.)** | **Organization Full name**  |
|  |  |
| **Expertise** |
| *Expertise of the* ***partner’s project team*** *related to the objectives of the project.**Provide a brief CV of the principal investigator highlighting research experience and list the 5 most important publications of the last three years.* |
| **Role in project** |
|  |

*Use as many templates as needed*

## 4.2 Added value of the collaboration *(~ 1 page)*

|  |
| --- |
| * *How the partners complement one another in terms of necessary expertise, technology and other resources? Describe the added value of the consortium as a whole (including complementarity, balance).*
* *Please explain the necessity and importance of implementing the project with international collaboration.*
* *If the technology transfer between the partners is foreseen, please explain how it will be accomplished.*
 |

## 4.3 Description of significant facilities and infrastructure available to the partners

***(~ 1 page)***

* *Please list the facilities/infrastructure (laboratories, testing environment, equipment, software etc.) of each partner and their purpose of use in the project.*
* *For projects aiming new product development, please specify the sufficiency of relevant partners’ infrastructure for new product development and design.*

|  |  |  |
| --- | --- | --- |
| **Partner Number** | **Description of facilities/infrastructure** | **Purpose of Use During the Project** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

*Use as many lines as needed*

## 4.4 Management of Intellectual Property *(~ ½ page)*

|  |
| --- |
| * *Please specify the project output(s) which might be subject to registration of patent, utility model and industrial design.*
* *Describe the management of intellectual property rights (A global consortium agreement is strongly recommended to be prepared to manage the intellectual property rights, publication and exploitation plans, as well as management rules between the partners).*
 |

# Section 5: Impact

## 5.1 Expected impacts

***(~ 1-2 page)***

*Describe the expected impact(s) of the project in relation to the project objectives using the template below. Wherever possible, use quantified indicators and targets.*

|  |  |
| --- | --- |
| **Type of impact** | **Expected Output, Results and Impacts** |
| **Scientific/Academic** (Article, Proceeding, Part of a book, Book) |  |
| **Economic/Commercial/Social/Environmental**(Product, Prototype, Patent, Utility model, Production license, Process Improvement, Variety registry, Spin-off/Start-up company, Audiovisual archive, Inventory / Database / Documentation Production, Work that can be copyrighted, Presented in media, Fair, Project market, Scientific activity (workshop, training where the results of the projects to be used), social impact, environmental impact and other common effects), For the projects aiming new product development, please also answer the following questions;* Describe the added value that the project will provide and the contribution of the project output(s) to partner(s)’ efficiency and competitiveness.
* Explain the commercialization potential and domestic/international market share of project output(s) including a brief comparison with other potentially competing products or services and its possibility to replace an imported product.
* Provide a clear and realistic commercialization plan of project output(s) including the following information:

- Time to market (where relevant)- Increase in sales rate- Increase in market share- Breakeven point |  |
| **Researcher Training and Creating New Project(s)**(Graduate thesis, National/International new project) |  |

## 5.2 Dissemination and exploitation of results

***(~ ½ page)***

*Please state the program of dissemination and exploitation activities (seminar organization, congress presentations, public sector oriented conferences, business plan and others, etc.), excluding specialized publications, planned during the project development. Please clearly explain where and when these activities will be performed.*

|  |  |  |
| --- | --- | --- |
| **Type of Activity** | **Stakeholders and Potential Users** | **Location, Time and Duration of the Activity** |
|  |  |  |

*Use as many lines as needed*

# Section 6: Ethical issues

***(~ ½ page)***

|  |
| --- |
| *Describe any potential ethical issue that may arise during execution of the project.* *Describe your strategies to be followed to reduce ethical risk.*  |

# Section 7: References

|  |
| --- |
| *Each reference must include the names of all authors, article/journal/book title, volume number, page numbers and year of publication. If the document is available electronically, the website address should also be shared. References should be cited within the text.* |

|  |
| --- |
|  **Section 8 :- موازنة المشروع (Project Budget Sheet)**  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **بنود الإنفاق****Items** | **قيمة الدعم الإجمالي المطلوب****من المركز (دينار)****Total Funding requested from NCRD (JD)** | **قيمة مساهمة المؤسسة المتقدمة****بطلب****الدعم** **(دينار)****Contribution of Applying organization** **(JD)** | **قيمة مساهمة المؤسسات المشاركة****في****المشروع** **(دينار)****Contribution of Project Partners** | **قيمة المساهمة من** **جهات** **أخرى** **(دينار)****Contribution of other parties** | **المجموع****الكلي****(دينار)****Total Amount** **(JD)** | **توزيع الموازنة على فترة تنفيذ المشروع (دينار)****Budget Distribution over the project Duration**  |
| **السنة****الأولى****First Year**  | **السنة****الثانية****Second Year** |
|  **خدمات علمية وتكنولوجية****Scientific & technological Services** |  |  |  |  |  |  |  |
| **أجهزة ومعدات جديدة****New Equipment** **& Appliances****لا تتجاوز 20 %** |  |  |  |  |  |  |  |
|  **قوى بشرية** **Human** **Resources****لا تتجاوز 20 %**  |  |  |  |  |  |  |  |
|  **مواد مستهلكة****Consumable material** |  |  |  |  |  |  |  |
|  **تكاليف نقل****Transportation Cost**  |  |  |  |  |  |  |  |
| **المجموع الكلي****Total Amount** |  |  |  |  |  |  |  |

|  |
| --- |
| **Section 9 :- خطة التنفيذ والإنفاق Project Action Plan and Budget**  |

|  |
| --- |
| **تاسعا- Section 9a:- الخدمات التكنولوجية للمشروع ( Scientific & technological Services )**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **رقم**WP | **وصف النشاط****Description of activities** | **الجهة****Partner Number** | **التكلفة المتوقعة بالدينار** | **المبررات و الاسباب**  **Justification and Reasons**  |
|  |  |  |  |  |
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| **تاسعا- Section 9-b:- تكاليف الأجهزة للمشروع (Machinery and Equipment Expenses )**  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **رقم**WP | **اسم الجهاز** Name / Brand / Model | **العدد****Quantity** | **التكلفة المتوقعة بالدينار** |  **المواصفة الفنية****Technical specifications** | **السبب لشراء الجهاز****Reason for Use** |
| 1- |  |  |  |  |  |
| 2- |  |  |  |  |  |
| 3-  |  |  |  |  |  |
| 4- |  |  |  |  |  |

**تاسعا- Section 9c تكاليف النقل الداخلية و الخارجية السفر** transportation / travel expenses

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **رقم**WP | وصف النشاطDescription of activitiesWP | **الجهة****Partner Number** | **التكلفة المتوقعة بالدينار** | **عدد الزيارات / الايام**  | **السبب** **Reason**  |
| 1- |  |  |  |  |  |
| 2- |  |  |  |  |  |
| 3-  |  |  |  |  |  |
| 4- |  |  |  |  |  |
| 5- |  |  |  |  |  |

**تاسعا- Section 9d تكاليف القوى البشرية** Human Resources Expenses

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **الرقم****S/N** | **اسم الباحث****Researcher Name** | **الجهة****Partner Number** | **Workeing Days****عدد ايام العمل** | **Title****المسمى بالمشروع والتخصص العلمي**  | **المساهمة بالمشروع****Contribution in the project** |
| 1- |  |  |  |  |  |
| 2- |  |  |  |  |  |
| 3-  |  |  |  |  |  |
| 4- |  |  |  |  |  |
| 5- |  |  |  |  |  |

**تاسعا- Section 9e تكاليف مواد مستهلكة Consumable material**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **الرقم****S/N** | اسم المادة Name of the Material  | **الجهة****Partner Number** | **التكلفة المتوقعة بالدينار** | **المبررات و الاسباب**  **Justification and Reasons**  |
| 1- |  |  |  |  |
| 2- |  |  |  |  |
| 3-  |  |  |  |  |
| 4- |  |  |  |  |
| 5- |  |  |  |  |

|  |
| --- |
| **Section 10 :- خطة التنفيذ والإنفاق Project Action Plan and Budget**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **نشاطات المشروع****Project Activities** | خدمات علمية وتكنولوجيةScientific & technological Services | أجهزة ومعدات**(جديدة)**New Equipment & Appliances | **قوى بشرية** Human Resources | **مواد مستهلكة**Consumable material | **تكاليف نقل**Transportation Cost | **المدة الزمنية****من - الى**Project DurationFrom - To | **مجموع التكاليف** **Total Expenses**  |
| المرحلة الاولى ( WP1 )-- |  |  |  |  |  |  |  |
| المرحلة الثانية ( WP2 )-- |  |  |  |  |  |  |  |
| المرحلة الثالثة( WP3) -- |  |  |  |  |  |  |  |
| المرحلة الرابعة WP4-- |  |  |  |  |  |  |  |
| المرحلة الخامسة ( WP5 )- |  |  |  |  |  |  |  |

|  |
| --- |
| **تعهد بسرية بيانات ومعلومات ونتائج المشروع البحثي**Confidentiality of data and the research project results يتعهد الباحثون العاملون على هذا المشرع بالمحافظة على سرية بيانات ومعلومات ونتائج المشروع، وعدم نشرها أو التصريح بها أوتزويدها لأي جهة محلية كانت أم دولية دون أخذ الموافقة الخطية المسبقة من المركز الوطني للبحث والتطوير.The researchers working on the project are pledged to keep the confidentiality of project data and results, and not to publish or provide information to any local or international institution without prior written approval from the National Center for Research and Development (NCRD). اسم الباحث الرئيسي(Name of Principal researcher) .............................................................................  التوقيع(Signature ) .........................................................................................................................................................  الباحثون الآخرون(Other Researchers) :  الأسم (Name ): التوقيع (Signature ) 1.2.3.4.5.6. |

**تعهــــــــــــد( Pledge )**

نتعهد بما يلي We pledge to ))

1. تنفيذ المشروع حسب (خطة التنفيذ) الواردة في هذا النموذج.
2. الحصول على موافقة المركز الوطني للبحث والتطوير على أي تغيير يطرأ على الخطة.
3. تقديم تقرير سير عمل دوري حسب خطة التنفيذ المقترحة.
4. تقديم تقرير فني نهائي وتقرير مالي للمصروفات عند انتهاء المشروع.
5. إعادة المبالغ المتبقية، في حال تعثر المشروع لأي سبب كان، بعد تقديم تقرير مالي بالمصروفات.
6. إبلاغ المركز الوطني للبحث والتطوير وأخذ موافقته مسبقاً، عند استبدال الباحث الرئيسي او تغيير موقع عمله.
7. عند تسجيل أية براءة اختراع مرتبطة بنتائج البحث تكون حصة المركز الوطني للبحث والتطوير 20% من ريعها. وتقسم الـ80% المتبقية على مجموعات الباحثين ومؤسساتهم وفقاً للأنظمة المعمول فيها في كل من مؤسساتهم.

1) Implement the project according to (Action Plan) mentioned in the form.

2) Get the approval of the National center for research and development to any change on the plan.

3) Regular submission of the project progress report according to the proposed action plan.

4) Submit final technical & financial report at the end of the project.

5) Return remaining amounts of money, if the project for any reason Failed after the submission of a financial report.

6) Inform the National Center for Research and Development and attaining prior consent, when replacing the principal researcher or principal researcher changes work location.

7) In Case of registration of a patent based on research results, the share of the National Center for Research and Development is 20%.The remaining 80% is divided between researchers and their institutions in accordance with the regulations of their institutions.

إسم الجامعة / المؤسسة (Name of University / Organization ):

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الباحث الرئيسي Principal Researcher رئيس الجامعة / رئيس المؤسسة University / organization President

الاسم(Name ) ................................................. الاسم(Name ) ..............................................

التوقيع(Signature ) .................................................. التوقيع(Signature ) ............................................

التاريخ( Date) .................................................. التاريخ( Date)..............................................

 الخاتم الرسمي ( Official Stamp)

إسم الجامعة / المؤسسة (Name of University / Organization ):

...............................................................................................................................................................................................................................................................................................................................................................................................................................................

الباحث الرئيسي Principal Researcher رئيس الجامعة / رئيس المؤسسة University / organization President

الاسم(Name ) ................................................. الاسم(Name ) ..............................................

التوقيع(Signature ) .................................................. التوقيع(Signature ) ............................................

التاريخ( Date) .................................................. التاريخ( Date)..............................................

 الخاتم الرسمي ( Official Stamp)

1. [↑](#footnote-ref-1)
2. Please only list the partners of the project. The co-investigator(s) working under the team of principal investigator should not be listed as a partner. [↑](#footnote-ref-2)
3. HE-University, RC-Research Center, SME-Small Medium sized Enterprise, LC-Large Company, Others (according to national rules). [↑](#footnote-ref-3)
4. **Bold** the leading principal investigator (LPI) and underline the project coordinator, if relevant. [↑](#footnote-ref-4)
5. Please indicate the currency. [↑](#footnote-ref-5)
6. Requested Cost = Project Cost x Funding Rate (as in call announcement). [↑](#footnote-ref-6)
7. Partner numbers should be consistent with those assigned on the first page of the form. **Bold** the partner number of the work package leader. [↑](#footnote-ref-7)
8. “Person-month” is the metric for expressing the effort that a person devotes to the project. To calculate person-month, multiply the percentage of working time by number of months. For example, if a person allocates %50 of his/her working time for the project activities for 10 months, then his/her contribution in terms of person-month will be 0,5 x 10 = 5 person-month. The total effort per partner in each WP is the sum of person-months of all project personnel involving in that WP. [↑](#footnote-ref-8)
9. *Rate as low, medium or high.* [↑](#footnote-ref-9)