Full Proposal

PRIOR CONSIDERATIONS

» In addition to this document, we strongly advise that you read the **rules for participation document** in full. Proposals that do no comply with the rules for participation will be rejected with no right to appeal.

» All applicants are required to comply with the criteria for format, structure and content specified in this document.

» These guidelines have been designed to ensure that the most important aspects of your research project are presented in a way that will enable the experts to make an effective assessment using the evaluation criteria.

» Project evaluators are instructed to assess proposals according to the rules established in the call documents. This means that only proposals that successfully address all the required aspects are likely to be funded.

⚠ IMPORTANT

Full proposals must be built upon the prior short proposal. No changes can be incorporated into the aspects already addressed in the short proposal. The content of the full proposal should further develop the ideas, concepts and assumptions already presented in phase 1.
PROPOSALS THAT DO NOT COMPLY WITH THIS RULE WILL BE REJECTED.

Full proposals will be **blind-reviewed**.
THEREFORE THEY MUST BE ANONYMOUS.
Do not include any information related to the identity of the project leader, research team or host organization, including bibliographic references. Proposals containing this kind of information will be automatically rejected. Information about the expertise of the project leader and the host organization will be presented separately in the expertise documents.

PAGE LIMIT: 15 PAGES

» If your full proposal exceeds the page limit, your proposal will be rejected.

» This should be a **self-contained document**; no links or annexes should be included.

» Figures, images, references and bibliography can be used as long as a) they do not exceed the page limits, b) they comply with the format criteria (font, text size…).

"la Caixa" Foundation

FORMAT CRITERIA:

Please respect the following formatting criteria:

> Font Calibri, size 11, page size A4, 2.5 cm. margins (left, right, top and bottom), 1.5 line spacing, and justified text. Title fonts can be larger. Hyphenation is allowed. Typographic tools such as bold, italics, indentations or underlines are also permitted.

Do not change the typography, margins, spacing or any other format criteria. Footnotes (if any) must comply with the same format requirements as the core text. **Proposals that do not with these format criteria will be automatically rejected.**

STRUCTURE AND CONTENT:

Please ensure that you include the following information in your full proposal:

1. Header:
» Project acronym
» Title of the proposal

2. Project proposal

Suggested structure (this order and structure is not obligatory but we recommend you address these points)

» **Introduction:** What is the context of this project? Why is it important? Describe the main ideas, key concepts, models and assumptions.

» **Aims and hypotheses:** What are the main hypotheses or research questions?

» **Innovation:** How is your project innovative? Describe the innovation potential within your project e.g. ground-breaking objectives, novel concepts and approaches, new methodologies or research topics, cutting edge data management.

» **Expected outcomes and outputs:** What unique contribution(s) will your project make? Describe how your proposal would improve the state of the art, and the extent to which the proposed work is ambitious.

» **Social relevance:** What societal challenge(s) is your research proposal tackling? What insights will it provide? Explain the scope of your proposal, how it addresses any specific social challenge(s) and why it is relevant. How your proposal will bring significant benefits for society in Spain and/or Portugal?

3. Methodology:

Describe the proposed methodology, including: What kind of data will be used to inform the questions under study? What is your Data Management Plan? Describe what types of data the project will generate/collect, and how this data will be exploited and/or shared/made accessible for verification and re-use. If data cannot be made available, explain why. Define how this data will be curated and preserved.

4. Public engagement:

How will your project incorporate knowledge from non-academic stakeholders (including experts from outside of academia and/or those affected by the issue you are studying)? Will this be done from the beginning? How will your project achieve two way engagement with key stakeholders?

5. Implementation

Is your project feasible? Describe any critical risks, relating to project implementation, that the stated project's objectives may not be achieved and detail risk mitigation measures.

⚠️ **IMPORTANT**
» This calls aims to foster innovative ideas and, as such, full proposals do not need to provide extensive bibliographical references. This document should clearly and concisely explain what your project will address, how it will do so and why it is important to carry out this research.

» The Gantt chart (work plan) and budget will be submitted via the application platform and do not need to be included in the full proposal document.

» This document should be fully anonymous.