MUNI

PREFEKT 2019

Preparing International Grant Application

22 March 2019

Programme

22 March 2019

- Search for a call
- Before you start…
- Proposal structure
- Tips and tricks
- Support at MU

5 April 2019

- Visegrad Fund Grant Application

M U N I

Why to write grants application

To have enough funding to:
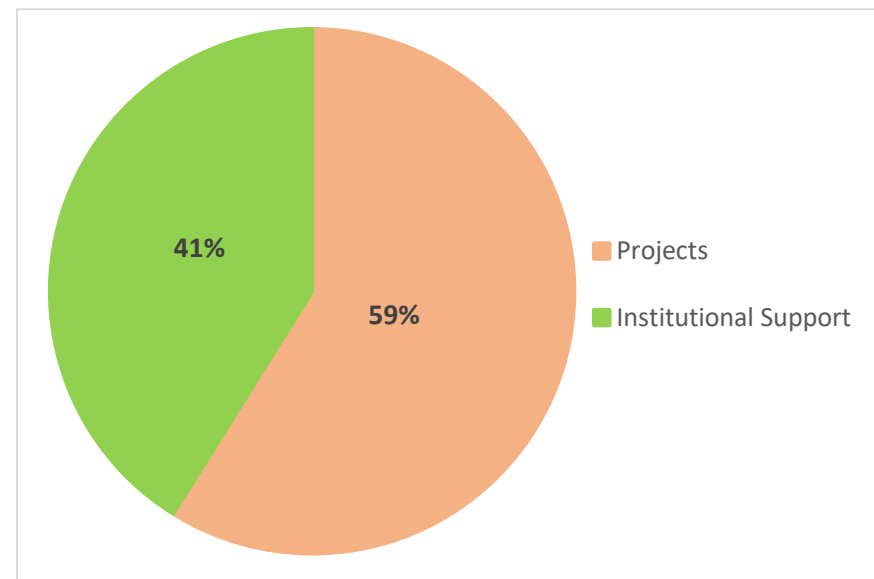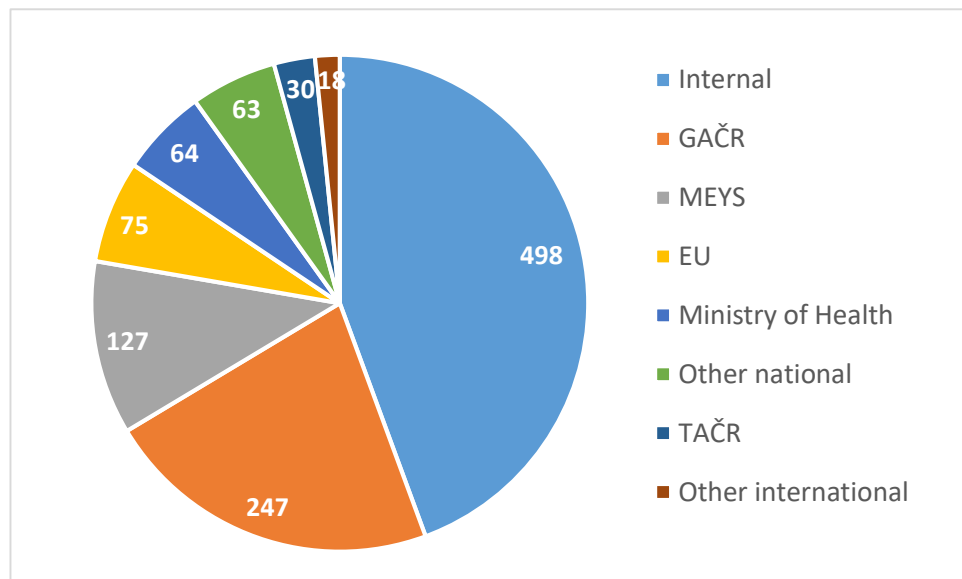
    run your studies,
    purchase top-notch soft- and hardware,
    pay respondents,
    participate in conferences,
    publish your results in high-impact journals.

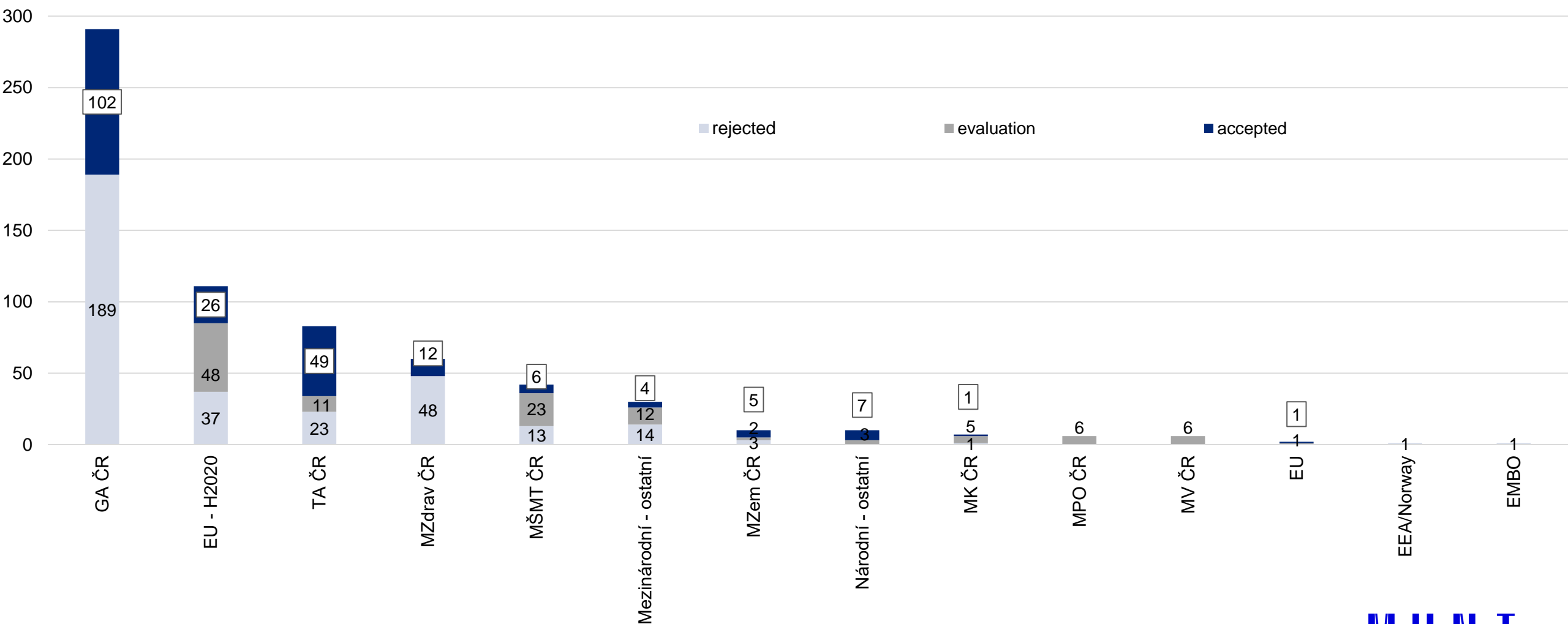Be aware:

- Only the best-in-class projects are funded.

- Winning grants is prestigious. It is also hard work.
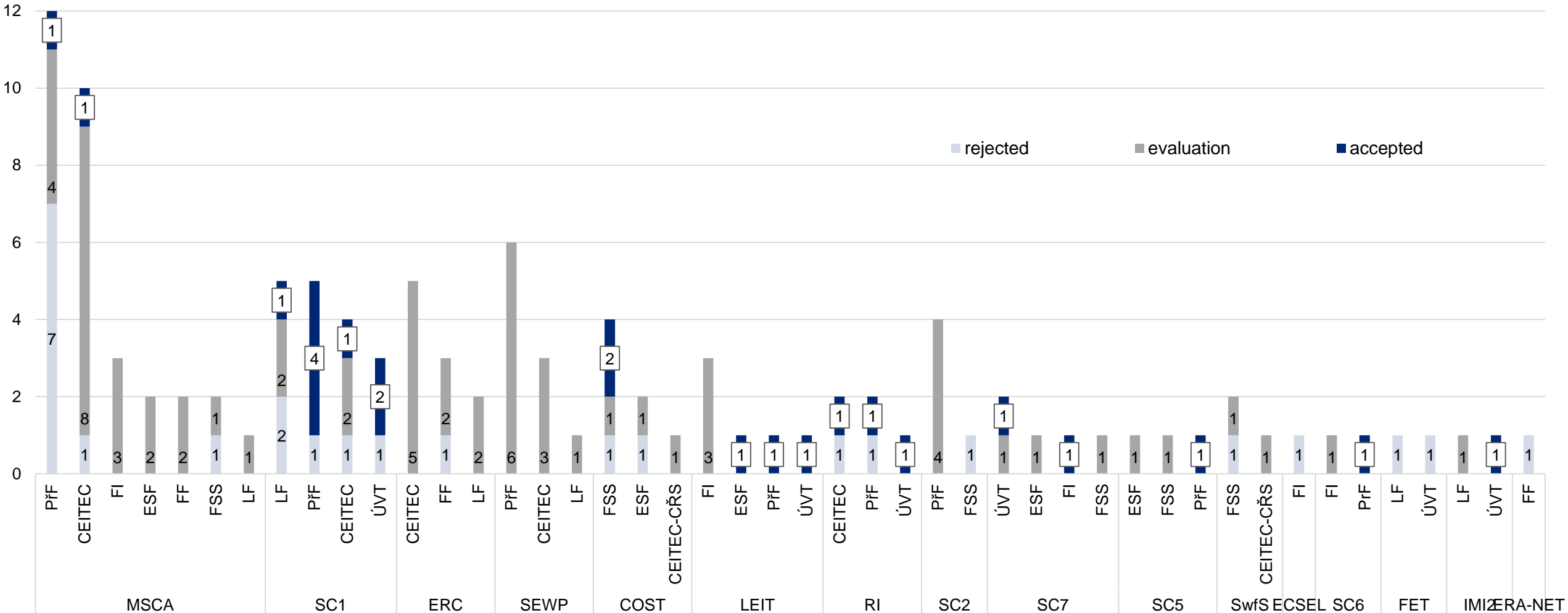
M U N I

Research Grants at MU (2017)

– Almost 60% annual research budget

– Providers (number of projects):

Proposals 2018 – evaluation results

MUNI

Proposals 2018 (H2020) – evaluation results

MUNI

Where to look, who to ask

Ask:

— your PhD supervisor

— your colleagues

— project support staff at your department/faculty

— project support staff at RMU

— use searching tools

— sign for newsletters (news at provider's webpages, Research Office Newsletter, …)

MUNI

Searching tools (example 1): anlupa

International Providers

- Canon Foundation in Europe
- EEA Grants and Norway Grants
- Eureka
- European Commision
- European intergovernmental framework for cooperation in science and technology
- Japan Society for the Promotion of Science (JSPS)
- L'Ecole polytechnique fédérale de Lausanne
- Visegrad Fund
- Ministerstvo pro vzdělávání a výzkum Spolkové republiky Německo
- National Science Foundation (NSF)
- Open Society Fundation
- The Research Council of Norway

National Providers

- Česko-bavorská vysokoškolská agentura
- Fond rozvoje sdružení CESNET, z.s.p.o.
- Grantová agentura ČR (GA ČR)
- IT4Innovations národní superpočítačové centrum
- Karlovarský kraj (KKV)
- Lesy České republiky
- Liberecký kraj (KLI)
- Ministerstvo kultury (MK)
- Ministerstvo průmyslu a obchodu (MPO)
- Ministerstvo školství, mládeže a tělovýchovy (MŠMT)
- Ministerstvo vnitra (MV)
- Ministerstvo zdravotnictví (MZ)
- Ministerstvo zemědělství (MZe)
- Norské fondy
- Technologická agentura ČR (TA ČR)

MUNI

Searching tools (example 2):
Funding & Tenders Portal

PREFEKT – Preparing International Grant Application

To enhance ability to get fundable score

– Clearly defined problem

– Ability of project to extend scientific knowledge

- Interesting, important, testable hypotheses that build on previous research in the field

– Propose a scope of work that is appropriate

M U N I

TASK 1 - Elevator speech

… a way to share your expertise and credentials quickly and effectively with people who don't know you

M U N I

Before you start I.

- **Who**

  - is your audience? Understand the focus of the granting agency.

- **What**

  - is the question you are addressing?
  - tools will you use to address the question?
  - will society have at the end of the research?

- **Where**

  - will the research take us?

- **Why**

  - is the time now to address the question?
  - are you the person to perform the research?

MUNI

Before you start II.

Check out the **timeline** for submission, and the funding cycle

Check to see if you meet the eligibility **criteria**

Check the **size of grants offered**, including min and max awards

Look at the **number and kind of past awards given** by the funder

If the grant requires **partnering**; is there a potential partner for this grant?

Before beginning, **determine** if you have the needed:

    time,

    energy

    and **other resources** to prepare an **successful** grant application

M U N I

Does the idea match the call?

your idea

the call
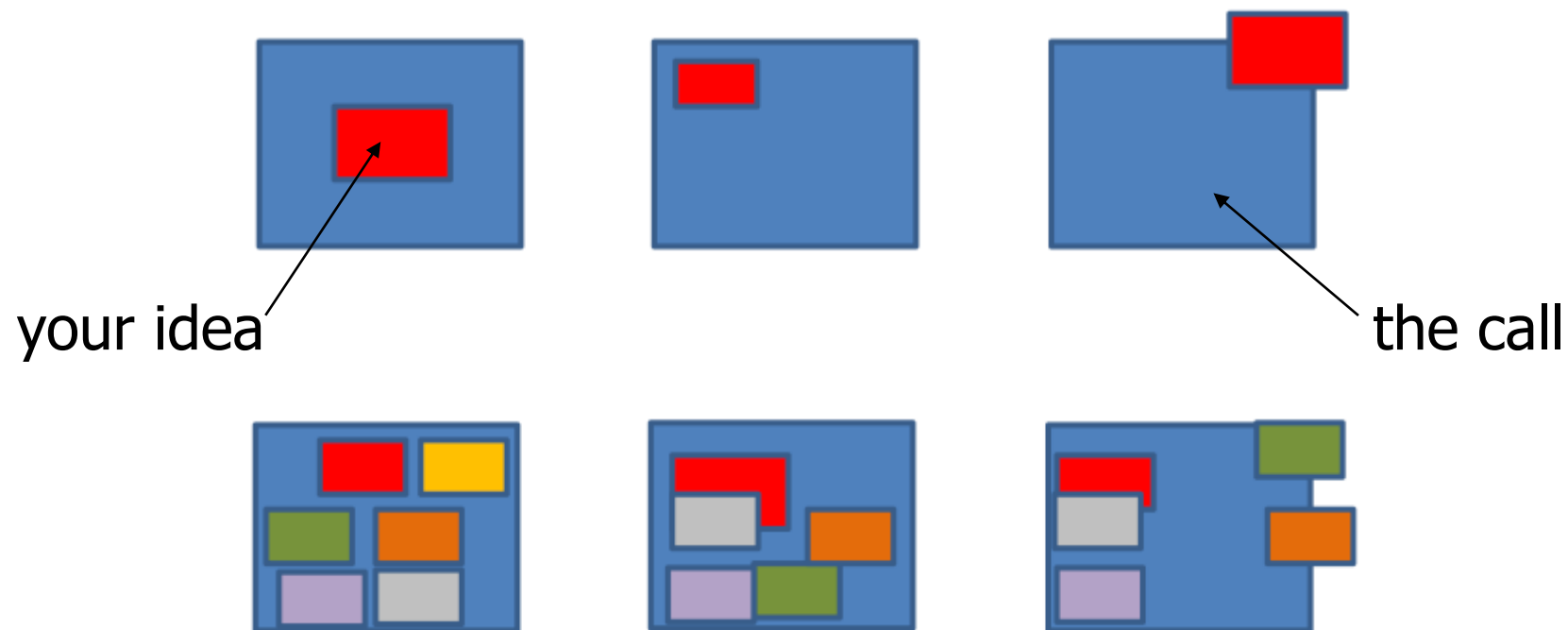
Source: www.ous-research.no

— You do not need to cover the full call alone

— You can argue that you have a good focused idea even if it is not covering the full call spot on.

M U N I

TASK 2 – call analysis

– **Who**

  ▪ is your audience? Understand the focus of the granting agency

– **What**

  ▪ is the question you are addressing?
  ▪ tools will you use to address the question?
  ▪ will society have at the end of the research?

– **Where**

  ▪ will the research take us?

– **Why**

  ▪ is the time now to address the question?
  ▪ are you the person to perform the research?

M U N I

Grant Application Template

— Answer all questions/fulfil all expectations

— Respect all page limitations for all sections

— Use the correct and last version

Why you should follow the template strictly:

— Evaluator expects the logic of the template

— She/he will have a much easier job finding the good points and compare proposals

— In some cases any deviation from the template may lead to rejection of the whole proposal (national providers)

MUNI

Project proposal structure in general

— Different agencies = different requirements, different terminology

— All proposals: scientific + administrative/technical parts

— **Horizon 2020:**

  ▪ Scientific part = **EXCELLENCE**

  ▪ Technical parts = **IMPACT + IMPLEMENTATION**

— Two approaches towards selection of the topic:

  ▪ **bottom-up**
  ▪ **top-down**

MUNI

Proposal Structure

Administrative Part

- Title
- **Acronym**
- Abstract
- Budget

Technical Part

- **Excellence**
- **Impact**
- **Implementation**
- PI / Consortium info
- Ethics

MUNI

Abstract

– Invitation to read the whole proposal.

– It must make the reader curious and full of expectations on what will follow.

– Should be brief, informative and catchy.

– Often used for distribution of proposals among evaluators.

– Too vague abstract may be picked by unsuitable evaluator.

M U N I

TASK 3, 4 – Abstracts

– Go through two different project abstracts and try to identify their strengths and weaknesses.

– Which abstract is more convincing and why?

MUNI

Excellence

… the scientific part

— **Project proposal ≠ scientific paper !**

— **Objectives** – clear, measurable, realistic, achievable, well-structured (overall objective/ specific objectives)

— **Relation** to the call

— **Concept and approach** – your motivation, links to other initiatives, methodology, inter/multidisciplinary aspects, gender issues

— **Ambition** – going beyond the state of the art, novelty, innovation potential

M U N I

How to write objectives

— consistent terminology („objectives" rather than „aims")

— **project** is based on an **idea** or vision

— **objectives** = the **achievements**/goal of the **project**

— writing **objectives** = you should tell **what** you will **achieve** to **fulfil** the **project idea**

  ▪ to show that this project will really bring something new
  ▪ to show the funding institution what they will get (**before** the project start)
  ▪ to give them a way to follow up and control your work (**during** the project period)
  ▪ to describe for yourself and your partners what goals you have set

MUNI

Objectives are not activities!

— WPs and tasks are activities

— The wrong question: What am I going to do?

— The right question: What do I plan to achieve?

MUNI

How to write the state of the art

– Should prove researcher's orientation in the field (x not for showing off excessive knowledge)

– Should serve the proposal – well-targeted information about particular sub-field

  → identification of the research gap

  → the objectives of the proposal fall within the identified gap

M U N I

Impact

… the broader relevance of your work

– Evaluators expect wider impact then scientific publications

– Contribution to the impacts listed in the call text, innovation capacity, competitiveness, any other environmental and socially important impacts

➤ who benefits from proposed research and in what ways (multiple different levels of benefit)

– Linkage with relevant political strategies (regional, national, international/EU)

MUNI

Implementation I.

…the technical part

Project timeline	Year 1				Year 2				Year 3				Year 4				Year 5			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
WP1 Preparatory works				D1.1																
1.1 Constituting the team	▪	▪	▪																	
1.2 Review of literature	▪	▪	▪	▪																
WP2 Data collection				D2.1						D2.2						M1				
2.1 Subject recruitment				▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪				
2.2 Administration of questionnaires				▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪				
WP3 Data analysis				D3.1												D3.2	M2			
3.1 Document analysis				▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪				
3.2 Questionnaire analysis				▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪		
WP4 Communication and dissemination				D4.1						D4.2						D4.3	D4.4			
4.1 Communication plan	▪	▪	▪																	
4.2 Continuous communication and dissemination	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪		

MUNI

Implementation II.

— Business language/"eurospeak": deliverables, milestones, work packages, tasks…

— Consortium as a whole

- description of the consortium
- complementarity of the partners
- how the partners individually contribute to the project
- how they will effectively work together ($\rightarrow$ management structure)

— Risk management

— Resources to be committed

MUNI

Budget

– Direct costs

  ▪ Personnel Cost (all benefits included)

  ▪ Other direct costs, including
    ▪ Travel cost
    ▪ Equipment and infrastructure costs
    ▪ Other costs and services (materials, supplies)

  ▪ Subcontracting

– Indirect costs

M U N I

Remember

– The most important is a good, logical story

– Be consistent

- structure writing based on what you set out in the start to achieve
- use the same word for the same thing throughout the proposal
- all parts should mutually enforce each other

– Focus and do not deviate

– If you get new ideas add an objective and restructure accordingly

MUNI

Using the right words…

— Use the concepts and terms used by the call text, supporting documents, and the funding sources

— Read their text a try to match your text with their vocabulary:

- It is easier to read and understand by the evaluator
- It shows that you have read the text yourself
- It gives the impression of you as an "insider" close to the call
- It avoids misunderstandings and "not having addressed the questions"

M U N I

Bad words: ambiguity

— *may lead to, if successful, could have an impact on, will probably lead to an improvement*

- you should not write as if in doubt
- your project is ambitious Research; the winner is high risk high gain
- be realistic and clear in your goals and work plan
- any doubts – show in the risk plan what may fail; however, then you have a mitigation strategy ready

— *will be agreed later, depending on the outcome, will be assigned when the project starts, may be changes in course of the project, will be decided post project*

- avoid any open or unanswered questions in your text
- even if you are not 110% sure make a choice and be clear

MUNI

Grant Application Process - Some General Tips

Begin early.

Apply early and often.

Answer all questions. (Pre-empt all unstated questions.)

If rejected, revise your proposal and apply again.

Give them what they want. **Follow the application guidelines exactly.**

Be explicit and specific.

Be realistic in designing the project.

Make explicit the connections between:

- your research questions and objectives,
- your objectives and methods,
- your methods and results,
- your results and dissemination plan.

MUNI

Reasons for failure

— More than half (60%) are rejected on first reading because:

- Proposal did not match program

- Applicant did not follow directions

    (New & Quick, Grantseeker's Toolkit, 1998)

MUNI

What to do…

– Think about the unique selling points of our research group – what can you offer to be

interesting?

– Be proactive – approach experts, write e-mails – easy start to conversation/cooperation

– Use conferences to discuss student exchanges, lab cooperation

– Identify small funding and mobility grants, these enable your to build first steps for larger

projects

M U N I

Your support at Masaryk University

– Project support at faculties – first contact

– [Research Office](#) (Rectorate)

  ■ **Information service:** [web](#), [newsletter & e-mail news](#), [workshops](#)

    ▪ 17 April 2019 – ERC day at the MU

  ■ **Individual support:** consultations of project proposals/ grant opportunities

  ■ **Financial support:** for preparation of project proposals (prestigious schemes)

– [Technology Transfer Office](#) (IPR)

MUNI

Visegrad grants

— Supports projects focused on **V4 regional cooperation** in various areas such as:

    Culture and common identity
    Regional development, environment and tourism
    Education and capacity building
    Public policy, legislation and justice
    Democratic values and the media
    Social development

— No budget limit (typically approx. **5 000–30 000 €**)

— Project duration: **max. 18 months**

— Covers total project costs (co-financing encouraged)

— Participants from **at least three V4 countries**

Thank you for your attention.

Ida Součková Olšová

i.souckova@rect.muni.cz

Radka Martincová

radka.martincova@gmail.com

Sources and links: Horizon 2020, International Visegrad Fund

MUNI