INSTRUCTIONS TO FILL IN THE

APPLICATION FORM
FOR A SCIENTIFIC PROGRAM

(version 8.15; 4 January 2006)

Ministry of Science, Education and Sports of the Republic of Croatia

1.0. APPLICATION NUMBER AND PROGRAM CODE

1.1. Program application number:

The program application number is automatically assigned by the web form.

1.2. Program code:

The program code is assigned by the web form after the complete application has been received by the Ministry.

2.0. PROGRAM MANAGER

By entry of the registration number of the scientists from the Register of Scientists, all data except the name of the department/institute and e-mail are automatically entered.

2.6. Department/institute in the institution of employment:

Enter the name of the department/institute according to the Statute or other act on the structure of the institution.

2.7. E-mail:

Enter the exact e-mail of the program manager. If the program manager does not have an e-mail, he/she is obliged to open one and state the e-mail that he/she will be able to access.

3.0. SCIENTIFIC PROGRAM

3.1. Name of program (80 characters):

Enter the name of the scientific program with maximum 80 characters.

3.2. The priority research field:

Select the offered answers.

3.3. Institution responsible for the project:

Select the scientific institution in the menu that is responsible for the program and that will contract the program. The scientific program can be executed only in the institution entered into the Register of Scientific Organisations.

3.3.1. Dean, Principal, Head of Institution:

Enter the first name and family name of the dean, principal or head of the institution that is responsible for the program under conditions stated in item 3,3.

3.4. Duration of program:

Select the duration of the scientific program in accordance with the item 4. of the Rules of the Application for Scientific Program and Project (hereinafter: Rules).

3.5. Summary (up to 2500 characters):

It is necessary to describe all main parts of the research in a concise and structured way without description of financial costs. That summary will in the first line be used to define the group of reviewers that will evaluate the scientific program.
Contents of the structured summary:
- starting key realisations
- goals and hypothesis
- expected results
- method of verification of results
- importance of suggested research.

3.6. Summary for publication (2500 characters):

This summary and not the one entered in item 3.5 will be used for the public presentation of the project.
The contents of both fields can, if requested by the program, be identical (copy contents).

3.7. Contribution to the short-term and long-term goals of development in the Republic of Croatia (2500 characters):

It is necessary to describe the realisation of the short-term and long-term goals of development in science according to the Decision of the National Council about the priorities of the short-term and long-term strategy of development of science in the Republic of Croatia. This decision was published on the web page of the Ministry (www.mzos.hr).

3.8. Keywords (50 characters):

Keywords for description of the program. Enter minimum three (3), maximum six (6) keywords in such a way that each keyword is entered into its first field (the first keyword is entered into the field under item 3.8.1, the next into the field under item 3.8.2 and so forth up to item 3.8.6). The fields are opened by pressing the character „+" on the right side of the form.

3.9. Scientific discipline:

Select the scientific discipline in the menu according to the Rules of the Scientific and Artistic Disciplines, Fields and Branches («Official Gazette» no. 76/05).
To enable a primary classification of the applied scientific programs, interdisciplinary researches must have a defined (selected in the menu) primary scientific discipline of research.

3.10. Type of research:

Select one of the offered types of research in the menu.

4.0. COMMUNICATION ADDRESS

Enter the data about the communication address that will be used for correspondence between the program manager and the person appointed by the program manager and the Ministry. This address will be used for the public presentation of the program.

5.0. PROJECTS WITHIN THE PROGRAM

5.1. Number of projects:

Enter the number of projects within the scientific program. The scientific program consists of minimum three (3) scientific projects connected by topic.

5.2. The project manager (first name and family name), name of project and project application number:

The stated data for each project within the program is automatically entered by the web form of the scientific project application. The project manager is obliged to mark the acceptance or rejection of each application for a project in the field «status». The program cannot be «locked» if all projects that stated to be a part of the particular program have not been accepted or rejected.

The requested funds (kn) represent the amount of the average annual costs in the web application form for a scientific project (item 6.6 of the application form for the scientific project and are visible in the print-out of the web application form for a scientific project.

6.0. CAPITAL EQUIPMENT

6.1. Required additional capital equipment

The financing of the purchase of the capital equipment can be requested for the scientific projects within the program. The capital equipment is considered any equipment with the unit purchase price higher than 200,000 kn.

The entry of the capital equipment is conducted in such a way that one unit of capital equipment (150 characters) is entered into each line from item 6.1.1 to item 6.1.10. The lines for the entry of the capital equipment are opened by pressing the character „+" on the right side of the form. You can enter maximum ten (10) records.

In the overview of the funds enter in the first column the unit amounts requested by the Ministry and in the second column the unit amounts of funds from other sources if they exist. Total amounts are calculated automatically.

6.2. Explanation of the requirements for purchase of the capital equipment for the applied program (5000 characters):

Explain each purchase of the capital equipment with regards to the achievement of purposes and goals of the suggested research program.

The printed application of the proposal of the program in only one copy and in the Croatian language is signed by:
1. project manager and
2. dean, principal or head of the institution responsible for the scientific program.

7.0. PROGRAM, PROCEDURES AND METHODS OF RESEARCH

7.1. Assumption (hypothesis, 5000 characters)

State the main assumption (hypothesis) that the program would like to prove or main scientific questions that it would like to answer.

7.2. Procedures (methods, 10000 characters):

State the procedures (methods) that will be applied in the achievement of goals and confirmation of the hypothesis.

7.3. Purpose and goals of suggested research program (10000 characters):

Describe the main goal of the program. Describe how the program connects and unifies the projects by its content.

7.4. Work schedule, description of cooperation and distribution of tasks among the cooperation groups in the program (10000 characters):

State the work schedule for the application of the scientific program. Describe the method and dynamics of cooperation as well as distribution of work and tasks among the cooperation groups in the projects within the program.

7.5. Expected results and level of innovation (10000 characters):

State expected results of the scientific program and describe methods of their verification.
Describe the level of innovation that can be achieved through the application of research results or value of new realisations that might arise as a result of the researches.

7.6. Note and list of appendices (5000 characters):

State important notes of the proposer of the scientific program to the Ministry and/or reviewers and make a list of possible additional appendices: If it is required, maximum three (3) appendices can be sent obligatorily as the *Portable Document Format* (pdf format).
Do not enter the obligatory appendix to the scientific program application.

APPROVAL OF THE PROGRAM MANAGER
he program manager is obliged to sign the printed statement in the Croatian language about the Approval of the Responsible Execution of the Research and Scientific Honesty.

OTHER IMPORTANT NOTES

The appendix to the application form for the scientific program includes:
1. Confirmation of the responsible Ethical Commission for programs that involve research of humans and animals with the signature and stamp of the institution (in the pdf format).

The program manager must sign each printed page of the application form for the scientific program in the Croatian language.