

INSTRUCTIONS TO FILL IN THE

APPLICATION FORM

FOR A SCIENTIFIC PROJECT

(version 8.15; 4 January 2006)

1.0. APPLICATION NUMBER AND PROJECT CODE

1.1. Project application number:

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

1.2. Project code:

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

2.0. PROJECT 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 project manager. If the project 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 PROJECT

3.1. Name of project (80 characters):

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

3.2. Project status:

Select the offered answers.

3.3. Name of program:

If you selected „project within the program “in the menu under item 3.2, the menu of started and „unlocked“ programs appears. Choose.

The project can be applied for only within one scientific program.

3.4. The priority research field:

In the menu you can only select one of the offered priority research fields.

3.5. Institution responsible for the project:

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

3.5.1. 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 project under conditions stated in item 3.5.

3.6. Department/institute of institution:

Enter the name of the department/institute (entered in item 3.5) that is responsible for the project.

3.7. Duration of project:

Select the duration of the project in accordance with item 4. Rules of Applying for Scientific Programs and Project (hereinafter: Rules).

The project that is applied for within the program can last until the date marked as the duration of the program.

3.8. 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 be in the first line used to define the group of reviewers that will evaluate the project.

Contents of the structured summary:

- starting key realisations
- goals and hypothesis
- expected results
- method of verification of results
- importance of suggested research.

3.9. Summary for publication (up to 2500 characters):

This summary and not the one entered in item 3.8 will be used for the public presentation of the project.

The contents of both fields can, if requested by the project manager, be identical (copy contents).

3.10. Keywords (up to 50 characters):

Keywords for description of the project. 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 3.10.1, the next into the field under item 3.10.2 and so forth up to item 3.10.6). The fields are opened by pressing the character „+“ on the right side of the form.

3.11., 3.12. and 3.13. Scientific Discipline, Field and Branch:

Select the scientific discipline, field and branch 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 projects, interdisciplinary researches must have a defined (selected in the menu) primary scientific field of research.

3.14. 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 project manager and the person appointed by the project manager and the Ministry. This address will be used for the public presentation of the project.

5.0. PROJECT COLLABORATORS

5.1. Collaborators and junior scientific researchers:

Besides the project manager, at least two more collaborators must be included in the project. The project manager must meet the requirements stated in item 6. of the Rules. The variations of the minimum number of project collaborators are possible in compliance with item 9. of the Rules. The entry of the registration number of the scientist from the Register of the Scientists enables an automatic filling-in with all data except e-mail that must be entered manually.

5.2. Foreign project collaborators (up to 2500 characters):

Enter foreign scientists who are project collaborators under conditions stated in item 8. of the Rules.

6.0. PROJECT COSTS

All project costs are stated as average annual costs in the Croatian Kuna (HRK). It is necessary to enter all costs in this item. Enter the amounts required by the Ministry in the first column and funds from other sources in the second column if they exist. Total amounts are calculated automatically.

6.1. Fees:

Enter only the amounts of average annual fees of the project manager and project collaborators if such fees have been planned (attention: do not enter regular monthly salaries!).

6.2. Operating and administrative costs:

Enter the amount of the operating and administrative costs in the institution due to the project.

Include all operating costs of the scientific program for those projects that are applied for as a part of the scientific programs as the costs of the program are not showed separately.

6.3. Material costs:

It is necessary to state all material costs including the costs of the scientific program as they are not showed separately. Specify the amounts of the following material costs:

6.3.1. Material

6.3.2. Maintenance of equipment

6.3.3. Spare parts

6.3.4. Field work

6.3.5. Publication of scientific papers

6.4. Participation at Meetings:

Enter the average annual amount of costs planned for the participation at the scientific and professional meetings of the project manager and collaborators.

6.5. Special costs:

The free entry of special costs up to three items per 50 characters (from 6.5.1 to 6.5.3). Special costs imply such costs as: additional costs of program administration, special servicing of equipment, supply of special liquids, gases and other substances, maintenance of residence units and feeding of test animals, maintenance of testing spaces and rooms etc., therefore all that needs to be calculated in the project costs and cannot be described in the previous items.

7.0. EXPLANATION OF PROJECT COSTS

7.1. Explanation of fees (2500 characters):

Enter the explanation of the amount of the annual fees of the project manager and project collaborators if such costs were planned and costs of program management.

7.2. Explanation of operating and administrative costs (2500 characters):

Enter and explain costs of the institution that are not directly connected with the project (e.g. electricity, water, gas etc.), but were increased due to the project. The amounts are defined according to the Statute or other act of the institution, but they must not exceed 30% of total project costs.

7.3. Explanation of material costs (2500 characters):

Explain material costs (supplies and lab material, chemicals, office material, laboratory dishes, paper etc.), maintenance and servicing of equipment, payment for services of capital equipment use, supply of spare parts for the existing equipment used in the project, costs of the field work planned in the project and costs of publication of scientific papers, i.e. results of the project.

7.4. Explanation of participation at meetings (2500 characters):

Explain the participation at the scientific and professional meetings and only those that are connected with the project by topic.

8.0. EQUIPMENT

8.1. Existing equipment:

Specify and enter the existing equipment that will be used for the work on the project (150 characters) and state the location (name and address of the institution) where the stated equipment is located (200 characters).

8.2. Required additional equipment:

From item 8.2.1 up to item 8.2.10 state the required additional equipment for work on the project (150 characters), regardless if it is the replacement of the existing or purchase of new equipment. Provide the location (name and address of the institution) where you plan to install the additional equipment (200 characters). In the overview of the funds in the first column enter the amount requested by the Ministry and in the second column the funds from other sources if they exist. Total amount (8.2.11) is calculated automatically.

8.3. Note (2500 characters):

Explain the purpose of the required additional equipment.

8.4. Description of space (2500 characters):

Describe the space where the project will be conducted. The description should include the name of the laboratory or other space, area in m²; state if other scientific organisations or projects use this space.

The printed application of the proposal of the scientific project in only one copy and in the Croatian language is signed by:

- 1. project manager**
- 2. dean, principal, head of institution.**

9.0. PROGRAM, PROCEDURES AND METHODS OF RESEARCH

9.1. Assumption (hypothesis, 5000 characters)

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

9.2. Procedures, protocol and research plan (10000 characters):

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

Elaborate the protocol and project program per unit. If possible, define the duration of single project units. The provided data will be used, if the project is approved, for the comparison to the project reports.

9.3. Purpose and goals of suggested research (2500 characters):

Describe the main project goal, why the research is suggested and what is expected.

9.4. Implementation of research (2500 characters):

State the possible implementation of the research.

9.5. Expected results:

Briefly state the expected results for each year of the research (1000 characters for each year):

10.0. CURRENT STATUS, CONTRIBUTION AND RESEARCHERS' LEVEL OF EDUCATION

10.1. Previous realisations (2500 characters):

State the key realisations and most important references of the research subject.

10.2. Continuation of previous researches (2500 characters):

Enter the name and results of the previous researches if the research is continued (enter the name of the project with the code if the research was financed by the Ministry).

10.3. Response and influences (quotations, implementations, patents) of the previous researches (2500 characters)

If the research is a continuation of the previous one, enter the number of quotations, application of previous results or registered and protected patents.

10.4. Involvement of junior researchers in the research and measures to be introduced for independence of junior collaborators in the project (10000 characters):

Enter the dynamics and level of involvement of the junior scientific researchers in the project and describe the program of measures to be introduced for the independence of the junior collaborators in the project in terms of independent work in a certain project unit. The stated data will be applicable in the approval of new positions of junior researchers if the project is approved and the project manager asks for them.

10.5. List of 30 most important works of all project collaborators published in the last 5 years (350 characters):

Enter the most important works of project manager and project collaborators published in the last 5 years (they do not have to be connected with the topic of the project).

Form the list of scientific works in accordance with the *Proposal of Instructions to Quote the Literature* of the Department of Information Science of the Faculty of Philosophy in Zagreb (instructions can be accessed on the link http://www.ffzg.hr/infoz/web2/index.php?option=com_content&task=view&id=109&Itemid=8) that is also used by the bibliography CROSBIB (<http://bib.irb.hr/>) or form it according to one of the internationally accepted referencing forms (standards ISO, ANSI), such as the so-called Harvard or Vancouver Rules:

- <http://www.lib.monash.edu.au/tutorials/citing/harvard.html> (Harvard);
- http://www.nlm.nih.gov/bsd/uniform_requirements.html (Vancouver).

11.0. NOTE

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

State important notes of the proposer of the scientific project to the Ministry, evaluation group 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 appendices to the application of the scientific project.

If you apply for an independent scientific project with less than three collaborators, state justified reasons for this exception that must be approved by the evaluation group before the project can be further processed in the regular review procedure.

APPROVAL OF THE PROJECT MANAGER

The project 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 project includes:

1. *Curriculum Vitae* in the format prescribed by the European Union for the project manager and all project collaborators (one printed copy in the Croatian language is to be signed).
2. Confirmation of the responsible Ethical Commission for projects that involve research of humans and animals with the signature and stamp of the institution (in the pdf format).

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