

Project number _____

Application with research project

(title in English language <maximum 60 characters, including intermediate spaces >)

1. The institution's data that applies

Name of the institution: _____

Place : _____

Contacts

Telephone: _____

Fax: _____

E-mail: _____

Webpage: _____

Bank details of the applying institution:

Name of the bank: _____

Sort Code _____ ?

Account number: _____

IBAN: _____

SWIFT / BIC: _____

Account number: _____

IBAN replaces the account number and sort code. The funding is done in Euros

2. The data of supporting Institution (if any):

Name of the institution: _____

Place: _____

Contacts

Telephone: _____ Fax: _____

E-mail: _____ Webpage: _____

3. Data of the partner institution from the region, for application in joint projects (if any):

Name of the institution: _____

Place: _____

Contacts

Telephone _____ Fax: _____

E-mail: _____ Webpage: _____

The project holder:

Please give the following details for statistical purposes (Details of the project holder–applicant 1)

Name and Surname _____ Birth date _____

Scientific title/grade: _____

University and place where higher degree is obtained _____

Date of obtaining the higher degree: _____

Nationality/citizenship _____ Gender _____

Telephone: _____ Fax: _____

E-mail: _____

Highest scientific rank/ scientific call (please choose only one)

- Master
- MA
- PhD
- Assistant professor

- Associated professor
- University professor
- others, (scientific associate,...etc)

The professional position in the institution (please choose only one)

- Project leader
- Director of the institute
- Director of department
- other, explain
- Currently without position in any university or research university institute.

Applicant 2

Name and Surname _____ Birth date _____

Scientific title/degree: _____

University and place where highest degree is obtained _____

Date of obtaining the higher degree: _____

Nationality/citizenship _____ Gender _____

Telephone: _____ Fax: _____

Address _____

E-mail: _____ Webpage: _____

Highest academic degree/scientific call (please choose only one)

- Master
- MA
- PhD
- Assistant professor
- Associated professor
- University professor
- others, (scientific associate,...etc)

The professional position in the institution (please choose only one)

- Project leader
- Director of the institute
- Director of department
- other, explain
- Currently without position in any university or research university institute.

Applicant 3

Name and Surname _____ Birth date _____

Scientific title/degree: _____

University and place where highest degree is obtained _____

Date of obtaining the highest degree: _____

Nationality _____

Gender _____

Telephone: _____

Fax: _____

Address _____

E-mail: _____

Webpage: _____

Please give the following details for statistical purposes

Highest scientific degree/scientific call (please choose only one)

- Master
- MA
- PhD
- Assistant professor
- Associated professor
- University professor
- others, (scientific associate,...etc)

The professional position in the institution (please choose only one)

- Project leader
- Director of the institute
- Director of department
- other, explain
- Currently without position in any university or research university institute.

Applicant 4

Name and Surname _____ Birth date _____

Scientific title/degree: _____

University and place where highest degree is obtained _____

Date of obtaining the highest degree: _____

Nationality/citizenship _____

Gender _____

Telephone: _____

Fax: _____

Address _____

E-mail: _____

Webpage: _____

Please give the following details for statistical purposes

Highest scientific degree/scientific call (please choose only one)

- Master
- MA
- PhD
- Assistant professor

- Associated professor
- University professor
- others, (scientific associate,...etc)

The professional position in the institution (please choose only one)

- Project leader
- Director of the institute
- Director of department
- other, explain
- Currently without position in any university or research university institute.

Applicant 5

Name and Surname _____ Birth date _____

Scientific title/degree: _____

University and place where highest degree is obtained _____

Date of obtaining the highest degree: _____

Nationality/citizenship _____ Gender _____

Telephone: _____ Fax: _____

Address _____

E-mail: _____ Webpage: _____

Please give the following details for statistical purposes

Highest scientific degree/scientific call (please choose only one)

- Master
- MA
- PhD
- Assistant professor
- Associated professor
- University professor
- others, (scientific associate,...etc)

The professional position in the institution (please choose only one)

- Project leader
- Director of the institute
- Director of department
- other, explain
- Currently without position in any university or research university institute.

Applicant 6

Name and Surname _____ Birth date _____

Scientific title/degree: _____

University and place where highest degree is obtained _____

Date of obtaining the highest degree: _____

Nationality/citizenship _____ Gender _____

Telephone: _____ Fax: _____

Address _____

E-mail: _____ Webpage: _____

Please give the following details for statistical purposes

Highest scientific degree/scientific call (please choose only one)

- Master
- MA
- PhD
- Assistant professor
- Associated professor
- University profesor
- others, (scientific associate,...etc)

The professional position in the institution (please choose only one)

- Project leader
- Director of the institute
- Director of departament
- other, explain
- Currently without position in any university or research university institute.

Applicant 7

Name and Surname _____ Birth date _____

Scientific title/degree: _____

University and place where highest degree is obtained _____

Date of obtaining the highest degree: _____

Nationality/citizenship _____ Gender _____

Telephone: _____ Fax: _____

Address _____

E-mail: _____ Webpage: _____

Please give the following details for statistical purposes

Highest scientific degree/scientific call (please choose only one)

- Master
- MA
- PhD
- Assistant professor
- Associated professor
- University professor
- others, (scientific associate,...etc)

The professional position in the institution (please choose only one)

- Project leader
- Director of the institute
- Director of department
- other, explain
- Currently without position in any university or research university institute.

Applicant 8

Name and Surname _____ Birth date _____

Scientific title/degree: _____

University and place where highest degree is obtained _____

Date of obtaining the highest degree: _____

Nationality/citizenship _____ Gender _____

Telephone: _____ Fax: _____

Address _____

E-mail: _____ Webpage: _____

Please give the following details for statistical purposes

Highest scientific degree/scientific call (please choose only one)

- Master
- MA
- PhD
- Assistant professor
- Associated professor
- University professor
- others, (scientific associate,...etc)

The professional position in the institution (please choose only one)

- Project leader
- Director of the institute
- Director of department
- other, explain
- Currently without position in any university or research university institute.

Research Institution of the project's external associate (associate 1)

Name of the scientific institute (university, academy, etc.)

Institute/clinic

Department

Head of research institution (scientific title/degree, name, surname)

Head of institute (scientific title/degree, name, surname)

Address of research institution

Postcode / city _____

Research Institution of the project's external associate (associate 2)

Name of the scientific institute (university, academy, etc.)

Institute/clinic

Department

Head of research institution (scientific title/degree, name, surname)

Head of institute (scientific title/degree, name, surname)

Address of research institution

Postcode / city _____

2. Project information

Total funding requested (same as specified in section 2.5):

Key words for the projects (up to 6 words)

Scientific disciplines regarding the project (at least one, not more than 4 categories, the sum of categories must be equal to 100%, use described categories from the attached document, titled (Scientific Disciplines”)

Main scientific disciplines	%	Other scientific discipline	%	Other scientific discipline	%	Other scientific discipline	%

2.1 Overview – Description of project in general terms

1 page, including (has to be in English):

Title

Thematic area

Main objectives and aims

Brief description of activities

Phases

2.2 A comprehensive scientific description of project suitable for the reviewers that will take into consideration

¹ Thematic areas: Priority areas according to the National Program of Science

around 10-15 pages, including

Problem definition and key questions

Achievements in the relevant field (including your activities up to date related to this field)

Anticipated benefits and project relevance (including expected impact e.g. in regional or scientific cooperation, in cross border cooperation, expected sustainability, etc).

2.3 Work schedule and timeframes

Anticipated date for project initiation

The completion date **Error! Not a valid bookmark self-reference.**

Anticipated duration of project (month) :

(around 3-6 pages) posing:

Description of work and time planning in detail, including:

- Activities and implementation strategies
- Determined phases and stages
- Action mode and used methodology
- Describe tasks and time commitment within the project framework in relation to the work schedule

2.4 Institution and individuals carrying out the project

Describe the applying institution:

Project staff

Please give an overview on the personnel in the following table (add more lines if necessary) – CVs of persons mentioned below should be added as Annex:

Name	Position in the project	Male/ Female	Age

¹In exceptional circumstances, justifying in convincing manner can be included in the accounts and costs for other members of the project team.

The personnel individuals should be mentioned individually one by one and their CVs should accompany the application. The information should also be given for professional abilities that they have on scientific area that the project belongs to.

2.5 Budget plan

General budgetary plan

<i>Describe the general financial plan, posing:</i>	
The anticipated total costs	Euro
Co-funding (if applicable): Amount covered by party/ third parties:	Euro
Name and address of institutions or co-funding donors (if applicable):	
Amount covered by own resources (if applicable)	Euro
Total amount requested (see also 2.6)	Euro

2.6 Detailed budgetary plan

Please justify individual items for each team:

Personnel costs

In each case indicate: name, nature of contract, total duration of project involvement in form of months per person (percentage of full-time equivalent hours/days/months) and monthly gross cost or day rates (in Euro); and total costs.

Name and nature of contract	Time spent on the project (in full-time-equivalence)	Gross cost in Euro (per month or per day)	Total costs in Euro

The funding from this project of those personnel members that are paid from other financial resources is not allowed (double financing is excluded). It is e.g. not allowed to calculate additional costs for employed full time university personnel (professors, assistants etc.).

The travel expenses and stay abroad

Made expenses during travels should be justified. Calculate approximately the number of international travels.

	First year	Total costs n Euro
Travel costs		
Accommodation		

Food		
Total		

Working days (1 month has averaged 17.5 working days))

Specific equipments

Nature of these costs should be indicated and justified

Other costs

Nature of these costs should be indicated and justified.

Indirect costs

For indirect costs may be charged a very full that captures maximum 20% of total eligible direct costs

Costs of external expertise and consultancy

Nature of these costs shall be indicated and justified.

Total cost and required sum Kostoja totale dhe shuma e kërkuar

Please summarize the financial plan in the following table:

Please check the sums.

<i>Summary in euro</i>	First year	Totali
Personnel costs		
Travel and subsistence		
Specific equipments (durables)		
Consumables		
Other costs		
Costs for external expertise and consultancy		
Total costs		
Total amount requested (excluding co-funding and excluding amount covered by own resources)		
Personnel costs		

Percentage of the total amount requested for year		100%
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3. Appendix:

Please use a separate Word-document for the appendix. The appendix should include

1. List of citations (max. 5 pages)
2. List of abbreviations
3. CVs and publications lists of the project participants
4. Statement of each participant in the project (noterized statement), where he/she is pledged that will be engaged in conducting foreseen activities with project.

The applicant's statement (Project holder)

I shall inform the MEST if I request support for this application from the MEST or from other organizations, or if additional support is granted.

I certify with my signature that the information provided herein is accurate and complete. I also confirm that all co-workers named in the attachment are familiar with the application's content and that they agree with them.

The MEST is entitled to process all application-related data by computer, to publish excerpts of them in annual reports and to pass them on to third parties in anonymous form for statistical purposes or purposes relating to science politics.

The applicant is responsible for informing all project workers named in the application that their personnel data will be stored and processed by computer and that the MEST will not pass the information on to third parties unless there is a legal requirement for it to do so or if the passing on of these data is not covered by the approval given below.

The applicant gives his/her consent that in case a (co-)financing by other funding institutions is possible all data related to the application as well as the outcome of the evaluation process might be passed on to these funding instruments.

I, the undersigned declare that all costs requested in this application will not be covered by any other funding sources.

.....
The applicant's signature

Place, date

Statement of the legal entity of the institution that applies (project holder)

Notice: The grant will be awarded to the research institution of the applicant's legal entity). This organization expresses its support with this affirmation signed by the legally responsible person of the research institution.

By signing this proposal I certify that:

- My organization supports this proposal and if successful will provide regular facilities and the items listed in the budget.
- My organization is prepared to have the project carried out under the circumstances set out in this proposal.
- My organization will give the project leader the independence to manage the research project.

Independence implies that the project leader has the authority to:

- manage the research funding for the project and make appropriate resource allocation decisions
- publish as senior author and invite as co-authors only those who have contributed substantially to the reported work
- supervise team members, including research students or others
- have access to reasonable space and facilities for conducting the research
- If the applicant (project leader) is employed, the amount of time the applicant will dedicate to the project is compatible with the existing volume of work
- My organization will notify the MEST about all conflicts of interest relating to parties involved in or associated with this project which can arise after the submission of this proposal.

Based on the information that I possess, I declare that all details provided in this application form and in any supporting documentation are true and complete and there are no false or misleading information

Legal entity:

Name and Position

Place and date:

Responsible person:

.....

Signature of person legally responsible for the organization administration