

Flash Calls

Proposal content and submission checklist



Remember:

You can use this template to work your application offline but remember that only applications presented through our online platform are valid.

Proposals must be written in English.

The proposal must be completely anonymous, and cannot contain any information regarding the Project Leader, the Research Team or the Organization.

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1. Application Details

1.1. Proposal title

Up to 100 characters

1.2. Proposal description

Up to 200 characters

1.3. Proposal acronym

Up to 20 characters

2. Proposal Information

2.1. Research question/s

(What does this research aim to reveal? What research question/s is/are going to be answered?)

Up to 50 words

2.2. Keywords

Up to 5 concepts

2.3. Social problem

(How do the research questions relate to understanding our society? What social problem or phenomenon will be analysed? Why is it relevant?)

Up to 400 words

2.4. Background and innovation

(What is the added value of the proposed research? Why is it innovative? What gap in the existing knowledge will your project address?)

Up to 400 words

2.4.1 Bibliography

A maximum of five references will be admitted, none of which can be publications by members of the research team. The references can be published research articles, or any other type of reference deemed relevant.

DOI	Title	Authors	Journal	Date of publication

3. Methodology

General description of the methodology that is going to be used to conduct the research, including both the survey phase and analysis of data obtained.

Up to 1000 words

Features of the proposed survey

3.1. Geographical scope

National, regional, city or town level.

3.2. Population under study

Up to 50 words

3.3. Sample size

3.4. Sample type

Stratified, cluster, convenience, snowball or other.

3.5. Prevalence in general population

(Prevalence is the % of the total population represented by the population under study).

3.6. Survey type

In person, telephone, online.

3.7. Instruments

(Tools, scales, questionnaires, etc. to be used). *Up to 50 words*

4. Budget

4.1. The following budget items must be listed

- Amount earmarked for conducting the survey by hiring a polling company (the recommendation is to request indicative budgets to be able to report this field as accurately as possible).
- Amount earmarked for Other costs.
 - This amount can sum up to a maximum of 25% of the amount earmarked for conducting the survey.
 - All items related to research are eligible, provided that the costs are directly allocated to the requested project.
- Indirect costs, overheads, etc. They can sum up to a maximum 10% of the direct costs.

Direct cost	- Direct = Survey + Other - Other \leq 25% Survey
Indirect cost	- Indirect \leq 10% Direct
Total	- Maximum 35.000 €

Important : maximum budget per project (Direct + Indirect) is 35.000 €, all expenses and taxes included.

4.2. Budget comments

(Please, give a brief explanation of the budget outline).

5. Checklist of the submission process for the proposal

*You can use the **validate** button in the platform to see the errors that the system will detect in your application.*

This button will not submit the proposal, it will generate a list of errors that the system would detect if you tried to submit the proposal.

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- The project leader is in contact with the organization manager.
 - The project leader has a PhD.
 - The proposal meets all the eligibility requirements detailed in the rules for participation.
 - The research project has a maximum duration of 12 months.
 - In the budget, indirect costs and overheads do not exceed 10% of direct costs.
 - The organization manager is registered on the platform.
 - The organization manager has registered and accredited the entity on the platform.
 - The project leader is registered on the platform.
 - The project leader has associated himself with his organization within the platform.
 - The project leader has filled out all the fields with the content of the proposal on the platform.
 - The proposal is written in English.
 - The proposal on the platform is completely anonymous. No information about the team members or the organization appears.
 - The organization manager has approved the project on the platform.
 - The project leader has submitted the request on the platform and can view it in his or her personal profile.
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