

# Guide for Collaborative Research Proposals

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## Call announcement

Although the call itself is open all year round, evaluation of research proposals takes place biannually, in the Spring and Autumn. Information about the deadline for proposal submission is publicized as news on the ETSF website: on the [Home page](#) [2] and on the [Call for Proposals page](#) [3]. Deadlines are typically around March and September.



[4]

## Submission process and proposal structure

*All proposals must be submitted on-line.* Completing the submission of a proposal will require the following information:

1. the contact details of the main proposer;
2. resource information (preferably provided together with an ETSF scientist).
3. the names and affiliations of any co-workers;
4. the scientific proposal as a PDF file ([templates](#) [5] available from the Submitting Proposals page)

Besides contact details of the proposer, the proposal is divided in three parts which will be explained in the following.

### Basic information

In this part, basic details about the project are described. In particular, the ETSF wishes to list on its website successful proposals titles and when projects are completed and published, a summary of the results. For this reason, the users' permission is asked for. Moreover, information about co-funding is required. If the proposer wishes to contribute with her/his own resources, the type of co-funding (money, CPU time, etc.) and the amount in euro should be described.

## Basic Information

Basic Details » Co-workers » Upload Pdf » Review and Confirm » Done

If you have difficulty with submitting your proposal, please contact [Gaelle Bruant](#).

Guidance for writing and submitting [proposals](#) is available [here](#).

Proposal Information	
Proposal Title: <sup>*</sup>	<input type="text" value="Coll test"/>
In case your proposal is accepted, do you authorize the ETSF to publicise it?:	Yes <input checked="" type="radio"/> No <input type="radio"/>
In case your proposal is accepted, do you authorize the ETSF to publicise a summary of your project's results on the ETSF website (once publications are done)?:	Yes <input checked="" type="radio"/> No <input type="radio"/>
Do you work in:	Academia <input checked="" type="radio"/> Industry <input type="radio"/>
Would this project be co-funded <sup>1</sup> ?:	Yes <input type="radio"/> No <input checked="" type="radio"/>
Is this: <sup>2</sup>	Collaboration <input checked="" type="radio"/> Training <input type="radio"/>

Information provided together with an ETSF scientist	
If you are not already in contact with someone in the ETSF, please contact one of the <a href="#">ETSF beamline coordinators</a> well before the deadline date.	
ETSF Contact:	<input type="text" value="Almbladh, Carl-Olof"/>
ETSF Beamline:	<input type="checkbox"/> Energy Loss Spectroscopy <input type="checkbox"/> Optics <input checked="" type="checkbox"/> Photo-emission Spectroscopy <input type="checkbox"/> Quantum Transport <input type="checkbox"/> Time-resolved Spectroscopy <input type="checkbox"/> Vibrational Spectroscopy <input type="checkbox"/> X-Ray Spectroscopy
Approximately how many months would the collaboration last (FTE <sup>3</sup> )?	<input type="text" value="5 - 8 months"/>
Approximately how many CPU hours might your project need?	<input type="text" value="100"/>

1: Co-funded - if 'yes', you are proposing to provide all or part of the funding for the ETSF's participation in the project; otherwise it will be assumed that this will be funded by the ETSF. If you do propose co-funding, please give brief further details and an indication of the amount of funding available.

2: Collaboration/Training - will the project consist mainly of collaborative research, or are you requesting delivery of specialised training by the ETSF?

3: The equivalent full-time work required to do what you propose.

Furthermore the ETSF requires information about the resources which the proposed project will employ in order to estimate the character, the feasibility and the duration of a project. It is highly recommended that this part is discussed with an ETSF scientist beforehand. If you are not already in contact with an ETSF scientist, please [submit a Consultancy proposal](#) [6] or contact one of the ETSF beamline coordinators. Their email addresses are available at the [Beamlines page](#) [7].

Information required when submitting on-line:

- the ETSF beamline(s) which are relevant to the project;
- the name of the ETSF scientist with whom you have primarily discussed your project;
- the estimated duration and any required CPU hours (options are: 1-4 months, 5-8 months or 9-12 months; 0 hours, 1 000 hours, 10 000 hours or 100 000 hours);

## Information on Co-workers

In this part, the proposer should provide the names and affiliations of any co-workers. This information is required for correspondence and for statistical purposes.

A co-worker is someone who works together with the proposer on the topic of the proposed project and who is interested in the project's results as well. ETSF scientists are not considered as co-workers.

## Co-workers

Basic Details » Co-workers » Upload Pdf » Review and Confirm » Done

If you have difficulty with submitting your proposal, please contact [Tony Patman](#)

Enter the details of up to five co-workers for this project.

<b>Co-worker 1</b>	
Not applicable?	<input type="checkbox"/>
Title (e.g. Mr,Mrs,Dr):	<input type="text"/>
First Name:	<input type="text"/>
Family Name:*	<input type="text" value="Bruant"/>
Other Name:	<input type="text"/>
Preferred Name:	<input type="text" value="Gaëlle"/>
Position:	<input type="text"/>
Are they:	<input type="radio"/> An Experimentalist <input checked="" type="radio"/> A Theoretician
Email 1:*	<input type="text" value="gaelle.bruant@polytechniq"/>
Institution Full Name:*	<input type="text" value="Laboratoire des Solides Irra"/>

<b>Co-worker 2</b>	
Not applicable?	<input checked="" type="checkbox"/>
Title (e.g. Mr,Mrs,Dr):	<input type="text"/>
First Name:	<input type="text"/>
Family Name:*	<input type="text"/>
Other Name:	<input type="text"/>
Preferred Name:	<input type="text"/>
Position:	<input type="text"/>
Are they:	<input type="radio"/> An Experimentalist <input checked="" type="radio"/> A Theorist
Email 1:*	<input type="text"/>
Institution Full Name:*	<input type="text"/>

## Uploading the PDF file

In this part the planned research is described. [Templates](#) <sup>[5]</sup> available from the Submitting Proposals page. The template is divided into several sections.

The first part, "Scientific background", should consist of a brief introduction to the proposed project and a description of the proposer's experience in the field, citing one or two recent publications. It should then describe the scientific problem to be addressed by the project and the underlying questions, explaining its importance.

The second section, "Objectives", should state the specific objectives of the proposed project and why they are worth pursuing. If possible, the objectives should be structured sequentially.

The third section, "Description", should clarify the specific scientific contributions to the project: both requested from the ETSF and provided by the proposer. The methods and software that are envisaged to be employed within the project should be specified here. It is highly recommended that this section should be written having discussed the proposed project with an ETSF scientist.

If the project is to take place in a commercial context, that is, the proposer intends to use the results of the calculations for commercial purposes, a description the project's relevance to the final product should be provided in an additional section entitled "Impact".

Any references used should be listed in the usual way at the end of the proposal.

The completed scientific proposal must not exceed 2 A4 pages (font size 12), including references, when converted for submission into a "PDF" file and uploaded on-line.

## Upload Proposal PDF

Basic Details » Co-workers » Upload Pdf » Review and Confirm » Done

If you have difficulty with submitting your proposal, please contact [Tony Patman](#)

**Upload PDF file**

[Guidance for writing and submitting proposals](#) is available here.

Templates are available for [OpenOffice](#), [LaTeX](#) and [MS Word](#).

**Current File**

Filename: guideforproposers_200809.pdf
Filesize: 649582
MD5*:987ad5f3bfc4ffcf9458c682ab4158

\*This may be used to verify that the upload has been error-free. You can use a [utility](#) to obtain the MD5 checksum for your file on your own computer, and then check that it is the same as the code shown here.  
Uploading a new file will **OVERWRITE** the current file.

Max size: 750Kb



The proposal can be changed at any time. This includes uploading a new pdf for the scientific part. The proposal considered in the evaluation process corresponds to the version which is found at the ETSF webpage at the time of the deadline for submission.

## Review and confirm information

The last step gives the proposer a chance to review all information and edit any part of the proposal in case changes are necessary.

The "human verification" tool is used to avoid automated spam submissions. Finally, when all the information is correct, click on "confirm" to submit.

After submitting, the proposer will be redirected to the "Proposal Control Panel" page, and a message will be displayed to notify the proposer that the proposal has been stored successfully: "Proposal has been successfully submitted". Your proposal is listed in the table "Your proposals". Unfinished proposals are shown in red. Proposers may edit proposals at any time before the deadline from this table and change them, including uploading a new pdf. Cancelled proposals are shown in grey. You may cancel a proposal at any time using the 'cancel' link. Doing so will prevent it from being considered by the ETSF. You may restore a cancelled proposal before the call deadline by clicking 'restore'. Proposals for a call that has passed will be displayed struck out.

## Contacting the ETSF

If, having read this guide, you have questions or are having difficulty with submitting a proposal, please contact [Silvana Botti](mailto:silvana.botti@uni-jena.de) ([silvana.botti@uni-jena.de](mailto:silvana.botti@uni-jena.de)).

If you experience problems with this website, please [contact us](#).

[Impressum](#)

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### Links:

- [1] <http://www.etsf.eu/printpdf/1518>
- [2] <http://www.etsf.eu>
- [3] [http://www.etsf.eu/services/call\\_proposals](http://www.etsf.eu/services/call_proposals)
- [4] <http://www.etsf.eu/calls.php>
- [5] [http://www.etsf.eu/services/call\\_proposals#Templates](http://www.etsf.eu/services/call_proposals#Templates)
- [6] [http://www.etsf.eu/services/call\\_proposals#Consultancy](http://www.etsf.eu/services/call_proposals#Consultancy)
- [7] <http://www.etsf.eu/beamlines>