



Guide for Applicants
Cooperation Programme with Croatian Scientists
in Diaspora 'RESEARCH COOPERABILITY'

Call Identifier: PZS-2019-xx

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Dear applicants,

Please read this Guide for Applicants carefully since it provides more guidelines for writing a project proposal than the Call for Proposals.

General remarks

A project proposal must be written in both Croatian and English, using the Arial 10 pt font. Some sections in the *Application Form* have a maximum page limit.

A Project proposal

The Application Form is the most important document for evaluating the project proposal, therefore it should contain a clear text, which has been completely and independently drafted by the Applicant.

Project proposal duration (in months) – *the project activities should last for a minimum of 3 years and should end by 31 December 2022 at the latest due to the closure of the Operational Programme “Efficient Programme Resources” 2014-2020. The expected start of the financing is mid-2019. Please enter as: xy months.*

Project proposal scientific area/field/branch - *please choose the scientific area/field/branch of the project proposal according to the “Ordinance on Scientific and Artistic Areas, Fields and Branches” (Official Gazette No. 118/2009).*

Project proposal key words – *please choose 3 to 5 key words that best characterize the subject of your project proposal.*

Project proposal summary - *max. one A4 page; if possible, include the extended abstract from the Administrative Form; a summary of the Project should include information on the theoretical foundations of the Project, a review of the Project's research goals, specify the methods which will be used for their realization and discuss the expected results and the expected impact.*

1. Project Leader and Co-leader

Provide names, positions and other requested details of all participants in the activities of the project proposal.

a. Names of the Leader and Co-leader - *both should provide their CVs on a separate form available for download within the published Call.*

b. All other collaborators – *all requested details should be provided for all collaborators. CV of each Collaborator should be attached to the Application Form, under Section 5 – Collaborators and the research group.*

For sections 2, 3 and 4 a maximum of fifteen A4 pages is permitted.

2. Description of the project proposal

a. Rationale and background of the project proposal including the state of the art of the research field

Describe the motivation, background and focus of the project proposal. Include information about the recent international achievements in the field, and explain how the Project will contribute to this field in general. Analyze the context of the problems addressed and explain how this will contribute to the existing research efforts, etc.

b. Objectives, significance and innovation of the research

Provide the hypothesis/research question(s) and describe the main objectives of the project proposal. An objective is a concrete end point that describes what is to be achieved by the Project and toward which the activities are directed. It is necessary to clearly distinguish objectives and activities, since often several activities need to be done in order to achieve a single objective. The project proposal's objectives should be defined so that it can be unambiguously concluded whether they have been achieved at the planned point in time. Number the objectives. Explain how the research is significant and explain how the research addresses important problems. Describe how the expected outcomes will advance the scientific discipline and why the project proposal and its objectives are novel and innovative.

c. Proposed approach and research methodology

Outline the conceptual framework, design and research methods of the proposed research and demonstrate that these have been adequately developed, well integrated and appropriate to the objectives of the project proposal. Clearly elaborate the methods.

d. Expected measurable results and their potential users

The results are measurable achievements for which there is evidence that they have been achieved, material or non-material achievements of the Project related to the individual objective. The results need to be numerically linked to the objective and activity. The results can be: publications (scientific journals, books, newsletters, videos), ready-made prototype (technical, commercial), publicly available reports (standard draft, manuals, procedures, strategies), data (statistical data, databases, trends, indicators), programme packages (algorithm, codes, integrated systems), intellectual property rights (patent, copyright, trademark), educational materials, assemblies held (workshops, seminars, conferences), etc. Receipts are not acceptable as proof of results. For results for which there is no evidence, it is possible to submit a report in free form describing the achievement of a result (methodology, location, etc.). Indicate the potential users (e.g., researchers, researchers in other fields, business sector, public sector, etc.) and potential for further usage of the expected results.

e. Relevance and potential benefit of the project proposal

Describe how the proposed research might benefit the Croatian economy, society and environment.

f. Future plans for applying for EU funds and other international financing /plans for future cooperation with the business sector

Write a plan of future applications to other sources of financing - EU funds, funds from the industry, etc. Clearly elaborate your plans for applying to other calls in the future.

g. Dissemination

Dissemination of scientific results, especially in terms of their publication in relevant journals, is an integral part of scientific and research activity. It provides information on research productivity and the success of the research carried out, and plays a very important role both for the advancement of researchers and for the visibility and availability of research results. Outline your plans for communicating the results of the proposed project to other researchers and to the broader community (publications, lectures, etc.). For research whose planned results can be applied in a company or industry, it is necessary to describe the potential needs for using the results, list potential users, and what effects can be expected.

h. Management of the proposed project

Describe how the proposed project will be managed and how the monitoring of the progress against the set objectives and expected results will be ensured. Provide details of the organizational, institutional and administrative support to the proposed project.

i. Literature - references

List the literature references used for drafting this project proposal. Refer only to peer reviewed publications that are available to the national and international research community.

3. Work plan and timetable of the project proposal

A detailed Work Plan should be submitted on a separate form, *PZS-2019_Work plan*, available within the Call as an obligatory annex to the application. Short guidelines for filling out the *PZS-2019_Work plan* form are given below.

a. Activities

Specific actions to achieve individual results and objectives. It is necessary to link the activities to the results and objectives and to pursue only those activities that contribute to the achievement of objectives. In general, several activities lead to the achievement of a single objective. For activities in this part of the project proposal, it is necessary to specify the year in which they are to be carried out – e.g. Year 1 of the Project). In addition to the activities, state the member(s) of the research group who will be in charge of implementing each activity.

b. Milestones

Milestones are checkpoints (important events) that show whether a project is being implemented as planned. These are the timeframes within which key decisions are to be made in order to move on to the next phase of the Project. For example, a checkpoint is the moment when a database is expected to be completed, which will allow the implementation of planned analyses. The checkpoint shows that an achievement which is a prerequisite for the next stage of the Project has been accomplished. Checkpoints show the progress of the Project according to the plan, the objectives reached and the necessary change of direction.

c. Key Performance Indicators (quantitative development towards the key project goals – annual achievements)

Provide at least five indicators of key project activities which can be measured numerically on a 12-month basis. **The Key Performance Indicators should reflect the achievements which are relevant and which lead to the accomplishment of the project proposal's objectives.** Please do not provide the following as KPIs: conference attendance, reports submitted to the CSF, purchased equipment, etc. The following qualifies as KPIs: experiment performed, work submitted for publication, presentation of work at a conference, scientific article published, software developed, application to international sources of funding, etc.

Please show KPIs **cumulatively**, i.e. always add KPIs from the previous period to the new period, e.g. if your KPI in Year 1 is 3 in vivo experiments, and another 6 in vivo experiments are planned for Year 2, your KPI in Year 2 is 9 in vivo experiments.

Example of KPI table

Key performance indicator	Year 1	Year 2	Year 3	Year 4
Xx measurements performed (number of samples)	10	30	40	60
Xx 'in vivo' experiments	3	9	15	21
Xx software developed		1	1	2
Scientific publications published		1	2	4

d. Resources

Describe the costs of the proposed project, including the material resources that will be provided by the Organization for implementation of the research. To better justify the required amount and planned expenses of the proposed project, please describe clearly the costs listed in the Financial Plan.

Describe the support that the Organization will provide for project implementation. It is advisable to include a brief technical description of the equipment requested, its justification and planned use on the Project. Describe other resources you would be using.

Note: In order to facilitate the evaluation of the resources, the description of the resources should show the data listed in the Financial Plan.

Please provide the Financial Plan on a separate form, *PZS-2019_Financial plan*, and upload it in the EPP system under "Documents". Only provide the totals here. Short guidelines for filling out the *PZS-2019_Financial plan* form are provided below.

Description	Year 1	Year 2	Year 3	Year 4
Project costs (HRK)				
TOTAL (HRK)				

e. Assessment of the project proposal's risks

Describe the possible risks for the project proposal: threats and weaknesses that could represent obstacles to the successful completion of the Project as well as risk mitigation measures.

f. Ethical issues

The table with listed ethical issues is available within the Call. If any of the questions from the table relate to your research, please submit the responsible Ethical Committee's opinion on the proposed research under "Supporting documentation". If the certificate is not submitted when submitting a project proposal, it may be requested during the evaluation of the Project.

If not provided with submission, this certificate may be requested during the evaluation process.

4. Partnership, ownership structure, IPRs and obligations

a. Collaborations and partnership

Provide details on the proposed collaboration between all research and non-research stakeholders in the proposed Project. Explain the role and specific contribution of each collaborator in terms of complementarities. Describe your cooperation with the foreign scientific organization and the role of the Project Co-leader.

b. Ownership structure, obligations and intellectual property rights related to the Project proposal

Provide details on the existing ownership structure (registered intellectual property) and other legal obligations related to the Project, including ownership rights of all stakeholders and other sources of financing.

5. Collaborators and the research group

In this section please name each Collaborator as well as each representative of the Partner Organization.

List each Collaborator/Partner Organizations' representative				
Title, name and surname	Organization	Country	Year PhD was awarded	Job description within the Project

In the rest of this section, please enter the CV of each person mentioned in the above table in the boxes provided. One A4 page is permitted per person.

B Applicant's confirmation

The Applicant should sign this project proposal in order to confirm that all details in this project proposal are true and complete.

C Confirmation of the legal representative of the Applicant's Organization

The grant will be awarded to the Organization (legal entity) responsible for implementing the Project. This Organization confirms the accuracy of the stated information and expresses its support by means of a Letter of Commitment signed by the legally authorized person, who should sign and stamp the Application Form in order to declare their commitment to the proposed project.

D Annexes and guides for drafting

Annexes to the *Application Form* need to be uploaded in the EPP system under "Documents". Besides the *Financial and Work Plan*, other Annexes to the *Application Form* are as follows:

1. *PZS-2019_Financial plan*, in English and Croatian,
2. *PZS-2019_Work plan*, in English and Croatian,
3. *PZS-2019_Administrative form*, in English and Croatian,
4. *PZS-2019_CV_Form_Project leader*, in English and Croatian,
5. *PZS-2019_CV_Form_Co-leader*, in English,
6. *PZS-2019_Letter of commitment_Applicant organization*, in English and Croatian,
7. *PZS-2019_Letter of commitment_Co-leader organization*, in English,
8. *PZS-2019_Letter of commitment_Partner*, for each Partner Organization, in English and Croatian,
9. *PZS-2019_Organization Declaration_Applicant organization*, in Croatian,
10. *PZS-2019_Organization Declaration_Partner*, for each Partner Organization, in Croatian,
11. *Certificate of Tax Administration Office for Applicant organization*, in Croatian,
12. *Certificate of Tax Administration Office for Partner*, for each Partner Organization, in Croatian,
13. *Copy of certificate of citizenship/nationality and a copy of certificate of employment for the project co-leader*, in English.

Financial Plan (PZS-2019 Financial plan)

It is drafted in both English and Croatian.

The Financial Plan is an estimate of the costs required for the implementation of all project activities. Amounts included in the Financial Plan must be realistic and necessary to achieve the expected objectives and results and based on market prices. The planned project costs must comply with the Ordinance on the Eligibility of Expenditure within the European Social Fund (Official Gazette, number 149/14, 14/16, 74/16).

The Financial Plan and the Work Plan must be aligned, i.e. all the costs presented in the Financial Plan must derive from the needs of the project activities and be linked to the Work Plan of the Project. For example, if the Work Plan foresees participation at a conference, this must also be provided for in the Financial Plan, if it is planned to be financed within the CSF project.

- Funds

Specify the budget items in the Financial Plan in as much detail as possible and present detailed calculations (e.g. price, number, frequency, etc.).

For this Grant, the total contribution may not be lower than **1,000,000 HRK** and may not exceed **2,200,000 HRK**.

Please note that the Financial Plan, once accepted, may be subject to only 10% change within the budget items of the same cost category; all other changes must be approved by the CSF.

Note that the only eligible costs under the proposed project are the actual costs incurred

after the start date of the proposed project and before the end of the proposed project, i.e. until 31 December 2022. They must be directly connected with the project activities and used for achieving the Project's objectives.

Add items in the table as necessary.

Eligible costs categories that you can plan according to the Call are:

- direct personnel costs - salaries (a),
- other direct costs for the implementation of activities (b, c, d, e, f, g),
- indirect costs (h).

A. PERSONNEL COSTS

Personnel costs can only be requested for the salaries of newly employed young researchers (at least two young researchers per project, of which at least one is a PhD student, while others can be PhD or postdoctoral students in the early stages of their career development). Specify personnel costs for the salaries of early-stage researchers - doctoral students and/or post-doctoral researchers. The amounts shall be equal to the salaries of doctoral students and/or post-doctoral researchers financed by the CSF, i.e. they should be aligned with the Regulation on Job Titles and Job Complexity in Civil Services (Official Gazette, number 25/2013, 72/2013, 151/2013 to 9/2018).

The young scientist must hold an employment contract with the Organization which is a signatory to the CSF Grant Agreement. **The CSF shall check and approve the employer's total salary cost according to the Employment Contract and the applicable national legislation, pursuant to the Regulation on Job Titles and Job Complexity in Civil Services (Official Gazette, number 25/2013 to 9/2018). In the case of employing a doctoral student, the CSF shall approve the cost of his salary for the duration of the proposed project only if the Applicant's Organization has given a written guarantee that it will secure the funds for his doctoral studies. If a PhD candidate has already enrolled on a doctoral course, funding may be granted for the remainder of the study, i.e. for the remaining years of study, taking into account the period of eligibility of expenditures under the Research Cooperability Programme, i.e. until 31 December 2022. In the case of employing a postdoctoral student, the CSF shall approve the expense of his salary up to two years and no later than 31 December 2022.**

Within the proposed project, expenditures for salaries and benefits of the persons involved in project implementation are eligible, which include the following salary components:

1. Gross salary (Gross I)

- Salary for regular work (including past service);
- Payments (salary benefits paid by the employer):
 - for vacation,
 - for state holidays and non-working days stipulated by law,
 - for paid leave,
 - in the case of temporary incapacity or disability for work due to illness or injury - sick leave for the first 42 days of temporary incapacity in the cases referred to in Article 39, items 1 and 2 of the Act on Mandatory Health Insurance (Official Gazette, number 80/12, 137/13).
- Taxes and surtaxes, compulsory contributions from salaries;

2. Contributions to salary (Gross II)

3. Compensation of eligible costs, pursuant to the Ordinance on Income Tax (Official Gazette, number 10/17, 128/17):

- *transport to and from work by local public transport in the amount of actual expenditure, according to the price of the monthly or single travel ticket;*
- *reimbursement of the cost of transport to and from work by long-distance public transport in the amount of actual expenditures, according to the price of the monthly or single travel ticket;*

4. Awards to a worker in the actually paid amount, up to the non-taxable annual amount:

- *annual holiday bonus;*
- *Christmas bonus.*

The reward (annual holiday and Christmas bonuses) paid during project implementation for the person working on the Project is calculated according to the percentage of project work as defined in the Grant Award Agreement, taking into account the number of months spent working on project implementation in the year in which the award was paid, i.e. in the relevant year.

The total cost of the employer's salary for full-time work on the Project is eligible in full under the aforementioned salary components.

Note: *Direct personnel costs do not include travel expenses (other than the cost of commute covered by legally regulated salary benefits); accommodation costs; service contracts with legal entities; service contracts with natural persons signed in the framework of the public procurement procedure; materials required by project staff to carry out operations or tasks.*

The total amount of expenses in the category Personnel Costs may not exceed 50% of the total requested funds.

B. EQUIPMENT

Enter the equipment necessary for the implementation of the proposed project activities:

- *new equipment that is justified by the nature of the Project and is necessary for conducting research activities,*
- *upgrade of existing equipment (new and additional parts)¹ if justified by the nature of the Project and is necessary for conducting research activities,*
- *current maintenance of equipment purchased through the Project (repair),*
- *customs and import charges for equipment from abroad.*

The following costs are not eligible for this category:

- *basic IT equipment (computers, photocopiers, telephones, tablets, printers, external memory drives, etc.),*
- *depreciation cost,*
- *construction works.*

¹ All equipment purchased, upgraded and serviced within the CSF project must be appropriately named and labelled so as to appropriately acknowledge the support of the CSF and the ESF.

C. CONSUMABLES

Please provide explanations of how the consumables will be used for the proposed project implementation. The calculation of the required consumables cost must be justified in accordance with the Work Plan.

The total amount of expenses in the category Equipment and the category Consumables together may not exceed 40% of the total requested funds.

D. TRAVEL RELATED TO THE PROJECT PROPOSAL'S ACTIVITIES

Within the proposed projects that are to be financed within the Research Cooperability Programme, travel expenses up to one month can be planned for all members of the project team. This includes visits to collaborative institutions, participation in project meetings, participation in scientific conferences and lectures, etc.

For the Co-leader and collaborators from the foreign scientific organization, one-month travels to the Republic of Croatia can be planned with the aim of transferring knowledge, new methods and technologies. Travel expenses of researchers travelling to Croatia can be reimbursed on the basis of actual costs in accordance with Croatian regulations.

E. SHORT-TERM MOBILITY (UP TO 6 MONTHS)

Short-term mobility or travel for up to 6 months can only be planned for newly employed doctoral students and postdoctoral researchers travelling to a foreign scientific institution with which project co-operation was realized, i.e. on which the Project Co-leader is employed.

Eligible costs for the subcategory Travel and the subcategory Short-term mobility are the costs of accommodation, transportation, daily allowance, registration fees and field work.

1. Accommodation costs

Eligible accommodation costs during a business trip are:

- cost of accommodation (cost of bed and breakfast);
- sojourn tax.

Accommodation in a 4* or 5* hotel is not acceptable, unless it is possible to prove that such accommodation is the most economically advantageous option.

2. Transportation costs

Eligible transportation costs are:

- air transport costs: travelling in the economic class, including airport charges, agency fees and other associated costs that make up the total ticket price;
- the cost of transport by train or bus, the cost of transfers when using various types of transport;
- the costs of transport by boat, ferry and other types of public transport,
- the cost of transport by official car includes fuel, tolls, bridge tolls, tunnel tolls, parking and other similar charges;
- for the use of a private car for official purposes, the amount of the reimbursed expenses shall be determined by the Decision of the Government of the Republic of Croatia on the Amount of Daily Allowance for Official Travel within the Country and the Amount of Compensation for Civil Servants, Judges and Other Judicial Officials and Other Employees Financed from the State Budget whose Rights are not Regulated by Collective Agreements.
- taxi charges are permitted in exceptional cases, when there is no other form of public transport

available or the taxi is used when traveling by air if the aircraft leaves/lands at a time when no public transport is available.

3. Daily allowance

Daily allowance for official travels in Croatia and abroad is a fee for covering the expenses of food, drinks, transportation in the place where the employee was sent for official travel.

Daily allowance for official travel within the country shall be recognized up to the non-taxable amount pursuant to the Ordinance on Income Tax and the Decision of the Government of the Republic of Croatia on the Amount of Daily Allowance for Official Travel within the Country and the Amount of Compensation for Civil Servants, Judges and Other Judicial Officials and Other Employees Financed from the State Budget whose Rights are not Regulated by Collective Agreements.

Daily allowance for official travel abroad shall be recognized up to the amount and under the terms and conditions set out in the regulations on travel expenses for the users of the State budget (Decision on the Amount of Daily Allowance for Official Abroad Travel for Users of the State Budget, Official Gazette, number 08/06).

4. Registration fee for scientific meetings/lectures

Costs of the registration fees for scientific meetings/lectures shall be covered.

5. Expenses for training and scientific research

*This includes costs of transport from Croatia abroad and vice versa and accommodation costs **up to the highest monthly amount of HRK 7,500** (on the basis of actual costs).*

Note: *The cost of transportation and accommodation should be paid directly by the Organization that is the signatory to the CSF Grant Agreement. It is not acceptable for the Project Leader, Collaborator or any other person traveling to pay for the accommodation or for the travel ticket themselves and for these costs to be refunded by the Organization that is the signatory to the CSF Grant Agreement.*

6. Fieldwork allowance

The fieldwork allowance related to the Project is acceptable up to the amount and under the conditions established by the Ordinance on Income Tax (Official Gazette, numbers 10/17, 128/17), and if it is regulated by the internal acts of the Organization. Fieldwork allowance can be also paid for the costs of training and scientific research (described under point 5).

Fieldwork allowance and daily allowance are mutually exclusive.

The total amount of expenses in the category Travel Expenses and Mobility Costs may not exceed 20% of the total requested funds.

F. SUPPORTING CONSULTING AND EXPERT SERVICES

Specify the costs of supporting/supplementary experts' and consultants' services necessary for the realization of the Projects' objectives. This may include studies or analyses of scientific results, etc. Regarding the expense of the invited lecturer to a gathering / conference / congress / workshop organized within the Project, the following costs shall be considered eligible: transportation, accommodation and daily allowances. Fees for invited lecturers are not eligible costs.

This subcategory includes the costs for the implementation of extensive supporting works closely related to the implementation of the research (e.g. data gathering by interviewing respondents, interviews with respondents, organizing focus groups, collecting secondary data, producing transcripts in qualitative research, translating work materials, supporting works during archaeological excavations, equipment maintenance and upgrade services, etc.). Costs of technical and/or

*professional assistance need to be justified by the Project Leader by means of invoices and/or service contracts and similar. In addition to the Financial Report, it is necessary to specify the competencies needed for a specific job of technical and/or professional assistance, describe the selection process of the person performing the task, deliver proof of qualifications for the job performed, the hourly cost of the work and the scope of the work per each person performing the task. The technician does not have the copyright or the ability to exploit the project results. **Temporary work contracts for students are not eligible.***

Costs of technical and/or professional assistance for activities performed by the Project Leader's or Collaborators' organization are **not eligible** since such activities must be covered by the support that the Organization provides for the implementation of the Project (cost of accounting, computer maintenance, etc.). Expenses for technical assistance can not be paid to the person employed by the Organization, except in exceptional cases. When selecting a person for providing technical assistance, it is necessary to avoid conflict of interest. In addition, IT services (such as maintaining an IT system, creating and maintaining network pages) are not eligible.²

Please note that the total expenses for Supporting Consulting and Expert Services may not exceed 15% of the total requested funds.

G. DISSEMINATION AND PUBLICATION

Specify the costs related to promotional activities aimed at increasing the visibility of project activities and funding from EU sources (leaflets, brochures, dissemination activities, etc.) as well as the costs of publication:

- *cost of work materials, books of abstracts for workshops and conferences organized within the Project (graphic design, proofreading, translation, page breaks, printing),*
- *fees for publishing open access works, in top-ranking journals only (proofreading and translation costs are not eligible) and*
- *pre-stages of printing of books, project results (proofreading, translation and printing costs are not eligible).*

The following costs are not eligible for this category:

- *the costs of dissertation printing,*
- *the costs of publishing scientific and professional books or publishing scientific journals and journals for the popularization of science, i.e. scientific or professional books according to the following classification:*
 - *monograph,*
 - *university textbook,*
 - *reference work (encyclopedia, lexicon, dictionary, grammar, spelling manual, manual, historical review, classical work from the history of science/culture, archival material, etc.),*
 - *collection of papers from a scientific conference,*
 - *collection of works by one or more authors,*
- *work intended for the promotion of science (book of popular science),*

² This is allowed in exceptional situations when the project is based on a specific programme package or if a part of the research is conducted through a website.

• translations (from a classical or non-existent language to Croatian, from Croatian to another language or from other languages to Croatian) and to edited editions of previously published text and proofreading.

The total amount of expenses in the Dissemination category may not exceed 10% of the total requested funds.

H. INDIRECT COSTS OF THE APPLICANT'S ORGANIZATION

Indirect costs are operational costs for which it is difficult to determine the exact amount that can be connected with a particular project activity, such as: cleaning costs, telephone, internet, water or electricity costs, office space rental, postage, accounting, etc.

*Individual costs of consumable office supplies, individual overheads (e.g. heating/cooling, electricity, water, waste, telecommunications, etc.) and office space maintenance costs (statutory periodic reviews, replacement of worn-out materials and items, periodic and extraordinary works and repairs) **are not eligible**³.*

Indirect costs are calculated automatically, in accordance with Article 68 (1) (b) of Regulation (EU) No. 1303/2013 by applying a fixed rate of 15% of the eligible direct costs of staff employed pursuant to a work contract.

The total amount of expenses in the category of Indirect Costs should amount to 15% of the amount from the category Personnel Costs (stated under a.)

NOTE:

When procuring goods, works and services, the Applicant's Organization and Partners who are subjects to the Public Procurement Act are obliged to comply with the provisions of the Public Procurement Act in force at the time of preparation of the procurement procedures, while other legal entities who are not subject to the Public Procurement Act are required to comply with the provisions of Annex 03 (Public Procurement Procedures for Entities Not Committed to the Public Procurement Act). Failure to do so will result in declaring the costs ineligible.

Work Plan (PZS-2019_Work plan)

It is drafted in both English and Croatian.

It presents a set of objectives and activities to deliver results and serves for better understanding of the scope of the project proposal. The Work Plan is the basis for organizing and monitoring project work, and the Project is broken down into smaller tasks. The objectives and activities in the Work Plan must be consistent with the objectives and activities specified in the Application Form and reflect the Financial Plan.

Important Note: *For a high-quality evaluation of the scientific content of your project proposal, please fill in the Work Plan in detail, with the objectives, results and activities clearly stated.*

Please also indicate the schedule of execution of activities in the Work Plan and specify the most

³ They are only eligible in special situations when project activities are based on surveys, etc.

important milestones as well as major tasks of each member of the research group. The Work Plan should not exceed 20 A4 pages.

The Work Plan should also include a dissemination and publication plan.

The dissemination and publication plan should only state the publications resulting from the work within the CSF project in which the CSF financing will be acknowledged. It is sufficient to only mention the theme and the Project Year in which the work is planned to be sent to a journal for publication. Please take into account the time needed for the review of the work before publishing. State the journal quartile according to WoS or Scopus, the publisher (in case of a book); for Social Sciences and the Humanities, it is necessary to list the magazine (A1 or A2, in case of Croatian publications) and the international database (WoS or Scopus).

Please specify if there are publications of which the Project Leader and/or collaborators are Editors or members of the editorial staff.

It is expected that at least one internationally recognizable publication resulting from the Project will be listed in the dissemination and publication plan and published during project implementation. A Work Plan containing conference communications only is not acceptable.

Administrative Form (PZS-2019_Administrative form)

It is drafted in both English and Croatian.

The Administrative Form is filled in within the EPP system, following which it will be generated as a PDF document for printing, signing and stamping and uploaded afterwards in the EPP system as a PDF document.

When completing the *Administrative Form*, applicants must provide administrative information that will be used in the evaluation and further processing of the project proposal. The *Administrative Form*, as well as the *Letter of Commitment* of the Organization, must contain an original signature of the Project Leader and of the Head of the Organization as well as the stamp of the Organization. By signing and certifying the *Administrative Form*, the Project Leader and the Head of the Organization confirm that they have read the form and agree with its stipulations.

The Administrative Form contains the following data:

- general information on the Project Leader and his Organization,
- general information on the Project Co-leader and his Organization,
- general information on the project collaborators,
- general information on partner organizations to the Project,
- general information about the project proposal,
- final declaration.

An important part of the *Administrative Form* is a summary of the project. The project summary should contain information on the theoretical foundations of the project, a review of the project's objectives, it should specify the methods to be used for their realization, elaborate the expected results and the expected impact. It is recommended that applicants use terminology specific to the field of research, without any administrative and technical descriptions of project implementation.

The information provided in the *Administrative Form* is public and is not subject to the rules on confidentiality of information.

Curriculum Vitae (PZS-2019_CV Form_Project leader and PZS-2019_CV Form_Co-leader)

The detailed instructions are provided within the CV Forms (PZS-2019_CV Form_Co-leader; PZS-2019_CV Form_Project leader).

Letters of Commitment (PZS-2019_Letter of commitment_Applicant organization, PZS-2019_Letter of commitment_Co-leader organization and PZS-2019_Letter of commitment_Partner)

Drafted in both English and in Croatian, except for the *PZS-2019_Letter of commitment_Co-leader organization*, which is only delivered in English.

Letters of Commitment are to be submitted by the Organization of the Project Leader and by the Organization of the Project Co-leader as well as by each Partner Organization, in Croatian and English, except for the *Letter of commitment of the Project Co-leader's Organization*, which may be submitted in English only. Letters of Commitment do not need to be sent by regular mail, uploading the scanned copies to the EPP system along with the rest of the documentation relating to the application shall suffice. Letters of Commitment must be originally signed at the appropriate section and certified by a stamp (if applicable).

Declaration of the Organization (PZS-2019_Izjava Organizacije_prijavitelja and PZS-2019_Izjava Organizacije_partner)

Drafted in Croatian only.

The Declaration must be submitted by the Organization of the Applicant and by each Partner Organization. The Declaration is originally signed by the head of the Organization and certified by a stamp. The statement confirms that the Organization meets the mandatory requirements set forth in this Call. The statement is available within the Call documentation.

Tax Administration Certificate on the Status of Public Tax Debt (for the Applicant´s Organization and for each Partner Organization)

Submitted in Croatian only.

The Tax Administration Certificate is submitted by the Organization of the Project Leader and by each Partner Organization. The Certificate should guarantee that the Organization has settled financial obligations toward the State budget of the Republic of Croatia. Exceptionally, the Applicant's/Partner Organization will not be administratively rejected in case of approved exclusion from payment or delay of payment pursuant to a special regulation (documentation justifying this fact will be requested). The certificate must not be older than 30 days as on the day of submission and must be verified by the Tax Administration. It is compulsory for each Applicant's and Partner Organization.

Copy of Certificate of Citizenship/Nationality and a copy of Certificate of Employment for the Project Co-leader

Submitted in English only. It is submitted as a PDF document within the EPP system and it serves for the eligibility checks of the Project Co-leader. Citizenship or nationality is proven by documents as stated [here](#).

E Submission of the application

Applications are submitted through the [EPP system](#) only, available on the CSF's website. **All documentation related to the application has to be uploaded to the EPP system in English and Croatian language on forms provided by the CSF.**

Registration in the EPP system

Registration in the EPP system is not necessary for previously registered applicants (users who already participated in previous CSF calls). In this case, the Applicant should use the existing ID number.

Before submission of the project proposal, each Applicant should have a valid EPP system registration, username and password and an ID number in order to be able to create and edit their profile as well as to submit the project proposal. To register, each person has to fill in all mandatory fields.

After registering with the EPP system, each person has to fill in all data in the „My Profile“ section (personal, employment, education and scientific activity data). Without the completed data, the Applicant will not be able to complete the submission of the project proposal. Also, if a user is already registered in the EPP system, they need to check and update the information as needed.

We recommend that the project proposal Applicant and all project collaborators register as soon

as possible in the EPP system and complete their profiles. Persons can register at any time, regardless of the opening hours and the deadlines for submission. Applicants submitting an application shortly before the deadline will be under the risk that the uploading process of the documentation related to the application to the system and submission of the application will not be completed successfully before the deadline.

Submission of application to the EPP system

- The project application must be submitted by XX X 2019 at 13:00 (CET).
- After the expiry of the application deadline, the EPP system will close and the access to the project proposal will no longer be possible, so any modification or addition to the project proposal will no longer be possible.
- The Applicant may edit and modify their project application during the whole time the Call is open, i.e. until the expiry of the submission deadline or until the "Submit" option has been activated by the user (Applicant).
- Filling out and submitting the required documents to the EPP system does not mean that the application is completed. The application is completed only when you receive an automatic reply, i.e. notification to the e-mail address provided during the registration in the EPP system.

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