



**Call 2024 - «Programa ATRAE»
Scientific and Technical Report Guidelines**

IMPORTANT – The scientific and technical report cannot exceed 12 pages. Only the material that is presented within these limits will be accepted.

General:

1. The following parameters must be respected for the layout:

Font type	Font size	Line spacing	Margins
Times New Roman, Calibri or Arial	11	single	2.5 cm side; 1.5 cm top and bottom

2. The report should be completed in English.
3. It is recommended to fill the scientific and technical report using a computer with Windows operating system and using MS Word (MS Office) as a word processor.
4. Once you have finished the report in Word, you must convert the file into PDF format (**no more than 4Mb**) and upload it in the application form in the section Add documents > Research career report. It is important to check that you provided the correct document and that its extension has not been modified.
5. Annex IV of the call contains the description of the content of the scientific and technical report of the action.
6. The report must contain the information necessary for the evaluation of the proposal taking into account the evaluation criteria including in Annex I of the call.

1. PROPOSAL DATA

The name of the person listed as the PI of the proposal, the title and acronym of the project in Spanish and English should be included.

2. JUSTIFICATION AND NOVELTY OF THE PROPOSAL

It must explain the motivation of the proposal in the context of the scientific-technical knowledge of the specific subject or line of research, making clear the novelty and the expected contribution of the work proposed for the thematic area.

The **hypothesis and its novelty** in relation to the state of the art of the proposal's subject matter must be included.

It must clearly indicate the **novelty and independence of the proposal** presented in relation to the topic developed by the PI's origin group and/or the group he/she is going to join. The main differences of them should be included.

The **background and previous contributions** of the PI in the subject of the proposal must be indicated, in order to justify his/her capacity to carry out the proposal and supporting its viability.

3. OBJECTIVES, METHODOLOGY AND WORK PLAN

A description of the **general and specific objectives** must be included. Please the description should be clear and realistic (in accordance with the expected duration of the action).

A detail the proposed **methodology** must be included, highlighting its novelty and/or adequacy. This methodology should be in relation to the objectives and the state of the art.

Those **critical stages** in the implementation of the proposal whose outcome may affect the feasibility of the planned work plan or require a readjustment of the work plan must be identified.

A **contingency plan** for resolving potential difficulties should be included. If necessary, a critical evaluation of possible difficulties in achieving any of the specific objectives should also be included.

Describe the most important **material means, infrastructure and/or equipment and human resources** available for the project, which will allow the proposed methodology to be implemented.

Include a clear and precise **schedule** and milestones foreseen in relation to the objectives set forth in the proposal and the duration of the same.

In the case of inter or multidisciplinary actions and to facilitate the work of the evaluators, explain the inter or multidisciplinary strategy foreseen, and the detail of the objectives and activities related to it, justifying the other thematic areas to which the proposal would be related.

4. SCIENTIFIC-TECHNICAL CONTRIBUTIONS

The PI must select up to a maximum of 10 contributions, among those listed in sections C1 (publications), C2 (congresses) and C4 (patents) of the CVA, in which his/her contribution has been outstanding. For each of these, a short narrative describing the scientific importance of the research outputs and the role played by the PI in their production may be. In the case of patents, the status of the patent (stage of the patent and whether it has been licensed or has resulted in a commercial product) should be included.

Please remember the contribution should be properly referenced, including the full review of the publication.

Please describe the most relevant collaborations with end-users of the research results during your research career, such as contracts or scientific/technological transfer (*know-how*, reports to industry or research user organizations) or development of new ethical paradigms.

You should describe the main activities of dissemination of research results and technological developments to society carried out throughout your research career, such as conferences, workshops, publications in the media and other means of dissemination, videos, exhibitions, or others.

Where applicable, a description of the IP contributions to the development of technological tools, such as, for example, the development of new experimental techniques or equivalent, the development of scientific equipment, or the development of software, or the development of new standards or certifications such as AENOR, among others, must be included.

In addition, the strategies followed throughout the research career related to open science should be explained, <https://research-and-innovation.ec.europa.eu/strategy/strategy-2020-2024/our-digital-future/open-science>; <https://www.unesco.org/en/natural-sciences/open-science>) in relation to the results of the research activity (open publications) and the management of the research data obtained during the same. In relation to the management of research data, it should be indicated what data have been collected (typologies and formats), how they have been accessed and in which repository they are deposited. In the case of data that are subject to regulations on personal data protection or ethical aspects, indicate how they have been managed.

A detailed description of other merits that the PI considers relevant to his/her research career may also be included, for example: awards, mentions and scientific and technological distinctions that are considered relevant, such as doctoral awards, regional, national or international research prizes; as well as identifying the target audiences (high school or university students, scientists from other fields, industry, the general public, etc.).

5. JUSTIFICATION OF THE REQUESTED BUDGET

It should describe a qualitative justification of the **budget requested for the execution of the R&D&I project**. If budget for staff is requested, justify the need, the qualifications and/or training required and include a description of the tasks to be performed.

In case of requesting any essential equipment for the execution of the proposed tasks include a short technical description, why you need it, and, where appropriate, the technical and methodological novelty that it would provide.

The need to request funding for the establishment and/or improvement of facilities must be justified. A qualitative description of the actions related to this concept to be carried out (adaptation of spaces or laboratory renovation) and their relationship with the proposed activities should be provided.

6. IMPACT OF THE RESULTS

A description of a maximum of 3,500 characters on the expected impact of the results of the project must be included in the "application form", the content of which may be published for dissemination purposes if the action is financed in this call.

6.1 Expected impact on the generation of scientific and technical knowledge.

It should include a description of the **scientific and technical impact** expected from the results of the project, both at national and international level, identifying, where appropriate, those results that will advance scientific and technical knowledge of an interdisciplinary nature.

6.2 Social and economic impact outcomes.

It should include a description of the **social and economic impact** and benefits that can be derived from the results of the proposal and its applications in terms of generating tangible and intangible value for the economy, society, culture or public policies, including the impact on job creation.

Include a description of the impact of the results on the gender dimension or the impact associated with the field of disability and other areas of social inclusion, and any other aspect that allows to assess the benefit of the proposed activities for society.

Some of the questions that can be answered at this point are, for example, to what extent will the expected results of the project contribute to the well-being of the population, to what extent will they strengthen competitiveness, technological development and productivity, to what extent will they improve the training of the population, to what extent will they increase the security of society (food security, extreme environmental events, cyber security, etc.), to what extent will they contribute to the improvement or protection of the environment and/or to the objectives of social development (food security, extreme environmental events, cyber security, etc.)? To what extent will they contribute to the improvement or protection of the environment and/or to the sustainable development objectives defined by the United Nations? To what extent will they contribute to a better knowledge of their environment and to the achievement of the social challenges defined by the EU and/or the objectives of the Spanish Strategy for Science, Technology and Innovation? To what extent will they contribute to the generation of employment, training, knowledge transfer, etc.?

6.3 Expected impact of the proposed activities towards the strengthening and/or diversification of the research activities in the host institution.

A description of the expected impact of the consolidation of the PI and of the activity to be developed by him/her in the new institution should be included. This impact includes the strengthening and/or diversification of the research lines of the institutions and its results; the strengthening of R&D&I activities, including their impact on the scientific-technical results and their dissemination, on technology transfer activities and/or on training activities.

6.4. Plan for scientific communication and internationalization of the results (indicate the expected publications in open access).

It should include a **scientific communication plan** of the results of the project, emphasizing those actions of special relevance and different from the usual ones. The expected open access plan must be included.

It should include a **plan for the internationalization of the results**, which may include, among other actions, future collaborations with international groups, participation in international projects, etc. that may be a consequence of the project results.

6.5. Dissemination plan of the results to the society in general and eventually to the concerned groups and collectivises.

A plan to disseminate the results of the project to the most relevant groups for the project's subject matter and to society in general should be included.

If applicable:

6.6. Summary of the data management plan.

It should include a summary of the data management plan. This must include what data will be collected or generated (types and formats), how it will be accessed (by whom, how and when the data will be accessed) and in which repository it is expected to be deposited. In the case of data that are subject to personal data protection regulations or ethical aspects, indicate how they will be managed. In the case of actions that are financed, a complete formal data management plan may be requested, during the execution of the project and together with the final report.

6.7. Results transfer and valorization plan.

If it is considered that transferable knowledge and/or results can be achieved, those that are potentially transferable should be identified and the plan for their transfer should be detailed, as well as the possible entities interested in them.

6.8. Implications of Gender and equality issues in the proposal.

Remember that if the content of the proposed research includes any aspect that could have a sex or gender dimension, due to its subject matter, methodology, results or applications, these should be developed in the corresponding sections of the scientific-technical report.

It should describe how the sex and/or gender analysis is integrated in all phases of the research cycle: hypothesis, methodology, ethics.

It should describe the impact of the project results on the sex/gender dimension, as well as how the results or applications of the project may be (in) directly affected by sex and/or gender.

7. SPECIFIC CONDITIONS FOR THE EXECUTION OF CERTAIN PROJECTS (Annex III).

This section should only be completed if the application form answers affirmatively to any of the aspects related to the conditions or implications listed in Annex III, such as ethics, biosafety, animal experimentation, clinical trials, use of human cells or tissues, embryonic stem cells, quantitative surveys in the field of social sciences, archaeological activities, Spanish or foreign genetic resources, etc., and only in those cases that are not contemplated in the application form and that affect the activities in the proposal submitted.

In the application form, if you answer “Yes” to any of these implications, you must include a justification of a maximum of 1.000 characters and the necessary authorizations that you have for its execution, with a justification of a maximum of 500 characters.

In any case, if you consider it necessary to expand this information, you can do so in this section of the technical report.

The information that is recommended to be provided are:

- (a) A description of these specific aspects to the research proposed.
- b) An explanation of the considerations, procedures or protocols to be applied in the project in compliance with the regulations.
- c) An indication of the facilities that are mandatory and which will be available at the institution for the execution of the project. And, if applicable, its forecast of use/access for those facilities that are not available.
- d) The list of mandatory authorizations already in place or in process for the activities foreseen in the project.

The authorizations and other documentation related to these issues should not be submitted with the application. These should be kept by the institution (as established in the call), and such documentation should be provided only if required during the execution of the project or along with the intermediate and/or final scientific and technical monitoring report.