****

**Proposal submission template**

**This document consists of the proposal submission word template, which participants can use to prepare their project proposal before submitting it on the EMERGE web portal.**

**Before proceeding to fill out the project proposal online form, we kindly request that you carefully review the instructions provided in the** [**Proposal Submission Guidelines**](https://emerge-infrastructure.eu/wp-admin/post.php?post=2684&action=elementor)**, as well as the user guidelines accessible at** [**User Guidelines**](https://emerge-infrastructure.eu/apply-for-innovation/user-guidelines/)**, which contain valuable information on eligibility criteria, proposal evaluation/implementation and travel/subsistence support.**

**In case of any queries, Technical Liaison Officer (TLO) members from each EMERGE partner (contact list available at this** [**Link**](https://emerge-infrastructure.eu/apply-for-innovation/proposal-submission-guidelines/)**) are available before each call's deadline to help applicants shaping their proposals to fully leverage the benefits of the EMERGE infrastructure. Typically, 3-5 researchers will be involved in each user project, with travel/accommodation support provided to a maximum of 2 participants per project.**

**All participants involved in the proposal must be registered on the website (**[**Registration Link**](https://emerge-infrastructure.eu/sign-up/)**) and the proposals should be formulated and submitted through the private area of the EMERGE website.**

# General Proposal Data

* **Title\*** *(max 150 characters)*
* **Type of material system/ device and its application\*** *(max 150 characters)*
* **Primary TA\*** *(select one option – this should be the TA where most of the proposed work fits)*:
  + **TA1 – Theory: Modelling, simulation, and design of materials, devices and systems**
    - Device design and architectures
    - Modelling & simulation
  + **TA2 – Materials synthesis and ink formulation**
    - Chemical & physical techniques
    - Materials characterization
  + **TA3 – Prototype fabrication**
    - Device preparation
    - Functional 2D and 3D printing
    - Industrial printing
    - Nanoimprinting & laser patterning
    - Vacuum assisted deposition
  + **TA4 – Characterization of prototypes and demonstrators**
    - Device metrology and characterization
    - Validation and standardization
* **Secondary TA** *(optional, select the applicable options, in case the proposed work goes beyond the Primary TA)*:
  + **TA1 – Theory: Modelling, simulation, and design of materials, devices and systems**
    - Device design and architectures
    - Modelling & simulation
  + **TA2 – Materials synthesis and ink formulation**
    - Chemical & physical techniques
    - Materials characterization
  + **TA3 – Prototype fabrication**
    - Device preparation
    - Functional 2D and 3D printing
    - Industrial printing
    - Nanoimprinting and laser patterning
    - Vacuum assisted deposition
  + **TA4 – Characterization of prototypes and demonstrators**
    - Device metrology and characterization
    - Validation and standardization
* **Keywords\*** *(max 7 keywords, separated by comma)*
* **Maturity of the work\*** *(select one option)*:
  + - Basic idea
    - Proof of concept
    - Laboratory scale
* **Publications from previous work\*** *(select one option)*:
  + No
  + Yes
    - Insert DOI (Digital Object Identifier) / title\* *(List up to 5 most recent publications)*
* **Is this proposal associated with a previous project idea submitted to the EMERGE project?\*** (*select one option)*:
  + No
  + Yes
    - Proposal ID number\* *(identify the number of the proposal you submitted in a previous Call)*
    - Proposal Title\* *(identify the title of the proposal you submitted in a previous Call)*
* **Do you belong to the EMERGE external review panel?\*** *(select one option)*:
  + No
  + Yes

# Scientific Case

The “Scientific case” is the main content used for the evaluation and ranking of user proposals by the scientific committee.

* **Scientific context and objectives**\**(max 3000 characters): Identify the problem/ hypothesis to be addressed by the project, having in mind the state-of-the-art of the topic.*
* **Samples/materials required**\* *(max 750 characters): If applicable, provide details on the materials to be synthesized/deposited, mention if there are specific precursors/reagents required, if there are hazardous materials involved.* *Safety data sheet of materials need to be provided to host institution for risk assessment before execution of project/proposal*
* **Workplan**\**(max 4000 characters): Describe the work to be carried out, dividing by multiple tasks if needed. Provide an estimate on the time required to perform the workplan (ideally between 3 and 10 days for the Call for Projects).*
* **Expected outputs**\**(max 2500 characters): Describe the main expected results and their potential contribution for Flexible Large-Area Printed Electronics and Photonics (FLAPEP).*
* **Additional information** *(max 1500 characters): If applicable, specify if there is any additional information that deserves attention from reviewers.*
* **References**\*: *Provide a reference list used to elaborate the sections above. If applicable, include links with DOI.*

# Experimental Plan

This section is relevant to evaluate the feasibility of the scientific proposal described in the previous section within the EMERGE infrastructure. Users must fill it considering the “[Services & Infrastructures](https://emerge-infrastructure.eu/service/)” listed at EMERGE website and the Primary/Secondary TA selected in “General Proposal Data” section.

* **Techniques required**
  + Technique\*: *e.g. SEM, AFM, Spin-coating, Gravure printing; only one technique per text box; click the button “add” to insert more techniques.*
  + Specific needs *(optional): if the user has any specific needs regarding the technique selected above, a note should be added in this text box (e.g., low acceleration voltage SEM due to surface sensitive samples. This will help the TLO to attribute the most appropriate tool for the work.*
* **Preferred institutions to conduct the project**
  + Institute\*: *select the preferred institute to conduct the project. Please note that depending on the selected TA and techniques, your project might require 2 institutes for implementation. Click the button “Add” to insert additional institutes and/or a 2nd preference for the main institute to develop your work. The TLO will then attribute an approved workplan to one or multiple institutes depending on availability.*

# Co-proposers

You can add a co-proposer to this project to also benefit from travel and accommodation support, according to the rules established for access by the EMERGE project (<https://emerge-infrastructure.eu/apply-for-innovation/user-guidelines/>).

* **Email:** *insert the email address of the co-proposer, and then click the button “add as co-proposer”*
* **Justification***. (max 750 characters): provide a justification to include a 2nd participant in the project.*

# Terms and Conditions\*

“I agree to EMERGE terms and conditions”: *activate the checkbox to accept EMERGE terms and conditions, which is a requirement to enable proposal submission. By clicking the “terms and conditions” hyperlink the terms and conditions text opens in a new tab.*

# Validation & Submission

In this section the user is presented with a summary of the project proposal, showing all the information entered in the previous sections. The user has the opportunity to edit any of the information previously entered by clicking the buttons “edit” throughout the summary of the project proposal. At the end, the user must click the button “submit proposal” so the final proposal is submitted.

The user is acknowledged with a message mentioning the proposal was submitted successfully.

The submitted proposal can then be reviewed in the menu “My Proposals”, section “[My Dashboard](https://emerge-infrastructure.eu/my-account/)”, and can still be edited until the closing of the Open Call for FLAPEP-related projects.