

EPO Academic Research Programme

Making changes to the guidelines is prohibited. Enter information only in the fields marked "click here to enter text".

Application for financial support 2020

Submission format

Only applications submitted using the online application form will be accepted. The completed form must be saved as a **single** Word document or PDF and sent as an attachment to arp@epo.org. Make sure the file does not exceed 10 MB. The application documents do not have to be signed and/or bear the stamp of the legal representative of the contracting partner or principal investigator at this point in the project submission process.

1. Contracting partner data

Indicate **one** contracting partner: a research institute (either a public or private law entity) based in one of the EPO's member states.

Name of institute	
Function and field of institute	
Full address	
Name of legal representative/signatory of the contract with the European Patent Office	
Present occupation in the institute	
Email address	

2. Applicant data

Enter information on both the principal investigator, i.e. the individual with primary responsibility for submitting the application and conducting the research, and the co-investigators. There are no nationality requirements for either the principal investigator or the co-investigators.

For each applicant

Principal investigator	
Name (Ms/Mr)	
Date of birth	
Nationality	
Name and seat of institute	
Full address	
Present or most recent occupation	
Function and field of institute	
Role in the project	
Email address	

Co-investigator 1	
Name (Ms/Mr)	
Date of birth	
Nationality	
Name and seat of institute	
Full address	
Present or most recent occupation	
Function and field of institute	
Role in the project	
Email address	

Co-investigator 2	
Name (Ms/Mr)	
Date of birth	
Nationality	
Name and seat of institute	
Full address	
Present or most recent occupation	
Function and field of institute	
Role in the project	
Email address	

etc.

3. Project definition

State the title of the proposed project, indicate the research theme and provide a summary (**maximum one page**).

Title	
Research theme	
Summary	

4. Project description

Your project description must not exceed five pages.

State of the art and preliminary work

Explain briefly the state of the art in your field and its direct relationship to your project. This description should make clear the context in which you situate your research and the areas in which you intend to make a unique and innovative contribution.

To illustrate and enhance your presentation you may refer to your own and others' publications. Note that reviewers are not required to read any of the works you cite. Reviews will be based only on the text of the actual proposal. All cited publications should be listed in your bibliography (section 9).

Where appropriate, indicate whether the project is related to other past or ongoing projects within a broader research programme.

[Click here to enter text.](#)

5. Objectives and work programme

Limit point 5 and sub-points to a reasonable length.

5.1 Objectives

Explain your project's scientific objectives and its relevance to policymaking and/or business.

Indicate what extra-scientific benefits may be expected from the project (e.g. benefits for economic, social or public policy or the public perception of science) and how it is planned to promote these benefits.

[Click here to enter text.](#)

5.2 Anticipated duration of the project and its stages

State the project's intended duration. To be eligible, a project must run for a minimum of one and a maximum of two years.

[Click here to enter text.](#)

5.3 Work programme including proposed research methods

Give details of the stages planned during the proposed funding period, including the scientific content and resources needed for each stage.

Describe in detail the methods and data you plan to use in the project. What methods and data sets are already available? What methods and data sets need to be developed? What assistance is needed from outside your own group/institute?

[Click here to enter text.](#)

5.4 Deliverables

Describe the project deliverable(s), indicating timelines, where possible.

[Click here to enter text.](#)

5.5 Project-relevant co-operation with commercial enterprises

List your commercial co-operation partners, where applicable.

[Click here to enter text.](#)

5.6 Information on scientific and financial involvement of co-operation partners

If you plan to carry out your project in close collaboration with researchers in one of the member states of the EPO, indicate whether they have applied for funding from the EPO, and if so, for what amount.

If you plan to carry out your project in close collaboration with researchers based outside the member states of the EPO, indicate whether the project will be carried out as part of an agreement between your institute and a partner organisation, and why such co-operation is necessary.

[Click here to enter text.](#)

5.7 Data handling

Improving the management and handling of research data is a priority both for the EPO and for science in general.

If research data or information will be systematically produced using EPO project funds, describe if and how that data can be made available for future reuse by others. Existing standards and data repositories or archives in your discipline should be indicated, where appropriate.

Funding to cover project costs associated with making research data available for future reuse may be requested in your application. To do so, describe how the institutes participating in the project will contribute to data and information management.

[Click here to enter text.](#)

5.8 Other information

Use this section for any additional information you feel is relevant but has not been provided elsewhere.

[Click here to enter text.](#)

- 5.9 Have you ever applied for a research grant within the framework of the EPO Academic Research Programme or been involved in a project funded by the programme? If so, please indicate the title of the project, when it was conducted and the name of the contracting institute.

[Click here to enter text.](#)

6. Composition of the project group

Provide a list of all project investigators and include their CVs. State each person's name, academic title, employment status and role within the project.

[Click here to enter text.](#)

7. Financial proposal/requirements

- 7.1 In the event of a successful research grant bid, the grant beneficiary will receive a contract covering the technical and financial parts of the proposal. Please note that the current programme may be subject to internal and external audit at the EPO.
- 7.2 The work programme should clearly state how much funding is requested, why the funds are needed, and how they will be used, providing details on stages and individual items, where applicable.
- 7.3 Provide a detailed breakdown (in table format, as shown under 7.7) summarising the costs and requested funding for each project stage for each project investigator (stating last name, first name).
- 7.4 The EPO will hold an interim workshop at its premises in Munich six months to a year after the start of the project to review and provide feedback on the results to date. There will be a second workshop for the presentation of the final results. No more than two persons per project may attend these workshops.

Since participation in the interim workshop is mandatory, please include a lump sum of EUR 1 000¹ (one thousand) per person in the proposed budget (see table under 7.7). The cost for the second workshop will be paid by the EPO and should not be included in the financial proposal.

- 7.5 Expenses eligible for funding are direct and indirect expenses that are necessary and incurred in the implementation of the project.
- Eligible direct expenses include personnel, travel, data access, licences, outsourcing costs to co-operation partners or other project-related and justifiable costs. Hardware and equipment are not eligible for funding under the current programme.
 - Indirect expenses are expenses incurred on facilities and support infrastructure. They are administrative, technical or logistical by nature, and can be identified and justified by the contracting partner's accounting system as being incurred in direct relation to the eligible direct expenses attributed to the project. The contracting partner may apply for funds to cover indirect expenses, which should be a proportion of the direct personnel expenses of the researcher/s

¹ This lump sum is meant to cover travel and accommodation.

employed by it. The personnel expenses of researchers not employed by the contracting partner must be listed under "Outsourcing to scientific co-operation partners".

- A declaration from the institute specifying the indirect expense amount must be provided once the project has been selected for a grant and will form part of the contract. Make sure the indirect expense amount is indicated correctly in the financial proposal (7.7) as subsequent increases are not permitted. Indirect expenses are capped at 25% of direct personnel expenses.

7.6 The timeline and conditions for payment are as follows:

- 30% of the requested funds will be paid at the start of the project.
- 30% will be paid upon receipt and validation of an interim report (including both technical and financial parts) and after participation in the workshop. The EPO may in addition convene an interim report meeting, should the timing of the workshop not be suitable in terms of the progress of the project. The cost of any additional interim report meetings will be borne by the EPO and does not need to be included in the proposed budget.
- The remaining balance will be paid after completion of the project, upon receipt and validation of the final report and other expected deliverables. The final report includes a technical part and a financial part and must be presented at the latest by the end of the month in which the date of project closure falls. That date is the last day of the project (5.2) calculated from the date the contract was last signed.
- Apart from personnel expenses, indirect expenses and travel expenses to attend the EPO workshops, all other expenses including dissemination will be reimbursed upon presentation of supporting documents and receipts. In the template under 7.8, the contracting partner should state whether the actual expenses deviate from the budget and provide an explanation.
- The beneficiary of a grant must retain all supporting documents and receipts for a maximum of five years from the date of final report submission for the purposes of an EPO audit.

7.7 Use the following table for your financial proposal

	Year 1	Year 2	Total	Comments
Personnel expenses				
Provide name and/or role of each person employed by the contracting partner	EUR	EUR	EUR	
Click here to enter text. Click here to enter text. Click here to enter text.				
Indirect expenses				
For persons employed by the contracting institute: indirect expenses as percentage of personnel expenses. See point 7.5 in the ARP guidelines.				
Click here to enter text.				
Travel expenses (EPO workshop)				
At least one and a maximum of two project investigators are required to attend the interim workshop. See point 7.4 in the ARP guidelines.				
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Click here to enter text.				
Outsourcing to scientific co-operation partners				
Provide name and/or role of each person employed by the co-operation partners. See point 7.5 in the ARP guidelines.				
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Dissemination/communication				
Fill in only if participation in or organisation of a seminar is necessary for carrying out the project. Provide justification in the proposal.				
Click here to enter text. Click here to enter text.				
Other expenses				
Describe type of expenses and provide justification in the proposal, if necessary.				
Click here to enter text. Click here to enter text.				
Total (EUR)				

Comments, if necessary:

7.8 Use the following table for the financial report following project closure

	Approved budget (EUR)	Year 1	Year 2	Total	Comments
Personnel expenses					
Provide name and/or role of each person employed by the contracting partner	EUR	EUR	EUR	EUR	
Click here to enter text. Click here to enter text. Click here to enter text.					
Indirect expenses					
Indirect expenses as percentage of personnel expenses of persons employed by the contracting institute. See point 7.5 in the ARP guidelines.					
Click here to enter text.					
Travel expenses (EPO workshop)					
At least one and a maximum of two project investigators are required to attend the interim workshop. See point 7.4 in the ARP guidelines.					
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Click here to enter text.					
Outsourcing to scientific co-operation partners					
Provide name and/or role of each person employed by the co-operation partners and, once the project is completed, attach supporting documents.					
Click here to enter text. Click here to enter text.					
Dissemination/communication					
Fill in only if participation in or organisation of a seminar is necessary for carrying out the project and, once the project is completed, attach supporting documents.					
Click here to enter text. Click here to enter text.					
Other expenses					
Describe type of expenses and, once the project is completed, attach supporting documents.					
Click here to enter text.					
Total (EUR)					

8. Additional information

Indicate any funding proposals for this project previously submitted to a third party.

[Click here to enter text.](#)

9. Bibliography

9.1 Cited publications

List only the works cited in your presentation of the state of the art, the research objectives and the work programme. Non-published works must be included in the proposal.

[Click here to enter text.](#)

9.2 List of other project-related publications

List your most significant publications that relate directly to the proposed project and document your preliminary work, where applicable.

[Click here to enter text.](#)

10. Appendices

The proposal must include each project investigator's CV and any relevant appendices.

[Click here to enter text.](#)

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Annex:

Sample agreement (for information)

[http://documents.epo.org/projects/babylon/eponet.nsf/0/eb342f2177ab5dbcc12580f40034d9fd/\\$FILE/academic_research_programme_sample_grant_agreement_en.pdf](http://documents.epo.org/projects/babylon/eponet.nsf/0/eb342f2177ab5dbcc12580f40034d9fd/$FILE/academic_research_programme_sample_grant_agreement_en.pdf)