



SCUOLA
ALTI STUDI
LUCCA

PRACTICAL HINTS ON HOW TO WRITE A PROPOSAL

Prof. Marco Paggi
Scuola IMT Alti Studi Lucca



Sant'Anna
Scuola Universitaria Superiore Pisa



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IUSS
Scuola Universitaria Superiore Pavia

JoTTO
Joint Technology Transfer Office

Hints on how to write a (successful) proposal

- **Application package** (templates usually provided)
- **Evaluation criteria** (doublecheck for self-evaluation)
- Consider **the point of view of a reviewer**
- Emphasize the **added value** stemming from the **international collaboration**
- Emphasize **the role of the host institution**
- Explain the **expected impact on your career**
- Highlight **existing joint collaborations or publications**

- **Typical application documents:**
 - **CV (EU format, concise, include pertinent info)**
 - **List of publications**
 - **Recommendation letter(s)**
 - **Project proposal**
 - **Language certificates**

B1: Research and Technological Quality

B1.1 Research and technological quality,
including any interdisciplinary and multidisciplinary aspects

B1.2 Appropriateness of research methodology and approach

B1.3 Originality and innovative nature of the project,
and relationship to the 'state of the art' of research in the field

B1.4 Timeliness and relevance of the project

B1.5 Host scientific expertise in the field

B1.6 Quality of the group/supervisors

B2: Training

B2.1 Clarity and quality of the research training objectives for the researcher

B2.2 Relevance and quality of additional research training as well as of transferable skills offered with special attention to exposure to the industry sector, where appropriate

B2.3 Host expertise in training experienced researchers/capacity to provide mentoring and tutoring

B3: Researcher

B3.1 Research Experience

B3.2 Research results – Major achievements

B3.3 Independent thinking and leadership qualities

B3.4 Match between the fellow's profile and project

B3.5 Potential for reaching a position of professional maturity

B4: Implementation

- B4.1 Quality of infrastructures/facilities
and international collaborations of host
- B4.2 Practical arrangements for the implementation
and management of the research project
- B4.3 Feasibility and credibility of the project, including work plan
- B4.4 Practical and Administrative Arrangements
and Support for the Hosting of the Fellow

B5: Impact

5.1 Potential for acquiring competencies

5.2 Contribution to career development

5.3 Contribution to European excellence and competitiveness

5.4 Benefit of the mobility to the European Research Area

5.5 Impact of the proposed outreach activities

[illegible]

Hints on how to write a (successful) proposal

- **Be realistic** (feasibility)
- Write in a clear and concise format
- Convince why your research should be supported
- Comment on intermediate results, if available
- Detail the flow of planned activities
- Highlight the expected impact
- Comment on possible criticalities and planned countermeasures
- Ask your friends to read your proposal, their suggestions can be very useful
- Learn from failures!