**Template for the project description for research stays abroad**

Coordination and Support Activity – Researcher Mobility

***Completing the form:***

***This is a mandatory attachment to the online grant application form and is to be completed and uploaded in PDF format. All italicised text and boxes are for guidance and information purposes only, and should be deleted in the final version of this document.***

***Please complete all items. Please follow the order of the items given in the template.***

***The project description is to supplement the information you provide in the online grant application form created on “My RCN Web”. Links and other documents listed in the project description will not be included in the assessment.***

***Size: The project description is not to exceed two pages, using 11-point font (Times New Roman, Arial or Calibri). It is permitted to use 9-point font for references, tables and figure text.   
Delete this box and all other boxes before you submit this form.***

**Project number/Title of main project**

*This is supplementary funding for an ongoing Research Council-funded project. You have to enter the main project’s title and project number in the online application form*

*Re-enter the main project’s title and number here.*

**Individual for whom funding is being sought**

*Information about the individual for whom funding is sought.*

*A CV for the individual is to be uploaded as an attachment under “CV” in the* ***online grant application form*** *in accordance with the requirements set out in the call for proposals. The Research Council’s template for CVs must be used.*

**Host institution**

*Provide the name and address of the host institution. Explain why the host institution has been chosen (describe and assess the quality of the host institution).*

*A letter of invitation from the host institution is to be uploaded as an attachment under “Other items” in the* ***online grant application form*** *in accordance with the requirements set out in the call for proposals.*

**Deviations in the approved schedule for applications**

*Note that the Project Owner is to submit the application for research stays abroad at least three months before the stay commences. Any deviations to this must be explained here.* **Activities, organisation and cooperation**

* *Give an account of the plan for the research stay – activities and objectives.*
* *If the research stay entails participation in a project, briefly describe the project.*

**Added value for the project**

*The purpose of the research stay is to be specified in the* ***online grant application form, "Primary and secondary objectives of the project"****.*

*For postdoctoral fellows, an updated mandatory professional development plan is to be uploaded as an attachment under “Other items” in the* ***online grant application form*** *in accordance with the requirements stipulated in the call for proposals.*

*Explain how the research stay abroad satisfies the needs of the main project and will lead to added value for the main project and/or is aligned with the research fellow’s professional development plan*

**Strategy clarification**

*A letter of recommendation from the project manager is to be uploaded as an attachment under “Other items” in the* ***online grant application form*** *in accordance with the requirements stipulated in the call for proposals.*

* *Explain how the plan for the research stay abroad is aligned with the strategic objectives at the home institution.*
* *Is there ongoing collaboration between the institutions/research groups or experience from previous collaboration?*
* *Is the research stay part of more targeted network-building activities*
* *Do the institutions have plans to enter into structured/formal collaboration?*