



EU-LAC Foundation  
Fundación EU-LAC

## Open Call for Research Projects *Second Semester 2015*

### *Frequently Asked Questions*

#### PROJECT FEATURES

1. *How do I know if my project is eligible?*

A project is eligible if the applicant

- is affiliated with a research institution in the European Union or Latin America and the Caribbean;
- proposes a research project in the field of social sciences or the humanities concerning the bi-regional relationship and/or related with the EU-LAC bi-regional cooperation;
- can carry out the project in English or Spanish.

A project is NOT eligible if:

- the applicant is not affiliated with a European, Latin American or Caribbean institution;
- the project presented is not relevant in the context of the EU-LAC bi-regional relationship nor linked to the social sciences or humanities;
- the applicants are unable to carry out the project in English or Spanish.

2. *Should projects conform strictly to issues on bilateral relations between the EU and LAC or is it possible to submit a proposal on a specific topic in the two regions in a comparative perspective, for example comparing one European with one Latin American country?*

Yes, it is possible to present a project on a specific topic in a comparative perspective of two or several countries. However, such a project should have broader implications; that means it should be relevant in the context of the EU-LAC bi-regional relationship, for instance by proposing good practices to be extended throughout both regions or by providing indications of how the findings can be extrapolated to the bi-regional context.

3. *Are there any priority areas for research?*

Research areas that are most relevant for bi-regional relationship and/or EU-LAC bi-regional cooperation will have priority. These topics are described in more detail in the bi-regional Action Plan, which is available [here](#).

4. *Is there a minimum/maximum duration for the project?*

Yes, the maximum duration of the research project should not exceed nine (9) months.

## FUNDING

5. *How many projects does the EU-LAC Foundation finance per Open Call?*

The EU-LAC Foundation will finance one project per Open Call.

6. *What is the maximum amount of funding that can be applied for?*

The maximum gross amount of funding is €30,000. The Foundation has to pay 19% VAT on the study which will be carried out, so the net maximum amount researchers can apply for will be €25.210.

7. *Can the Foundation cover overhead (indirect) costs?*

No, the Foundation cannot cover overhead costs detailed as a separate budget line.

8. *Can the Foundation cover material costs?*

No, the Foundation cannot cover material costs.

9. *May participants request additional funds for the project from other sources if the budget exceeds €25.210?*

Yes, they can. In this case, the EU-LAC Foundation asks researchers to specify the other funding sources and which types of expenses will be covered by these other funds.

10. *How is the grant payment carried out?*

Payment will be made according to invoice. A contract will be signed with the winning researcher/institution and the grant will be paid according to the terms in the contract.

11. *Does the Foundation foresee any limit on the rate per hour to pay to the researchers?*

No, payment shall be detailed in the budget according to national laws and customs.

## **PARTICIPANTS**

12. *Can researchers from countries other than the EU or LAC countries participate?*

Yes, but only if they are affiliated with a research institution in the European Union or Latin America and the Caribbean.

13. *Can a PhD student be the head researcher of the project?*

Yes, this is possible. However, the Open Call is not meant to finance entire PhD projects.

14. *Must participants apply through a university or can they do it on a personal basis?*

All researchers must be affiliated with a university or research institution based in the European Union or in Latin America and the Caribbean and should prove their affiliation with an official letter from the institution. Even if applications on a personal basis are not excluded, researchers should be sure that they could legally combine the research on the presented project with their institutional affiliation and their employment contract with their institution.

15. *What is a research consortium?*

A research consortium is a group of universities and research centres jointly carrying out a research project.

16. *We are not affiliated with any formal research institution or university, but are independent researchers. Can we apply?*

No.

17. *What is a "EU" or "LAC" University or research institution? Is there a list of institutions that can apply?*

A "EU" or "LAC" University or research institute is based in a country of the European Union and Latin America and the Caribbean. They can be public or private institutions, such as universities, research centres or think tanks and centres for analysis.

## FORMAL APPLICATION CRITERIA

18. *Do we need a specific format to present our budget?*

Yes, you can download it from our web site page dedicated to the Open Call, [here](#).

19. *How long should the project outline be?*

In the application form, researchers are asked to present an abstract of their project in max. 500 words. Besides, researchers are required to provide a more detailed draft of max. 2 pages.

20. *What is meant by the different types of publication mentioned in the application form?*

- *Peer-reviewed publications*: Articles in journals which have been subjected to a review process by other researchers in the same research field before being accepted for publication.
- *Monographs*: Books by one author or several co-authors presenting an analytical and critical analysis of a specific topic, written by organizing data collected from different sources and with information purposes (e.g., published doctoral thesis). Note that an *edited volume* is different because it contains chapters or articles written by other authors (see below).
- *Edited volumes*: Books with contributions from several authors coordinated by the researcher in question.
- *Publications in edited volumes*: Chapters or articles published in volumes edited by someone else.
- *Working Papers*: Preliminary printed or electronic publications of ideas or ongoing investigations, or articles recommending certain policies or analysing events, such as working papers published by think tanks and analysis centres.
- *Other*: Other types of publications related to the submitted project, such as newspaper articles, blogs, etc.

21. *Do I have to include certificates such as PhD or degree diplomas?*

No, the submitting of PhD or degree diplomas is not required.

22. *Do all researchers involved in the project have to specify the quantity of working days dedicated to the project?*

Yes, for each researcher involved in the project the quantity of working days on the project needs to be specified.

23. *What is the difference between "Quantity" and "No. of Units" in the budget form?*

In the case of staff, "Quantity" refers to the number of researchers or research assistants. "No. of units", in the case of staff refers to the total number of working days the staff will work on the project. E.g. if you have three researchers (quantity: 3) who will each spend 4 working days on the project, it would be 12 Units. Note that sometimes you may only need either one of the columns, not necessarily both.

## ACADEMIC COUNCIL

### 24. *Who sits on the Academic Council?*

The Council consists of five experts who have worked on EU-LAC relations, the International Relations and/or the Economics of their home region for years. For more information about its members please visit our website [here](#).

### 25. *What information does the Academic Council receive about the projects?*

The Academic Council receives an anonymised information sheet about each project. You can find it as Annex in the Academic Council Regulations available [here](#).

### 26. *What selection criteria does the Academic Council follow?*

The Academic Council will take the following criteria into account when making its decision:

- **Quality of the proposal (40%)**
  - o Theoretical adequacy of the proposal
  - o Adequacy of proposed methodology to the topic of the proposal
  - o Qualifications of the applicant researcher or consortium to carry out the proposed project
  - o Feasibility of the proposal (can the project be carried out with the envisaged budget and proposed time frame?)
- **Relevance of the proposal (30%)**
  - o Relevance of the proposed research project for the bi-regional relationship
  - o Practical applicability / transferability of the proposal to other contexts
- **Value for money (20%)**
  - o Value-for-money relationship based on the budget proposed (this criterion is evaluated with the support of the administrative staff of the Foundation)
- **Bi-regional composition of consortia (10%)**
  - o In the case of research consortia, bi-regional composition is a plus.

## OTHER

### 27. *How long will the Foundation take to communicate the decision on the chosen project?*

The Foundation intends, as far as possible, to communicate the winning project within three months. However, we cannot guarantee this deadline because of the high number of applications and the Academic Council's workload.

### 28. *Will we receive separate information if our project is not chosen?*

The winning project will be announced on the EU-LAC Foundation's website and social networks (Facebook and Twitter). Due to the high number of applications, the Foundation cannot contact each applicant individually or give specific information about why individual projects were not chosen. We thank you for your understanding.

29. *What will happen if my project is chosen?*

The EU-LAC Foundation will contact the successful project directly by email to start the procedure to sign the research contract.