|  |  |  |
| --- | --- | --- |
| SPS internal use |  | SPS internal use |
| Project Plan Received |       |  | SPS: |       |

|  |  |
| --- | --- |
|  | **Emerging Security Challenges Division****Science for Peace and Security Programme****PROJECT PLAN**NATO Emerging Security Challenges Division, SPS Programme, Bd. Léopold III, B-1110 Brussels, BelgiumSubmit applications including scanned signatures in **Microsoft Word format** to sps.applications@hq.nato.int. |

|  |
| --- |
| Project Title 80 characters maximum, including spaces. please select a title that is comprehensible to the non-specialist |
|       |

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| --- | --- |
| SPS Key Priority/Priorities | if more than one, please list in order of relevance/importance to the projectplease use the nomenclature and numbering from the guidelines |
|       |

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| --- | --- | --- |
| Funding Requested from NATO (EUR) |  |  |
| Partner Countries |  |  | Project Duration maximum 36 months |
| NATO Countries |       |  |       |
| Total | € |  |  |

please fill in funding for NATO countries
this table will update when the budget is filled out below

|  |  |
| --- | --- |
| Co-Directors | NPD, PPD, and Co-Directors A–C should fill automatically from the information on the following page; please add additional lines for additional Co-Directors as necessary |

|  |  |  |  |
| --- | --- | --- | --- |
| Title and Name | Institution | Country | NPD/PPD/ Co-Director/Other |
|   |  |  | NPD |
|   |  |  | PPD |
|   |  |  | Co-Director |
|   |  |  | Co-Director |
|   |  |  | Co-Director |

|  |  |  |  |
| --- | --- | --- | --- |
| ████ | ████ | ████ | Co-Director |

|  |
| --- |
| How Did You Learn About SPS? please indicate where you learned about SPS and give details below |
| Word of Mouth | [ ]  | from whom? | Online | [ ]  | which website? |
| Journal Advertisement | [ ]  | which journal? | SPS Information day | [ ]  | where and when? |
| Conference | [ ]  | which conference? | Other | [ ]  | details please |
| Details |
|       |

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| --- | --- |
| NATO and Partner Country Project Directors | a single NPD and single PPD are required |

|  |
| --- |
| NATO Country Project Director (NPD) |
| Family Name | First Name | Title | Job Title |
|       |       |       |       |
| Institution | Address | Country |
|       |       |       |
| Telephone | Fax | Email |
|       |       |       |

|  |
| --- |
| Partner Country Project Director (PPD) |
| Family Name | First Name | Title | Job Title |
|       |       |       |       |
| Institution | Address | Country |
|       |       |       |
| Telephone | Fax | Email |
|       |       |       |

|  |  |
| --- | --- |
| Other Co-Directors | if needed |

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| --- |
| Co-Director A |
| Family Name | First Name | Title | Job Title |
|       |       |       |       |
| Institution | Address | Country |
|       |       |       |
| Telephone | Fax | Email |
|       |       |       |

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| --- |
| Co-Director B |
| Family Name | First Name | Title | Job Title |
|       |       |       |       |
| Institution | Address | Country |
|       |       |       |
| Telephone | Fax | Email |
|       |       |       |

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| Co-Director C |
| Family Name | First Name | Title | Job Title |
|       |       |       |       |
| Institution | Address | Country |
|       |       |       |
| Telephone | Fax | Email |
|       |       |       |

|  |
| --- |
| Co-Director █ add additional Co-Directors if necessary by copying and pasting this table |
| Family Name | First Name | Title | Job Title |
| ████ | ████ | ████ | ████ |
| Institution | Address | Country |
| ████ | ████ | ████ |
| Telephone | Fax | Email |
| ████ | ████ | ████ |

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| --- | --- |
| End-User(s) | at least one End-User is required |

|  |
| --- |
| End-User█ add additional End-Users if necessary by copying and pasting this entire table |
| Family Name | First Name | Title | Job Title |
| ████ | ████ | ████ | ████ |
| Institution | Address | Country |
| ████ | ████ | ████ |
| Telephone | Fax | Email |
| ████ | ████ | ████ |

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| --- | --- |
| Short Description | single page overview of the project, its objectives, and expected outcomes **comprehensible to the non-expert** |

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| The Problem and Proposed Solution | clearly identify the security problem to be addressed, its importance, the science or technology development proposed, and how it will address that problem |

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| Current Status | describe the current status of related research; include the participants’ research which demonstrates their capacity to contribute to the field |

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| Impact | in ten lines or fewer, provide a clear description of the impact of the project, quantitative if at all possible; what will be different as a result of a successful project? |

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| --- | --- |
| Work Plan | detail the major steps or sub-projects, their sequencing and interdependence, and the research group(s) involved;provide a detailed description of activities and methodologies for each step; what are you proposing to actually do?for each step, identify risks or anticipated difficulties, technical or otherwise, and actions to be taken to mitigate them;identify critical milestones for each step and for the project as a whole |

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| Implementation | if the project is successful, describe how the results will be implemented; what would the next step(s) be? |

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| Risks | describe the principal risks, technical, political, and/or commercial, to project success and implementation |

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| Schedule | provide a detailed schedule, including a Gantt or other suitable chart, showing the estimated duration of each step or sub-project and their interdependence, the critical milestones, and, if applicable, the deliverables |

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| --- | --- |
| List of Abbreviations | all abbreviations found in the project plan |

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| --- | --- |
| Project Participants and Roles | describe the principal tasks of each co-director and other key participant(s), including young scientists and end-user(s); identify the fraction of time each will devote to this project;add additional rows as needed |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Affiliation | Position/Title | % Time | Task(s) |
|   |  |  |      % |       |
|   |  |  |      % |       |
|   |  |  |      % |       |
|   |  |  |      % |       |
|   |  |  |      % |       |
|       |       |       |      % |       |
|       |       |       |      % |       |
|       |       |       |      % |       |
|       |       |       |      % |       |
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| --- | --- | --- | --- | --- |
| ████ | ████ | ████ | ████% | ████ |

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| Criteria for Success | precise criteria by which the success of the project in fulfilling the objectives detailed above will be judged; criteria should be as quantitative as possible |

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| --- | --- |
| Criterion | Relative Weight |
|       |      % |
|       |      % |
|       |      % |
|       |      % |
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|       |      % |
|       |      % |
| Total | % |

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| --- | --- |
| Related Projects | please list related projects in which participants (or other key personnel from their institution) are involved |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Personnel | Project Title | Dates | Funding Organization | Ref No. | Amount |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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| Budget | all amounts in Euros; please be as specific as possible for each budget item; add rows(via copy/paste) as requiredmake sure to update the totals before printing or exporting (F9 or right-click to update) |

|  |
| --- |
| SPS-Funded Budget by Co-Director |
| Co-Director | Institution | Country | Year One | Year Two | Year Three | Total |
|   |  |  | 0 | 0 | 0 | €0 |
|   |  |  | 0 | 0 | 0 | € |
|   |  |  | 0 | 0 | 0 | € |
|   |  |  | 0 | 0 | 0 | € |
|   |  |  | 0 | 0 | 0 | € |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ████ | ████ | ████ | 0 | 0 | 0 | € |
| ████ | ████ | ████ | 0 | 0 | 0 | € |

|  |
| --- |
| Budget Summary by Item |
| SPS-Funded Budget | Year One | Year Two | Year Three | Total |
| (a) | Equipment | 0 | 0 | 0 | €0 |
| (b) | Computers and Software | 0 | 0 | 0 | €0 |
| (c) | Training | 0 | 0 | 0 | €0 |
| (d) | Books, Publications, Communications, and IPR | 0 | 0 | 0 | €0 |
| (e) | Experts and Advisors | 0 | 0 | 0 | €0 |
| (f) | Travel | 0 | 0 | 0 | €0 |
| (g) | Consumables and Spares | 0 | 0 | 0 | €0 |
| (h) | Other | 0 | 0 | 0 | €0 |
| (i) | Stipends for Young Researchers | 0 | 0 | 0 | €0 |
|  | SPS Total | €0 | €0 | €0 | €0 |

|  |
| --- |
| Nationally-Funded Budget |
| **(j)** | Salaries | 0 | 0 | 0 | € |
| **(k)** | Equipment | 0 | 0 | 0 | € |
| (l) | Other | 0 | 0 | 0 | € |
| Nationally-Funded Total | € | € | € | €0 |

According to the size of the project and the financial capability of the Co-Director and his/her institution, co-funding of some expenses particularly equipment, training, and conferences may be required. Stipends are only available to young researchers in eligible countries; please see the guideline

|  |  |
| --- | --- |
| .Equipment | list major equipment to be purchased, its role in the project, and approximate price; please indicate any co-funding proposed by the recipient’s institution or country; consistent with budget items a, b, and k |

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| Training | training planned, to include contact between NATO and partner scientists; please note that SPS does not support fellowships so training should be of limited duration; consistent with budget item c |

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| --- | --- |
| Travel | travel planned for internal project coordination and external scientific meetings; consistent with budget item f |

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| --- | --- |
| Advisors & Experts | participation of advisors/experts; the expert must be hired for a short duration from a NATO country to solve a specific project-related problem in the partner country; consistent with budget item e |

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| Other Major Expenses | please list other major expenses not covered above and their role in the project |

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| --- | --- |
| National Contribution | contribution of the participating nations/institutions including salaries, overheads, and existing equipment; should be consistent with budget items j, k, and l |

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| --- | --- |
| Detailed Budgets |  |

Please fill out a detailed budget for each Co-Director on the following pages. The budget tables are embedded Excel files; to edit them, please double click. When you are done editing, click outside the table to return to Word. Please make sure that the tables are scrolled all the way to the top before printing or creating a PDF.

Please add or remove additional whole tables for additional Co-Directors, as needed. To add a table, single click on an existing table, copy and paste it immediately after the last table.







|  |  |
| --- | --- |
| Agreement for Joint Research | signatures of all Co-Directors |

We agree that we wish to carry out the joint research reflected in this proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Signature | Institution | Signature for Institution |
|   | paste signature here |  | paste signature here |
|   | paste signature here |  | paste signature here |
|   | paste signature here |  | paste signature here |
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| ████ | paste signature here | ████ | paste signature here |
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|  |  |
| --- | --- |
| Annexes |  |

Please include the following annexes:

1. CVs for all Co-Directors using the templates below
2. An intellectual property rights agreement among the Co-Directors and their institutions or a waiver signed by all Co-Directors and the heads or IPR delegates of their institutions stating that no such agreement is necessary for this project. A sample IPR agreement can be found in the Project Plan Guidelines.
3. A brief overview of the participating institutions, their capabilities, resources, and facilities. Please include the address of the institutional web page as well as the web address(es) of any school or institute linked to the project
4. Written commitment from the end-user(s) to active involvement in the project including a description of their interest in the outcomes
5. The project summary

Please submit the Project Plan electronically in this original Microsoft Word format with all annexes included in the single document.

**Curriculum Vitae**

Please include a CV no longer than two pages in this format for the NPD.

**NATO Country Project Director**

|  |  |  |  |
| --- | --- | --- | --- |
| Family Name | First Name | Title | Job Title |
|   |   |   |   |
| Institution | Address | Country |
|   |   |   |
| Telephone | Fax | Email | Nationality |
|   |   |   | ████ |

|  |  |
| --- | --- |
| Education | degrees, universities, and dates |

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|  |  |
| --- | --- |
| Employment | employers, positions, and dates |

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|  |  |
| --- | --- |
| Research | brief description of past and current research and the field(s) of specialization |

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|  |  |
| --- | --- |
| Current Research Activities | titles of ongoing activities; please give the names and institutions of any international collaborators |

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|  |  |
| --- | --- |
| Publications | up to three recent publications relevant to this project plan |

1. ████
2. ████
3. ████

|  |  |
| --- | --- |
| Honours | awards, fellowships, professional societies, etc. |

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**Curriculum Vitae**

Please include a CV no longer than two pages in this format for the PPD.

**Partner Country Project Director**

|  |  |  |  |
| --- | --- | --- | --- |
| Family Name | First Name | Title | Job Title |
|   |   |   |   |
| Institution | Address | Country |
|   |   |   |
| Telephone | Fax | Email | Nationality |
|   |   |   | ████ |

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| --- | --- |
| Education | degrees, universities, and dates |

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|  |  |
| --- | --- |
| Employment | employers, positions, and dates |

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|  |  |
| --- | --- |
| Research | brief description of past and current research and the field(s) of specialization |

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| --- | --- |
| Current Research Activities | titles of ongoing activities; please give the names and institutions of any international collaborators |

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|  |  |
| --- | --- |
| Publications | up to three recent publications relevant to this project plan |

1. ████
2. ████
3. ████

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| --- | --- |
| Honours | awards, fellowships, professional societies, etc. |

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**Curriculum Vitae**

Please include a CV no longer than two pages in this format for each project Co-Director; copy and paste this entire form as necessary

**Co-Director**

|  |
| --- |
|  please ensure that in writing names the same spelling is used throughout |
| Family Name | First Name | Title | Job Title |
| ████ | ████ | ████ | ████ |
| Institution | Address | Country |
| ████ | ████ | ████ |
| Telephone | Fax | Email | Nationality |
| ████ | ████ | ████ | ████ |

|  |  |
| --- | --- |
| Education | degrees, universities, and dates |

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|  |  |
| --- | --- |
| Employment | employers, positions, and dates |

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|  |  |
| --- | --- |
| Research | brief description of past and current research and the field(s) of specialization |

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|  |  |
| --- | --- |
| Current Research Activities | titles of ongoing activities; please give the names and institutions of any international collaborators |

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|  |  |
| --- | --- |
| Publications | up to three recent publications relevant to this project plan |

1. ████
2. ████
3. ████

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| --- | --- |
| Honours | awards, fellowships, professional societies, etc. |

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**Intellectual Property Rights Agreement (or waiver)**

please include the IPR agreement (or a waver) here

**Institutional Overviews**

Please insert overviews of the participating institutions

**End User Commitments**

Please include commitments or letters of interest from the End-Users

|  |  |  |
| --- | --- | --- |
|  | SPS: |   |

|  |  |
| --- | --- |
|  | **Science for Peace and Security Programme: Research Project**please limit this summary to three pages and enclose with your application |

|  |  |
| --- | --- |
| SPS Key Priorities  | Project Duration |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Title and Name | Institution | Country | NPD/PPD/ Co-Director/Other |
|   |  |  | NPD |
|   |  |  | PPD |
|   |  |  | Co-Director |
|   |  |  | Co-Director |
|   |  |  | Co-Director |

|  |  |  |  |
| --- | --- | --- | --- |
| ████ | ████ | ████ | Co-Director |

|  |
| --- |
| NATO Funding Envelope Requested (ceiling) |
|  |
| By Year |  | By Category |
| Year 1 | € |  | Equipment | € |
| Year 2 | € |  | Training/Stipends | € |
| Year 3 | € |  | Implementation | € |
|  |  |  |  |  |
|  | NATO Total Ceiling | €0 |
|  |  |  |  |  |
|  | Non-NATO Funding | € |
|  |  |  |

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| --- | --- |
| Project Goals | describe briefly the goals of this Project and **how it addresses one or more of the SPS Key Priorities** |

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| Deliverables | detail the project deliverables, scientific and technical as well as in terms of partnership |

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| Security Relevance/Impact | describe the relevance of this Project to security and to the SPS Key Priorities cited above |

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| Project Impact | describe the likely impact of Project on the field and beyond |

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| --- | --- |
| End Users | who will ultimately benefit from the research discussed at this Project and its applications |

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