

## Guidelines RRPP Research Projects

### Purpose

Art. 1 The RRPP provides funding for research projects in the social sciences conducted by researchers from partner institutions in the Western Balkans, thereby fostering social, economic and institutional transition reforms in both individual countries and the region.

### Eligibility

Art. 2 Applications for RRPP Research Project funding may be submitted by research institutions (public, private but accredited, non-governmental organisations, independent research institutes) from Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro and Serbia. There must be at least one leading research institution responsible for the whole consortium; other country-related teams can also be composed of research groups, which are not necessarily attached to an institution. The leading institution is responsible for sub-contracting and thus for the implementation and monitoring of the whole project as well as reporting towards the University of Fribourg.

Art. 3 Institutions which are not eligible for application due to previous mishandlings will be automatically rejected. More information will be disseminated together with a specific call.

### Conditions

Art. 4 Applications must be submitted on the relevant form and the limitations in terms of text length must be respected. The application form may not be changed under any circumstances.

Art. 5 The language of application and all related correspondence is English.

Art. 6 Applications may be submitted following calls by the RRPP Programme Management.

### Criteria, Competence and Duration for Decision

Art. 7 The following criteria are taken into consideration for the judgement of submitted applications:

- Completeness of application:
  - Applicant is a research institution;
  - All fields of application covered;
  - Budget correctly completed and corresponds with the criteria;
  - Activity plan included;
  - Application signed;

- More than one country included;
- Duration corresponds with criteria;
- Participation at international conferences included;
- Plagiarism test passed.
- Scientific quality (elaboration of research question, use of relevant scientific theoretical concepts, methods and research plan are the most important components);
- Relevance and link to the RRPP research topics;
- Feasibility;
- Innovation;
- Regional dimension (cooperation and networking), alignment with relevant initiatives for changes (regional, European, other), inclusion of at least two countries as research object;
- Coherence of proposed topic with research already conducted at home institution;
- Scientific competence of the applicants (scientific record);
- Involvement of both young and female researchers;
- Sound financial management capacities and adherence to good governance principles (accountability, efficiency, non-discrimination, participation, transparency).

Art. 8 The evaluation process will be disseminated together with a specific call.

### **Obligations of Recipients (once the project is approved)**

Art. 9 The selected partner organisations (including sub-partners of leading partners) need to open a separate bank account for the transfer of approved RRPP funding for Research Projects.

Art. 10 Recipients are obliged to use the approved funding only for the purposes specified in the approved application form and according to the agreed timeline. Any deviation must be reported to the RRPP Programme Management.

Art. 11 Unused RRPP Research Project funds may not be used for the implementation of other research projects or for projects already implemented (fully or in individual parts).

Art. 12 Reports need to be submitted to the Local Coordination Unit (LCU) every 6 months, including financial and narrative reports. The grant recipient(s) provide(s) the following information (maximum of 5 pages): (1) Output of the project and deviations from the original research proposal, (2) Improvement of the research capacity, (3) Regional cooperation and (4) Financial summary on the use of the RRPP funding. In the form of annexes, the recipient(s) provide(s) the RRPP bank statements for the given period, the inventory list and the adjusted budget and activity plan (if adjustment previously and approved by the management) for the coming period. Research reports (in proof-read English) need to be submitted with both the annual report and the final project report.

Art. 13 In addition, one-page summary needs to be submitted with the annual report for the purposes of the Steering Board that will decide if the project will be further funded. This one-page information shall be precise and include answers to the following questions: a) What has been done? b) Identification of main challenges, c) Has the time frame been respected? d) Are any revisions needed? e) Progress on policy level? f) What is planned to be published?

Art. 14 If the RRPP Steering Board, upon consultation with both the RRPP Expert Panel and Programme Management, concludes that the partner organisation did not sufficiently implement the planned activities or fulfil the set aims, additional funding for a second year will not be granted.

### **Misuse and Sanctions**

Art. 15 Any misuse of RRPP Research Project funds or violation of the relevant guidelines will be avenged by the RRPP Programme Management in appropriate action and can lead to discontinuation of funding and the exclusion of the applicant from submitting future requests for any RRPP funding.

Art. 16 In case the applicants do not provide interim or final reports on their research project financed by the RRPP, the funding will be discontinued automatically.

## Practical Guide for the RRPP Application Form Regional Projects

### In General

1. When sending your Application to [rrpp@unifr.ch](mailto:rrpp@unifr.ch) and [apply@rrpp-westernbalkans.net](mailto:apply@rrpp-westernbalkans.net), please state as **subject of your e-mail** one of the following abbreviations for the country of the lead institution followed by the name of the lead institution (AL = Albania; BA = Bosnia & Herzegovina; KS = Kosovo; MK = Macedonia; RS = Serbia); for example: **AL\_Institute for Social Research**
2. Please note that all documents need to be handed in as **one single PDF file** which can be **read and printed**.
3. These documents include: all parts of the **RRPP Application Form**, your **CVs<sup>1</sup>**, the **Confirmation Statements** and each sheet of the **RRPP Budget Research Grant 2013 (excel document)**. Please provide the excel form also as a separate document. Thus, your email will contain two attachments (one pdf file, one excel file).
4. All communication and all parts of the Application have to be submitted in English.
5. Incomplete and late applications will not be considered for funding.

### Application Form

1. Please first provide a summary (total numbers, including the main applicant).
2. Please list all partner institutions involved in the project and provide all the required information, including the main applicant as Organisation/Institution 1.
3. If a group of researchers from a specific country is not related to an institution or organization, please insert the contact details of the main researcher from that country.

#### 1. Filling-in the budget form - RRPP Budget Research Grant 2013

For each project partner there is a sheet in the RRPP Budget Research Grant 2013 (sheets Partner 1, Partner 2...Partner 6). Each sheet (depending on the number of partners involved) should be filled in with costs calculated for each partner separately. The Budget (Costs) sheet will automatically calculate sums of all costs per budget item. All costs should be calculated with maximum possible precision while avoiding the lump sum. All costs are expressed in Swiss Francs (CHF). Partner 1 is always the main applicant – project leader institution.

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<sup>1</sup> Max. 2 pages per person, Example: first page general information and academic education, second page research experience and relevant publications.

Please make sure that all cells are filled in. While entering the costs for each partner both **Number of Units** and **Unit Costs** cells should be filled-in, in order for the budget line total to be calculated. In case of a lump sum, enter 1 under Number of Units and the total amount under Unit Costs. Please be as clear and specific as possible while describing the budgeted items in B column. Each item needs to be presented in **gross amounts**, meaning that the total amount claimed for each cost **includes the related taxes** (such as VAT etc.). This is especially important for honoraria.

The total amounts budgeted and requested from RRPP should correspond to the amounts claimed in Part II of the RRPP Application Form: 1. Finances and Justifications.

The eligible costs are described below in accordance with the RRPP Budget Research Grant 2013:

### **A. Consumables and rental of equipment**

Consumables and rental of equipment can among other things include the following:

- Subscription to databases and international journals (highly recommended if not already available),
- Purchase of research software (example: purchase of STATA software for statistical analysis of survey conducted within the project, software for content analysis, other),
- Voice and/or video recording machines, cameras.
- Computer and related software (if not already available from other sources),
- Preparation/printing of questionnaires.

### **B. Field expenses, conference participation**

Under field expenses and conference participation applicant can state the following:

- Travel expenses, travel related to field work, travel to joint meetings with partners in the project, travel to conferences to promote research project/results),
- Meetings with partners including accommodation, meals.,
- Organization of regional workshops and conferences, including costs for conference-room rentals, accommodation, food, translation, discussants and speakers' honoraria.
- Costs related to interviews/focus groups, such as organization of interviews/focus groups, refreshments for participants of focus groups,
- Cost related to transcriptions, including covering of costs for transcription of interviews,
- **Participation at international scientific conferences (at least one, very important to be planned in advance)**, relates to costs of participation at regional and international conferences, including travel and accommodation),
- Per diems when travelling, only if meals are not already included or covered by the organizers (*Note: per diems should be calculated in accordance with the national*

*law/rules for per diem/allowances for in country travel and travel abroad)*

- **Mentoring costs will be planned as part of an additional budget, once the projects and mentors are decided.**

### **C. Miscellaneous**

Under miscellaneous applicant can claim:

- Publications (expected to be in English): translation, proofreading, design and printing
- Policy-related activities and presentations: launching of publications, round-tables with policy-makers and other significant audiences.
- Book purchasing – books related to the research specific topic/field
- Website development and maintenance – related to the research project
- Indirect costs/Overheads such as: office material/stationery, photocopies, telephone/fax
- Banking costs and taxes (estimated bank fees, bank charges, exchange rate differences, additional taxes)
- Financial manager/Accountant – person who will be in charge for financial management and accounting related to the project
- Financial audit costs – each project will have to undergo the external financial audit.  
Thus, **including the audit costs at the very beginning is obligatory.**

### **D. Salaries/Honoraria**

Please **fill-in all required fields** for all persons to be involved and please make sure that the honoraria are adjusted to the country-specific conditions, the academic degree and experience of the person concerned. Junior researchers (students) need also to be paid if engaged on the project for specific tasks. **The salaries/honoraria should be calculated in gross amount** (meaning that the **total amount has to also include the related taxes and benefits in accordance with the national law**).

In the application form, under **Part II: 1. Finances and justifications, Justification of each budget line**, provide a short explanation of time to be spent on research for each team-member.

## **2. Financial Plan (Income) Sheet**

While filling in the Financial Plan (Income) sheet in the RRPP Budget Research Grant 2013, please make sure that the income amounts correspond to the costs budgeted in the budget sheets. In case where additional funding is provided for the project from another institution (for example, grant from the Ministry of Education/Science, or another donor, or even own contri-

bution from your own institution, which would be welcomed) please make sure that all other contributors are also cited in the Financial Plan (Income) sheet and that corresponding costs are attributed to the particular donor (see an example below). Please also note that the selected project partners will need to report on these spending as well.

Account	Source of monetary income	Costs to be covered	Total Income in CHF
	<b>RRPP (total for all)</b>		<b>50.000,00</b>
<b>1</b>	<b>Partner 1 (Main Partner)</b>		<b>64.000,00</b>
101	RRPP	A101, A102, D101, D102, D103	<b>5.000</b>
102	Ministry of Education	B101, B102	<b>10.000</b>
103	Partner 1 (own contribution)	C101, C102	<b>4.000</b>
104	Name		
105	Name		
106	Name		