

Social Research Call

Short proposal content and checklist



In addition to this document, we strongly advise that you read the Rules for participation document in full. Proposals that do not comply with the rules for participation will be rejected with no right to appeal.

Index

1. Prior considerations3

2. Format criteria4

3. Structure and content5

4. Checklist for phase 1 of the application.....7

1. Prior considerations

All applicants are required to comply with the criteria for format, structure and content specified in this document. The guidelines have been designed to ensure that the most important aspects of your project are presented in a way that will enable the experts to make an effective assessment using the evaluation criteria.

Project evaluators are instructed to assess proposals according to the rules established in the call documents. This means that only proposals that successfully address all the required aspects are likely to be funded (see Assessment of proposals guide).

At this stage, evaluators will assess three main aspects:

- novelty,
- scientific soundness and
- social relevance.

Therefore, short proposals must be focused on these aspects rather than details of the methodological or implementation aspects. However, short proposals are expected to have well-developed and robust conceptual frameworks, methodologies and research designs. Should your proposal be preselected, bear in mind that **full proposals must build on what is presented in the short proposal**. No changes can be incorporated into the aspects already addressed in the short proposal.

Short proposals are presented by a project leader and **their evaluation is entirely anonymous**. Proposals selected for phase 2 of the evaluation will submit a full proposal and details of the research team.



Important requirements



Write the proposal for a non-specialized audience.

A non-academic selection panel of stakeholders will be part of the selection process.



Proposals must be fully anonymous.

Short proposals will be blind-reviewed. Do not include information related to the identity of the project leader, research team or host organization, including own references or own bibliography.



Proposals containing this kind of information will be automatically rejected.

2. Format criteria

Please respect the following formatting constraints:

1. Page limit: 3 pages

- a. If your short proposal exceeds the page limit, your proposal will be rejected.
- b. This should be a self-contained document; no links or annexes should be included.
- c. Short proposals should not include any own references or own bibliography.
- d. Figures images and charts can be used as long as:
 - i. they do not exceed the page limits,
 - ii. they comply with the format criteria (font, text size...).

2. Typography, line spacing, margins:

- a. Font Calibri, size 11. Title fonts can be larger.
- b. Page size A4.
- c. 2.5 cm margins (left, right, top and bottom).
- d. 1.5 line spacing.
- e. Justified text.
- f. Hyphenation allowed. Typographic tools such as bold, italics, indentations or underlines are also permitted.
- g. Footnotes (if any) must comply with the same format requirements as the core text.



Do not change the typography, margins, spacing or any other format criteria. Proposals that do not comply with the format criteria will be rejected.

3. Structure and content

Your short proposal must have the following structure:

1. Header

- a. Project acronym
- b. Title of your proposal

2. Research proposal

Suggested structure (this order and structure is not obligatory but we recommend you address these points).

a. Introduction

What is the context of this project? Why is it important? What are the main ideas and key concepts?

b. Aims and hypotheses

What are the main research questions and hypotheses?

c. Innovation

How is your project innovative? Describe the potential innovation within your project e.g. ground-breaking objectives, novel concepts and approaches, new methodologies or research topics, cutting edge data management.

d. Expected outcomes and outputs

What unique contribution(s) does your project make and what does the literature (across disciplines) say about this problem? Describe how your proposal would improve the state of the art, and the extent to which the proposed work is ambitious.

e. Social relevance

What societal challenge(s) is your research proposal tackling? What insights will it provide? Explain the scope of your proposal, how it addresses any specific social challenge(s) in Spain and/ or Portugal and why it is relevant. How will your proposal bring significant benefits for society?



IMPORTANT

This call aims to foster innovative ideas and, as such, **short proposals do not need to provide extensive bibliographical references**. This document should clearly and concisely explain what your project will address, how it will do so and why it is important to carry out this research.

The abstract submitted in the application does not need to be repeated as part of the short proposal.

This document must be fully anonymous.

4. Checklist for phase 1 of the application

Short proposal document

Eligibility

The PL completed their PhD before 22nd January 2023.

The PL is not submitting more than one proposal to the call.

The PL will not be benefiting from any of the Social Observatory research grants or any other grants from "la Caixa" Foundation at the resolution of this call.

The proposal is not dealing with clinical research or therapeutic interventions.

Anonymity

The proposal is fully anonymous: it contains no references to the project leader, the research team or the host organization.

- ✗ Dr. Smith has 10 year's experience in this field...
- ✓ The PL has 10 year's experience...
- ✗ Our team has previously published articles about this topic (Jones et al. 2016)...
- ✓ Our team has experience working in this field...
- ✗ The University of City will provide a data analysis team.
- ✓ Our university will provide...

The title of the pdf does not include any information relating to the PL or HO.

Content

It is appropriate for a non-specialized audience.

It states exactly what is unique about the project.

It explains how this project contributes to the literature while keeping the anonymity.

It describes how the results of the project will have a social impact.

It proposes quantitative methods and a data driven approach.

It analyses the Spanish and/or Portuguese social context.

It belongs to any discipline within social sciences and humanities.

It proposes an original project that has not already been funded or disseminated.

In the platform, you will be required to submit an abstract (max. 1,500 characters).

There is no need to repeat the abstract within the short proposal document.

Format

It is written in font Calibri, size 11 and the text is justified.

The page size is A4 and all margins are set to 2.5 cm.

It has a header containing the acronym and the title of the project.

It is written entirely in English.

It is no longer than 3 pages.

All footnotes comply with the same format as the core text.
