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| **Grant Application CONARE-MPS** |
| **TITLE OF THE PROJECT:** |
| **DATES OF PROPOSED PROJECT:**  |
| **Costa Rica** | **Max Planck Institute** |
| Applicant name:  | Applicant name: |
| Position Title: | Position Title: |
| Name of Institution: | Name of MPI:  |
| Department: | Department: |
| e-mail address: | e-mail address: |
| Budget Requested (¢) | Budget Requested (€ ) |
| I certify that the statements herein are true, complete and accurate to the best of my knowledge. The appropriate programmatic and administrative personnel involved in this application are aware and ready to comply the policies in regard to this call.  | I certify that the statements herein are true, complete and accurate to the best of my knowledge. I agree to accept responsibility for the scientific and financial conduct of the proposed project and to provide the required progress reports if the grant is awarded. |
| Applicant signature: | Applicant signature: |
| Signature of Vicepresident for Research: | Signature of Signing Official at MPI (“Per” signature not acceptable) |

1. **GENERAL INFORMATION**

*[The text in blue is a guide with instructions and examples to fill out the form properly; It must be removed from the final document when submitting your application. Insert or delete rows in tables as needed.]*

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| * 1. Title of the Project:
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| * 1. Participating academic or research units
 | *[You must deliver the approval of the corresponding academic units and of the Vice-Rector of Research of each university in writing with the cover page. Internal procedure of each university and this form]*  |
| * 1. Duration of the project

*[Please, verify that the duration of the project is within the period established by the guidelines of the corresponding project area].* |   |  |  |
| Start date (month/year) |  | End date (month/year) |
| * 1. Permits required
 | [ ]  Management of biodiversity[ ]  Research with Human beings[ ]  Appropriate use of animals[ ]  Other, Specify: |
| * 1. Management of intellectual production
 | [ ]  Required *[You must contact the corresponding instance in your institution]*[ ]  Not required |

1. **PARTICIPANTS IN THE PROJECT**
	1. Detail of people participating in the project. Include a table with name, academic degree, specialty / field of research and three publications or activities of each Costa Rican participant relevant to the proposed theme. Also, include a table with name, specialty and three publications or relevant activities of each German participant.
2. **PROJECT PROPOSAL**
	1. Background

*[Corresponds to an analysis on the current state of knowledge in the area of the project. It must include information about the experience of the proponent team and the joint work they have done to date, if applicable. Maximum 1 page, Arial letter 12, single line spacing.]*

* 1. Justification

*[The problem or need that the project intends to solve must be explained, as well as its novelty, relevance and the relevance of the results and the theoretical-methodological approaches used in the proposal. In addition, explain how the project favors interuniversity collaboration, as established in the guidelines of the System Fund. Maximum 2 pages, Arial letter 12, single line spacing]*

* 1. References
	2. Key words

*[include 5 keywords, maximum]*

* 1. Area of ​​knowledge
	2. Expected results

*[Indicate and quantify all the results expected to be obtained with the development of the project. at least two scientific articles accepted in indexed journals must be inlcuded among them (Web of Science, SCOPUS or Emerging Sources Citation Index (ESCI)) and / or scientific and technological innovation products.]*

* 1. General Objective: *A single general objective must be included. It should start with an infinitive verb, responding to what is expected to be achieved by the project.*

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| **Specific objectives** | **Activities** | **Goals** | **Products** |
| *[Maximum 4]* |  |  |  |
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1. **METHODOLOGY**

 *[Describe the methods, techniques and procedures necessary to achieve the specific objectives;additionally, indicate the follow-up and evaluation mechanisms that guarantee fulfillment of the project.]*

1. **TASKS ORGANIZATION**

*[Describe the responsibility that each of the members will assume to achieve the objectives]*

1. **BUDGET (Total amount per project ¢ 30,000,000 (thirty million colon).**

*[The requested funds must be presented detailed by sub-item according to the "Public Sector Classifiers by object ", per year and duly justified]*

Remember that, in accordance with the specific conditions of this call, the following details must be considered:

* The lead investigator will dedicate at least 25% of his / her time to the project.
* The amount allocated to specialized equipment should not exceed 25% of the total value of the project.
* You can request the “Current Transfers to People” (Transferencias Corrientes a Personas) account (scholarships to third parties and Other transfers to people) to pay students in the Assistant Hour Category.
* In case of requesting resources for internships, ticket fares, lodging and insurance must be included. These internships should be no longer than three months.
* There are no budgetary restrictions for the items "Services" and "Materials and Supplies"
* Sunk costs and indirect costs cannot be included in the budget formulation.
* No constructions, infrastructure, or furniture will be financed.
* On the principles of Governement Contracts in Public Administration, at least one price quotation must be included. In case of a unique bidder, a justification must be provided. For the purchase of air tickets, price quotations for economy class must be submitted.
* If the project includes academic travel within the country or the need for international trips, calculation of travel expenses must be made based on the “Regulation of Travel Allowances” of the Controller General of the Republic of Costa Rica (CGR). In case of international travel allowances, refer to Column III: Other Officials, of the country of destination.
1. **JUSTIFICATION OF REQUESTED ITEMS:**

*[A justification of all the items requested must be presented, that is, you must explain why each one of the rubrics contemplated in the budget is required for the realization of the project. In addition, you must specify the origin of the requested amount, that is, your calculation, cost information (cost per hour, cost per liter), quantities (hours, liters, trips). In case this justification is not presented, the proposal will be excluded from the competition.]*

1. **SCHEDULE**

*[List the activities that will be carried out over time including the name of each person responsible]*

1. **COUNTERPARTS FOR THE PROJECT:**

*[The compensation of the main and associate researchers, according to their percentage of participation in the project and current gross salaries, may be included as a counterpart. Include also a detailed inventory of equipment and supplies]*

1. **AVAILABLE RESOURCES TO BE USED IN THE PROJECT (EQUIPMENT AND SUPPLIES)**

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| **Institution** | **Laboratory****Center****Institute** | **Equipment** | **Model** | **Quantity** | **Supplies** |
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