

## **Instructions for filling out the data base form:**

### **“Planning grant for a Centre of Excellence”**

This applies to a larger project performed by a well established, renowned research group or a set of co-ordinated groups who are addressing a central problem or problem area within the FUT program and who are qualifying as a international Centre of Excellence (CoE) in the FUT area. The planning grant is intended to facilitate preparation and writing of the full CoE proposal. The magnitude of the planning grant is in the range SEK 100,000-200,000 (ca EUR 10,500-21,000 or USD 16,500-33,000), depending on the characteristics of the project. The application and main applicant must be supported by his/her host organisation (e.g. a university), see below.

The research topic for 2008 is Bus Rapid Transit (BRT), as presented in our document “Call for CoE proposals in the area of BRT”. For further general information about the FUT programme, see our “FUT policy statement document”. Both documents are found at our web-site [www.volvoresearchfoundations.com](http://www.volvoresearchfoundations.com)

The application should be submitted electronically via a database (se below) and must be completed before September 15, 2008, when the access to the database will be terminated. We will then send the completed application form to the applicant as a document by email, which should signed and returned to the Foundations by regular mail. Please note that the application form should be signed by both the main applicant and the host organisation.

Access to the database is obtained by sending an email to the Foundations secretary <[info@volvoresearchfoundations.com](mailto:info@volvoresearchfoundations.com)>, stating the name and email address of the main applicant, and requesting a password to submit an application for a “Planning grant for a Centre of Excellence”.

Below follows detailed instructions about how to fill out the form. The page numbers in the instructions, indicate the page numbering in the final document.

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#### **Front page**

##### **Mailing address of main applicant**

It is important to give not only a mailing address, but also email or fax, in order to speed-up the communications. Please note that only one person should be the main applicant.

##### **Project title**

The title should be concise and informative. Try to make the title include keywords characterising the project.

##### **Names and addresses of project partners**

Present the names and addresses of the project partners. Their scientific background and current activity are presented later in the proposal.

### **Summary**

The summary should summarise the problem formulation, the objective(s), and the main approach, of the project, and indicate what gives the project a competitive edge.

### **Estimation of proposed project budget (annual costs in local currency) and length of project**

Indicate here the estimated annual funding that you will apply for from VREF, for the Centre of Excellence activity that you suggest, in case your planning grant proposal is approved. The annual funding of a CoE in full operation is normally in the range of SEK 4,000,000-6,000,000 (ca EUR 450,000-650,000 or USD 650,000-1,000,000). Only an approximate summary budget for the planned Centre of Excellence project, but no details, are required at this point. If this “letter of intent Proposal” is awarded a planning grant a detailed budget will be required at that stage. However, in the tentative budget all overheads, VAT or similar costs must be included.

### **Requested planning grant**

The planning grant is intended to facilitate preparation and writing of a full proposal. The magnitude of the planning grant will be in the range SEK 100,000-200,000 (ca EUR 10,500-21,000 or USD 16,500-33,000), depending on the characteristics of the project. Quote here the required planning grant to prepare a full proposal during a 3-4 months period. This is the maximum planning grant that will be awarded if your proposal is accepted in the evaluation procedure.

## **Project proposal**

### **Background**

The background should summarise the most important current knowledge and/or lack thereof in the project area and the main international research teams active in the area.

### **Vision**

Give your long-term vision of the project’s impact on FUT if funded.

### **Objective/goal**

Which are the main reachable objective(s)/goal(s) of the project for the chosen project period? We are particularly encouraging projects aiming at combining the build up of new knowledge with action/implementation (sometimes in a sequence from the identification of the problems to the implementation of solutions and their evaluation), promoting not only accessibility and efficiency but also values such as equal life quality expectations and long-time societal/environmental sustainability. Details about how the project will promote these issues should be described in “Project description and problem formulation” below.

**Project description and problem formulation**

Here the specific problem formulation and the specific approach suggested to address the formulated problem(s) are presented. In addition, it should be described how the project will promote not only increased accessibility and efficiency, but also values such as equal life quality expectations and long-time societal/environmental sustainability (e.g. reduced CO<sub>2</sub> emissions, inclusiveness of all citizens, etc.). Describe also the partners interaction, contribution and role in the project.

**Description of applicant's scientific background, current activity and condensed CV**

Summarise your main scientific background and other achievements/experiences relevant for the success of the proposed research. Of particular interest is the current activity. A condensed CV is given in the allocated space.

**The partners' scientific background and current activity**

Summarise the partner's scientific background and other achievements/experiences relevant for the success of the proposed research. Describe also their contribution and role in the project. This includes both partners financed and not financed by the project. Please note that a project can include and be strengthened by non-academic partners, such as governmental, political or private sector organisations or institutions. The latter can, however, not receive any funding from the VREF.

**Which factors give the project a competitive edge**

What gives the project a competitive edge on the international arena? This is partly overlapping with the "Description of applicant's scientific background" above, but here other factors such as the problem formulation itself; access to unique model systems and/or methods for the research, the partners experience, existing networks and other factors may also play a role. A common indicator of a competitive research group/person is invitations to international conferences, review articles, editorial board memberships, etc. Please quote if available.

**Educational aspects and content**

For all projects it is important to have an educational content, in order to spread the new scientific results. Educational activities are, for example, courses, seminars, workshops and graduate student training.

**Relevant literature and key references**

Quote the most important publications, relevant to the proposed project, from your group and from other groups. Regarding publications from your own group, externally reviewed publications from the last 3 years are the main interest.

**Survey of Future Urban Transport activities**

**Survey of Future Urban Transport activities and important actors in this area**

We would like your input in establishing an international network in the FUT area. For this purpose we would like you to do the following: Make a brief international survey of Future Urban Transport activities that you know of and list what in your opinion are the most important actors in this area. Make also a list of important activities, like conferences, workshops, etc., related to the proposed project and Future Urban Transport in general. Quote inter-net conference homepage addresses and the names and addresses of the organisers or web addresses. List qualified individuals, research groups and other institutions active in FUT research (including addresses, etc.). Finally, list suitable reviewers for proposals in the area of FUT. We appreciate very much your input here.