

# Preparing the pre-proposal

This document provides you with information on formal conditions that will apply to pre-proposals as well as guidelines for the preparation of pre-proposals being submitted to this JPND call. Meeting the formal conditions and using the provided [pre-proposal template](#) is mandatory.

## Page limits

The page limit for the pre-proposal is six pages (one page for the synopsis, four pages of project description and one page for a budget overview). All information, including figures and references, must be included in the six pages. No annexes, CVs or Letters of Intent are allowed in the pre-proposals. Such information will be requested at the full proposal stage.

## Formatting

Regarding the format of the document, some formal conditions must be met. Text must be Arial Standard and at least 11 pt., apart from references which may be in 6 pt. Margins must not be smaller than 2 cm. You may include figures, tables and other elements according to your individual needs. Those elements must be included within the page limits.

## General information

**Part I (Synopsis):** Please provide information on application details, the consortium and a scientific summary. Full contact details of the consortium partners will be requested at the electronic submission tool and therefore brief information is sufficient in the proposal. Please also provide a summary of the project, a collection of relevant keywords and the disease(s) addressed by the proposal. Such information will be used to allocate the proposal for review.

**Part II (Project description):** You may assemble this section according to your individual needs. Nevertheless, all information and references must be provided here (no annexes are allowed) in order to allow peer-review. In the pre-proposal, you may focus on the objectives and the general concept of the project, i.e. the scientific background, aims, working hypothesis and the added value from working together. Information on the work plan, methodology, expertise of the partners and ethical issues may be brief as this information will be emphasized at the full proposal stage.

**Part III (Budget overview):** Please complete one separate table for each regular partner. All statements should be made in Euro or the relevant currency must be clearly indicated. Each budget item should be briefly explained (e.g. by keywords). The total budget represents the final costs requested from the respective funding organization. As some organizations do not provide 100% funding, you may add a footnote or illustrate full costs in the description, where needed. In addition, funding organizations may have individual budget limitations or regulations and some costs may not be eligible for specific applicants. Information on individual regulations is provided in the [specific information sheets](#) or directly by the respective contact persons (see below).

## Contact points

Each applicant is requested to contact his or her relevant funding organization before the submission of the proposal. Any specific questions may be solved here. In the case of general questions, you may also engage JPND's Joint Call Secretariat. The [call text](#) provides contact information for both options.