(B) The Application Process

Applying for CIVICA grants consists of the following steps:

Step 1 – Applying team members are to contact their respective CIVICA coordinators in the planning stage of the application to enquire about funds available for CIVICA partners at each university, and about formal requirements and eligible expenses. **Costs should be calculated for each involved institution separately**. (See list of contact persons at each CIVICA partner in the call description.)

Step 2 – Applying teams are required to prepare **one single joint application (including the separate cost calculations)** and submit it to research@civica.eu before the deadline. **The project must have an acronym. The submitted file must be named the project acronym** (e.g. "EUFUTUR.doc" or "EUFUTUR.pdf").

Through a Single Review Process, the CIVICA Scientific Committee (SC) will select projects on merit and inform the grant units in universities concerned. The SC will also check whether the application meets the formal criteria set in the application guidelines. If one CIVICA partner finds that its part of the budget does not meet the criteria, applicants are consulted to fix any error.

Step 3 – Following the decision by the SC, grant coordinators at partner universities will formally decide on the financial aspects, in line with the decision of the SC and within the limits of their available CIVICA funds.

Step 4 – Grant units of CIVICA partners inform the SC. The SC announces winners. Members of winning consortia contract with their respective universities for funding.

(C) APPLICATION FORM

CIVICA Partners are invited to submit proposals under the 4th Call for Thematic Activities jointly executed by CIVICA partner universities.

BASIC INFORMATION

Which priority area(s) does your activity pertain to (if relevant)? *(You can select several)*

1. ☐ Democracy in the 21st Century
2. ☐ Societies in Transition, Crises of Earth
3. ☐ Europe Revisited
4. ☐ AI & Data-Driven Technologies for Social Sciences
5. ☐ Security & Resilience
6. ☐ None of the above (specify which area your project is in)

Activity/Project title (mandatory):	
Acronym (mandatory):	

THEMATIC ACTIVITY TEAM

Please list all the known participants in the thematic activity and their affiliation. (For thematic activities, this does not include participants that are to be selected in an open call for abstracts, for instance.)

Project team leader - PI (must be a permanent faculty with one of the CIVICA Partners – responsible for submitting the application and reporting for both thematic activities)

Name:	CIVICA institution:	Unit:	Position:	Email:	Gender[1]:

Add rows as necessary!

Team members

Name:	CIVICA institution:	Unit:	Position:	Email:	Gender[1]:

Add rows as necessary!

Designated contact person for administration and budget (Each participating institution needs to name one person responsible administering the institution's part of the budget)

Name:	CIVICA institution:	Unit:	Position:	Email:

Add rows as necessary!

[1] This data is collected purely for statistical purposes. Please choose of the following options: "Man", "Woman", "Non-binary", "Prefer not to say".

DETAILED INFORMATION

Expected Duration

Please specify when your proposed event/activity would take place OR when your research project would start and end.

Start date:		End date:	

Brief Description

Please briefly describe your planned thematic activity (e.g workshop/conference), and expected results (max 300 words)

Extended description

Please describe the project in more detail, including: state of the art in the respective area of work or research; contributions and roles of the faculty members in the team; the methodology; the added value of your project for developing CIVICA as the European University of Social Sciences, and the anticipated outputs, deliverables, impact, and beneficiaries (target audience/end users within CIVICA and outside of it). For thematic activities: max. 2000 words.

Work plan (for research proposals only)
Please describe the main activities of your project, the envisioned timeline, and the most important outputs/deliverables.

Activity	Timeline	Expected results

BUDGET

Please list the proposed expenses of your project (add/delete rows as required). Please be reminded that in thematic activities each participating institution needs a budget line; for research projects, each team member needs to fill out their own budget plan. Please give subtotals for each institution.

Type of COSTS	Description and justification of COST	*EUR*	Project team member/Institution
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
TOTAL:			

Signature (or typed name) of the project leader/person in charge of submitting the proposal:

_____

ALL APPLICATIONS SHOULD BE SUBMITTED ELECTRONICALLY TO:
RESEARCH@CIVICA.EU
BY 25 January 2027, 23:59 (CET)

Co-funded by the Erasmus+ Programme of the European Union