



Information bulletin

of the Scientific Commission of the Union of Academies on the formal design of new proposals submitted to the Academies' Programme

- The length of new proposals must be limited to 25 pages (maximum 75,000 characters, including spaces, footnotes, tables, etc. font size: Arial 11; line spacing 1.2; excluding the cover sheet, the table of contents and the brief summary of the project proposal).
- Within the limits of the framework, new applications must include a work and time schedule (if applicable, in the form of a table), a budget and staffing plan (if applicable, in the form of a table) as well as a concept with definable modules in terms of content and time.
- The application must be preceded by a one-page summary of the project proposal and a table of contents. It must include page numbers. The application must refer to the respective appendices.
- The appendices shall be limited to:
 - the CV(s) of the applicant(s) including the ten most relevant publications,
 - proof of cooperation agreements including letter of intent (if applicable, also in the form of a table),
 - brief description of the digital aspects and technical specifications of the project (if not outlined in the application),
 - immediately necessary information on the archival and preservation situation (relevant manuscripts, sources, etc.),
 - if applicable, a sample edition or sample collation and proof of project-related edition guidelines, etc.
- The appendices may not exceed the number of pages of the application. The appendices must be numbered consecutively and referred to by means of references in the application. They must be limited to purely supplementary information and therefore must not contain any essential information that is not provided in the application.

