****

**Osnovni podatki za pisanje prijav na programih**

**Obzorje 2020 in Evropsko teritorialno sodelovanje**

**(Zadnja posodobitev: 22.05.2019)**

Komisija za pomoč pri prijavi projektov (K4P) je pripravila naslednje informacije, ki jih raziskovalci IJS potrebujejo pri prijavah projektov:

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Nekaj uvodnih opomb:

Podatki, ki jih lahko vpišete neposredno v obrazce, so v angleškem jeziku. Priporočila in komentarji so v slovenskem jeziku.

Priporočamo, da se udeležite vsaj enega dogodka na temo razpisa, za katerega pripravljate prijavo. Informativne dneve pripravljajo različne inštitucije, med drugim Evropska komisija, SBRA, MIZŠ, v okviru **IJS pa K4P pripravlja delavnice**, na katerih so predstavljeni sklopi različnih razpisov. Če želite, da bi bila določena delavnica organizirana na IJS, pošljite predlog ge. **Almi Mehle**.

# Obzorje 2020

## Administrativni podatki

Jožef Stefan Institute

Short name: JSI

PIC številka: 999971837

SKD klasifikacija: 72.190 (od 1.1.2008 naprej)

NACE koda: 72.10

Legal registration number (vložna številka iz sodnega registra): 10078200

VAT ID: SI55560822

Matična številka: 5051606

Public body: yes

Non-profit: yes

International organization: no

Secondary or Higher education establishment: no

Research organization: yes

Legal person: yes

**Bančni podatki**

Account holder: Jožef Stefan Institute, Jamova 39, 1000 Ljubljana, Slovenia

Account number: 01100-6030344242

Bank name: Bank of Slovenia

Bank address: Slovenska 35, 1505 Ljubljana, Slovenia

IBAN: SI56011006030344242

S.W.I.F.T. code: BSLJSI2X

SWIFT = BIC code

Legal registration number: 10078200

VAT SI55560822

Matična številka: 5051606

Podatke osvežuje ga. **Marja Mali**.

## Konzorcij – predstavitev IJS

Kratek splošen opis IJS:

*Jožef Stefan Institute (JSI) is the leading research institution for natural sciences in Slovenia, covering a broad spectrum of basic and applied research. With staff of more than 950, working in the 27 research departments and several centres, it covers a broad range of expertiese in the areas of physics, chemistry, life sciences, advanced materials, computational science, energy and nuclear research.*

Dodajte še opis IJS, iz katerega bodo jasne kompetence IJS kot partnerja specifičnega projekta. Spodaj je primer, ki ga je pripravila ga. **Martina Knavs**, opis naj bo prilagojen tipu projekta in specifičnim ciljem projekta.

*The Jožef Stefan Institute is the leading Slovenian scientific research institute, covering a broad spectrum of basic and applied research. The staff of more than 950 specializes in natural sciences, life sciences and engineering. The subjects concern production and control technologies, communication and computer technologies, knowledge technologies, biotechnologies, new materials, environmental technologies, nanotechnologies, and nuclear engineering.  The mission of the Jožef Stefan Institute is the accumulation - and dissemination - of knowledge at the frontiers of natural science and technology to the benefit of society at large through the pursuit of education, learning, research, and development of high technology at the highest international levels of excellence.*

*The Institute is closely connected with the Slovenian universities, where many scientists who initially developed their research talents at the Institute have been appointed to teaching posts, while still retaining their research positions or research teams at the Institute. Since 1985 more than 1800 postgraduate students have gained their MSc. and Ph.D. degrees at the Institute. Close contacts are also maintained with secondary schools, providing work practice on research projects in natural sciences and organising regular visits to the laboratories.*

*Jožef Stefan Institute is public non-profit research organisation financed through the national projects of the ministries of the Republic of Slovenia and the Slovene Research Agency, international bilateral and multilateral projects and industrial projects.*

*In 2016 Jožef Stefan Institute was coordinating or participating in more then 300 multilateral international cooperation and over 80 bilateral cooperation. Institute has signed international cooperation agreements with other top ranking research facilities in Europe, USA and Japan.*

*In 2017 Institute signed* [*Declaration on Added Value of Excellence in European Research*](https://ijs.si/ijsw/V001/IJS/Desno?action=AttachFile&do=get&target=Declaration.pdf) *to highlight need to take the excellence of research into account at all levels of the academic and socioacademic sectors.*

*In 2016 alone the Institute was granted with 19 new national and international patents.*

*Researchers from Jožef Stefan Institute are regular recepients of Zois certificate of Recongition, one of the highes award on national level.*

*In last years Jožef Stefan Institute ranked as top research organisation in Slovenia* ***(****[by European Research Ranking](http://www.researchranking.org/index.php)****).***

*The Institute has established a UNESCO Chair on Open Technologies for Open Educational Resources and Open Learning, proving that its vision of free and open access to academic knowledge in the form of open online videos and smart technologies is the right approach for addressing the global digital divide in education and knowledge transfer.*

*In pursue one of the Institute's missions to facilitate and enable the creation of promising new research areas for younger generations of researchers, IJS Director’s Fund project was established in 2016. It enables young researchers to develope new areas and stimulate collaborations between younger researchers, research departments, groups and areas of research at the institute.*

*IJS is EURAXESS Slovenia Contact as part of EURAXESS Network and assists foreign researchers and their families coming to work or study in Slovenia. Eight institutions in Slovenia offer free assistance services related to mobility to local research institution. The EURAXESS Network Slovenia is part of the European EURAXESS Network.*

Pri ocenjevanju konzorcija so za ocenjevalce zelo pomembne naslednje informacije:

* Jasna predstavitev problema, ki ga naslavljate v prijavi projekta in jasen opis vloge posameznih partnerjev v konzorciju. Napišite, zakaj je vsak član konzorcija nujno potreben in visoko kvalificiran za sodelovanje v konzorciju.
* Dobre medsebojne povezave konzorcijskih partnerjev in ustrezna infrastruktura za izvedbo predvidenega dela.
* Komplementarnost partnerjev v konzorciju in sinergija med partnerji v kontekstu projekta. Pokažite, kako je vsak izmed partnerjev nujen za rešitev izbranega problema.
* Vsak partner mora imeti aktivnega in predanega člana osebja, katerega strokovno ozadje ustreza vlogi tega partnerja v konzorciju in ki bo odgovoren za prispevek partnerja h konzorciju. Partnerjem, ki že na začetku pri pisanju prijave niso odzivni, se zahvalite za sodelovanje in jih izključite iz konzorcija.
* Vodilni partner z izkušnjami z upravljanjem in uspešno izvedbo projektov.
* Pokažite, da bo konzorcij najverjetneje nadaljeval delo in sodelovanje tudi po zaključku projekta.

Več informacij o IJS: <https://www.ijs.si/ijsw/JSI>

Besedilo osvežuje ga. **Alma Mehle**.

## Statistični podatki o udeležbi IJS v okvirnih programih

To so podatki, ki jih raziskovalci potrebujete pri prijavi pod naslovi, kot so: **General description of beneficiary**, **Previous Involvement in Research and Training Programmes**, **Current Involvement in Research and Training Programmes** (npr. IJS is currently involved in »n« Horizon 2020 projects, »m« LEIT projects, ...

### IJS projekti v O2020

Informacije o prijavljenih, ocenjenih, neocenjenih ter sprejetih projektih so zbrane v spodnji tabeli. Tabela velja za stanje april 2019.

Podatke osvežuje ga. **Alma Mehle**.



### IJS projekti v 7. Okvirnem programu

|  |  |  |
| --- | --- | --- |
| **FP7** | **Sprejeti projekti** | **Prispevek Evropske komisije (EUR)** |
| **Cooperation** |  |  |
| ARTEMIS | 2 | 166.111,19 |
| Joint Technology Initiatives | 3 | 975.060,00 |
| Health | 3 | 1.478.875,00 |
| Food, agriculture and fisheries, biotechnology | 2 | 177.825 |
| Information and communication technologies | 57 | 19.549.713,00 |
| Nanosciences, nanotechnologies, materials, and new production technologies | 17 | 5.426.708,70 |
| Energy | 0 | 0 |
| Environment (including Climate change) | 11 | 3.014.836,37 |
| Transport (including Aeronautics) | 4 | 1.145.208,26 |
| Socio-economic sciences and humanities | 0 | 0 |
| Space | 3 | 352.566,57 |
| Security | 4 | 395.161,22 |
| **Ideas (ERC)** | 1 | 1.206.627,50 |
| **People (Marie-Curie)** | 20 | 4.132.564,20 |
| **Capacities** |  |  |
| Research infrastructures | 8 | 1.183.512,00 |
| SMEs | 2 | 3.200,00 |
| Regions of knowledge | 0 | 0 |
| Research potential | 4 | 2.146.217,60 |
| Science in society | 4 | 266.443,25 |
| Support for the coherent development  of research policies | 0 | 0 |
| Activities of international cooperation | 0 | 0 |
| **Coordination of Research Activities** | 0 | 0 |
| **Euratom** | 17 | 1.357.074,05 |
| **SKUPAJ** | **162** | **42.977.703,91** |

Podatke je zbrala ga. **Marja Mali**.

## Hosting arrangements

Besedilo je odvisno od projekta. Da boste imeli občutek, kako naj bo besedilo pripravljeno, je spodaj primer, ki ga je pripravila ga. **Martina Knavs**:

*The Jožef Stefan Institute (JSI) is the biggest research centre in Slovenia. It covers a broad spectrum of basic and applied research and is one of the top research institutions in Europe (37th place in 2014 European Research Ranking). The applicant will become part of research program …. led by Prof. ….. in the Department ….. at JSI, having the same access to all facilities and work as any of the permanently employed scientists of the group. JSI and the department ... are well experienced in hosting and fully supporting foreign researchers and students. It is common for JSI to supply the assistance to newcomers with local hosting arrangements. The JSI has a long track record of scientific and training achievements at advanced level. Just within … group 5 publications with the highest impact factor, above 30, have been published in the last 5 years. The department is strongly connected with academic environment (University of Ljubljana and Jožef Stefan International Postgraduate School) and for more than four decades it has provided a creative research environment for numerous researchers who obtained their MSc and PhD degrees in its laboratories. Many of the group’s members, have long-term experience in mentoring/tutoring and are active as faculty tutors at the undergraduate and graduate levels. The fellow will carry out the research working together with other members of the research group, providing the applicant with the necessary guidance, support and training for implementing the proposed interdisciplinary project. In addition to standard schemes for supervision, monitoring, and tutoring, the fellow will get involved in international collaborations, present her work at international workshops, conferences and topical lectures, and pursue her own research ideas. The fellow can also count on career advice and guidance in proposal preparation for funding request given by the large community of senior researchers working at the JSI.*

## Appropriateness of the institutional environment (infrastructure)

Besedilo je zelo odvisno od projekta. Da boste imeli občutek, kako naj bo besedilo pripravljeno, je spodaj primer, ki ga je pripravila dr. **Polona Škraba Stanič**:

*JSI Artificial Intelligence Laboratory operates with state of the art servers which includes two 512GB memory machines for development and uses the latest development tools. The laboratory closely collaborates with the Centre for Knowledge Transfer in Information Technologies (CT3) where we are developing the VideoLectures.NET, a portal for sharing scientific and educational videos, which covers more than 16,000 scientific lectures from various scientific fields, with emphasis on computer science.*

## IPR part

Ker se konzorciji in posledično prijave med seboj razlikujejo, ni mogoče pripraviti enotnega dokumenta. Izkušnje na tem področju ima več članic K4P. Če želite kratek informativni pogovor na to temo, za povezavo z ustreznimi članicami K4P kontaktirajte go. Almo Mehle.

Za pomoč pri pripravi besedila za IPR dele prijav se lahko obrnete na CTT, e-mail: [tehnologije@ijs.si](mailto:tehnologije@ijs.si)

## Project Management

Projekti imajo specifične značilnosti, odvisno od vsebine, cilja, projektnih partnerjev, načina dela, … Zato navajamo le primer osnovne strukture upravljanja projektov:

* *General Assembly (GA)*
* *Project Coordinator (PC)*
* *Administrative Coordinator (AC)*
* *Project Management Board (PMB)*
* *Work Package Leaders (WPL)*

Nekaj priporočil glede delovnih paketov, nalog, časovnih mejnikov in izročkov:

* Naloge imajo časovnice, tveganja, odvisnosti, rezultate in utemeljitve povezane z delovnim paketom.
* Delovni paketi združujejo naloge s posameznimi rezultati, izročki in mejniki ter zahtevajo ustrezne vire in osebje.
* ‘GNATT chart’ prikazuje organizacijo delovnih paketov ter časovnice in uporabo virov in osebja.
* Opis upravljanja projekta mora jasno opredeliti, kdo bo odgovoren za kaj, kako se bodo sprejemale odločitve in kako se bo upravljalo s tveganji. Vsak delovni paket ima vodjo in vodje običajno sestavljajo odbor. Za vsako aktivnost znotraj projekta mora biti imenovana odgovorna oseba.
* Opišite, kako boste izvajali nadzor nad kvaliteto in jo zagotavljali ter kako se boste spoprijeli z nepredvidenimi izzivi.
* Ne pretiravajte z izročki in mejniki! 3 izročki na delovni paket, 5 mejnikov na projekt, 7 delovnih paketov na projekt, največ 6 nalog na delovni paket!
* Večini pri tem kriteriju spodleti, ker cilji projekta niso jasno povezani s postopki upravljanja. Predstavite postopke!
* Ne kopirajte dela za upravljanje projekta iz starih projektnih predlogov!

## Dissemination

Pazite na izrazoslovje:

You *disseminate* to your colleagues in your field.

You *communicate* to external stakeholders across Europe.

You perform *outreach* to the general public.

You *exploit* so that the knowledge is used and useful.

Together, these create *impact.*

Primeri orodij za razširjanje (dissemination tools):

Spletna stran, Linkedin, aktivnosti mreženja (delavnice, conference), predložitev člankov v točno določenih revijah in ostalih publikacijah, predložitev člankov in posterjev na vsebinsko specifičnih konferencah in delavnicah ter prezentacije na teh dogodkih.

Primeri za komunikacijo in orodja dosega (communication and outreach tools):

Projektna brošura, spletna stran, pojavljanje v medijih (članki za širšo javnost, prispevki in pojavljanje na TV, promocijski video…).

Bodite zelo specifični in čim bolj natančno opredelite aktivnosti, kot npr. na katerih strokovnih konferencah boste predstavili projekt, v katerih revijah in časopisih boste objavili poljudne članke, na katerem TV kanalu in v kateri oddaji boste nastopili.

Primeri in nasveti za uporabo (exploitaton):

Uporaba ('exploitation') je lahko komercialna, raziskovalna, izobraževalna, lahko postavi nove standarde, na primer, rezultati raziskav lahko vplivajo na pravilnike, postopke, smernice razvoja.

Razmislite, kdo so potencialni uporabniki, kdo bo imel od raziskav korist, kdo bo lahko naprej uporabil dobljene rezultate in/ali produkte?

Razmislite, kako bodo uporabljeni rezultati raziskav, na primer: aplikacija rezultatov raziskav, nadaljnja uporaba v bodočih raziskavah, produkti (komu bodo namenjeni, kako jih boste spravili na trg oz. kako bo urejen dostop do produktov ali ostalih rezultatov raziskav, kakšni bodo pogoji za dostop in uporabo…).

## Gender Issue

Enakim možnostim za oba spola mora biti namenjeno vsaj kratko besedilo, da dokažete, da se zavedate pomena te teme. Besedilo naj bo sestavljeno tako, da v njem predstavite:

1. **obstoječe stanje partnerjev**
2. **enake možnosti glede na specifiko projekta.**

**Podatki, ki vam bodo pomagali pri pisanju pod točko A.**

Število zaposlenih na IJS (31.12.2018):

Vsi zaposleni: 991

M: 631

Ž: 360

Od tega raziskovalcev: 662

M: 463

Ž: 199

Vodilna delovna mesta – administracija: 6

M: 3

Ž: 3

Vodilna delovna mesta - raziskovalni odseki: 27

M: 22

Ž: 5

Vodilna delovna mesta – samostojni centri: 10

M: 8

Ž: 2

Dodajte dobre prakse na IJS, npr., da se bodo lahko MR na starševskem dopustu vrnili na isto delovno mesto in nadaljevali z znanstvenim delom.

Primer besedila pod točko A.:

*Gender equality rights are important to all partners, as through the nature of our work; all have a high proportion of highly skilled female scientists, engineers, researchers and managers. The organizations (research, industrial and public bodies) involved in the project encourage equal opportunities of career among women and men in their staffing according to national and European laws and corporate ethical code. The partners will promote gender equality within the frame of the project; addressing the EC goal of reaching a 40% participation of women at all levels, in implementing and managing research programmes.*

The consortium will use best practice guidelines for fairness and sensitivity to gender and age in hiring and employment procedures and will attempt to achieve an equal gender balance in project partners’ teams (at the time of writing, the consortium is 45% female). The project will maintain full compliance with EU practices and published guidelines including the European Charter for Researchers and Code of Conduct for the recruitment of researchers.

**Besedilo pod točko B.**

Pod ‘gender issue’ spada tudi upoštevanje možnosti vpliva spolov na izvajanje in rezultate raziskav. Tu predvidimo in opišemo, kje obstaja možnost, da bi razlike v splošni naravnanosti oz. pristranskosti spolov v odnosu do določenih aparatur, vsebin raziskav, narave eksperimentov, produktov ,ipd… vplivale na potek in končni izid raziskav.

# Evropsko teritorialno sodelovanje

## Podatki upravičenca/projektni partner

Institut 'Jožef Stefan', angleško: Jožef Stefan Institute

Jamova cesta 39, 1000 Ljubljana

Kratko ime: IJS, JSI (angl.)

Pravna oblika: javni

Total staff of the partner structure (število zaposlenih na IJS, 31.12.2018): **991**

Staff dedicated to EU programmes (število zaposlenih v EU programih):

Država: Slovenija (SI0)

Občina: Ljubljana

VAT ID/ID za DDV: SI55560822, včasih je potrebno zapisati le številko 55560822

Type of national identifying number (administrative code): Registration number

National identifying number (administrative code): 5051606

Telefonska številka: +386 1 477 3900

E-mail: info@js.si

Spletna stran: https://www.ijs.si/ijsw/IJS

Podregija NUTS 3 sedeža: Osrednjeslovenska (SI021)

Regija NUTS 2: Zahodna Slovenija (SI02)

Povračljiv DDV: delno

Pomoč de minimis: OZNAČIŠ: Ustanova, ki jo zastopam, in drugi subjekti, ki pripadajo isti skupini kot ta ustanova, v zadnjih treh poslovnih letih niso prejeli nobene pomoči, ki spada pod pravila de minimis.

Podatke osvežuje ga. **Mojca Rjavec Koricki**.

## Podatki zakonitega zastopnika

Prof. dr. Jadran Lenarčič

Telefonska številka: +386 1 477 3212

E-mail: [info@ijs.si](mailto:info@ijs.si)

Za več podatkov kontaktirajte go. **Mojco Rjavec Koricki**.