

## Guidelines and Outline for Theme Proposals

### Aim:

The e-Science Institute is an interdisciplinary meeting ground whose role is to facilitate the e-Science community.

The thematic programme aims to bridge the perceived disconnect between

- applications researchers in the sciences, medicine, the arts, humanities and social sciences – *applications scientists*

and

- the computational science community including both computer and computational scientists and software engineers – *technical experts*.

The programme of any theme should be such as to encourage collaborative participation and to provide an opportunity for participants to think. We would strongly encourage theme proposals that link with substantial funded e-Science activity in the UK and elsewhere, especially where the theme can be shown to add value to those projects. It is intended that the focus of activity be at the e-Science Institute in Edinburgh but we are keen that themes also generate satellite activity in other organisations.

### Criteria:

Any proposal for a themed programme should satisfy the following:

- It should not focus on only one domain i.e. applications or technical developments.
  - It should identify a community need and provide a clear statement of how the theme will benefit related research areas.
- There should be agreed participation by both applications scientists and technical experts. A leader from each domain would be a strong point in favour of the application.
  - Proposers should be able to demonstrate the relevance and importance of the theme by including a list of named supporters and named individuals who have agreed to contribute to the activities.
  - Proposals should include use cases and user surveys where appropriate.
  - Where there is more than one leader, there should be one person responsible overall.
- Leaders should be experts in their field.
  - Each theme plan should include an initial review of current capabilities in this area, not restricted to academic research.
- There should be a clear statement of deliverables – what the theme is supposed to achieve.
- There should be a high level project plan with milestones and resources needed, or the intended use of resources available.
- Seeking alternative sources of co-funding is encouraged.

### Submitting a proposal: (*Successful theme proposals can be found on the theme's website.*)

Proposals should be written based on the template at the end of this document ('Application'). Please note:

1. Applications should be no more than 8 pages long.
2. Please append a CV for each of the leaders – these should be no more than 2 pages long each, citing only the most significant publications where this is appropriate.

### Resources provided:

The eSI aims to run two themes a year. A theme is normally expected to last from six months to one year, depending on the level of co-funding available, the seniority of the theme leader, the number of visitors signed up etc. The indicative budget for a theme is £ 60 k *but all figures are subject to approval by the Science Advisory Board which may agree a higher or lower figure depending on the strength of the case and the perceived benefit to the community*. Funds are available for part salary payment for the theme leader(s) or teaching buy-out, travel for the theme leader (both to Edinburgh and to attend meetings and workshops elsewhere), travel for visitors<sup>1</sup> and collaborators, workshop and material costs and to support associated workshops in other Centres or Institutes.

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<sup>1</sup> Visitors who want to participate can also apply through the normal visitors' programme. The budget here is at the TL's discretion.

A possible breakdown (£ k) of the budget is shown below.

Theme Leader (0.5 FTE for 12 months) <sup>2</sup>	25
TL travel to Edinburgh	2
TL travel while at Edinburgh	10
Budget for visitors/speakers to collaborate	5
Production of posters/advertising	3
Workshop & meeting costs (largely speaker costs)	11
Budget for associated workshops (largely speaker costs)	4

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**Application:**

Proposers (names and organisations):

1. Theme topic and brief description.
2. Proposed leader(s) with brief description of their areas of specialisation. Please append a 2 page CV for any named proposed leader(s). (*If more than one please indicate who will be the primary contact.*)
3. Relation to e-Science.
  - a. Please describe the application areas that would benefit from the outcomes of this theme.
  - b. Please list the technical areas that would be engaged and developed as a result of the theme.
4. Are there other similar projects to the proposed theme? What would be their relationship to/involvement in this programme?
5. Identify a focus that will ensure the effort is most likely to be productive i.e. a specific test application domain/current unsolved research challenge.
6. Please list any people who have agreed to actively collaborate.
7. Sketch of who is probably working in the area, and/or might be interested.
8. Identify the current key research challenges(s) in the area<sup>3</sup>.
9. What are the plausible outcomes (deliverables) from the theme? Journal papers, books, reports? Will they be entirely theoretical, or will there be some experiments and/or software produced?
10. Sketch of the kind of events (focus/scope) proposed, where they would be held and who would participate.
11. What difference will be generated by running the theme for 6 or 12 months?
12. Is the topic of the theme so specific that it can really all be "tied up" in 6 or 12 months time, or should there be some follow-on? If so how might the follow-on be funded? (e.g. some of the people that have been active in the theme might make a proposal to EPSRC).
13. Are there opportunities for co-funding from other sources?
14. Please provide a high level project plan with milestones and the resources being applied for.

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<sup>2</sup> This includes some fraction of salary (normally 0.5FTE) plus employers' NI and superannuation if appropriate (but *not* indirect costs) and is not prescriptive. This is *not* a research grant so the use of FEC for calculating salaries is not appropriate. It could represent a teaching buy-out. Actual salary figures should be used, since expenditure needs to be justified to the Research Councils.

<sup>3</sup> One standard deliverable should be a report on the *new* key future research challenges in that area.