



## Instructions for Preparing a LIAMA Project.

=====

A project must involve at least one institution from each side, of which at least one must be a founding member. In case this requirement is not met, the project must come along with one or several applications for membership (as either founding or associate member).

Project proposals can be sent to the LIAMA directors at any time in the form of a pdf file. They will be considered at the next steering committee meeting, provided they are received by the first day of the month before its scheduled meeting. The project will be reviewed during that time, and the reviews communicated to the proposers. The project is expected to be presented the day of the steering committee. The steering committee may then decide to accept, reject or postpone.

In 2010, the steering committee meeting is scheduled to take place on november 10th. The project proposals should therefore be received by october 1st in order to be considered in 2010.

The project proposal should be written in english, contain no more than 15 pages in total, and preferably be organized as follows:

### 1. Cover page

=====

Title of the project:

Coordinators (one on each side):

LIAMA founding members involved:

LIAMA associate members involved:

Other partners:

### 2. Team description

=====

Project leaders (among which the coordinators):  
professional address, phone, Fax, email, website if any, short bio, scientific experience and list of 5 major publications during the 5 last years,

Permanent members of the project: institution, website if any, very short bio and list of 3 major publications during the 3 last years

List of current non-permanent members (with institution they belong to and website if any)

Engineers:

PostDocs:

PhDs:

Masters:

### 3. Detailed description structured as follows

=====

- a. Objectives (at most one page)
- b. State of the art (at most one page)
- c. Description of the project (at most 5 pages)
- d. Expertise of each group participating to the project (at most one page)
- e. Expected output (software, student training, etc.) of the project within 4 years (at most one page)
- f. Positioning with respect to existing LIAMA projects and other projects in China, France, and elsewhere (at most one page)
- g. Bibliography

### 4. Funding situation

=====

- a. Existing funding (breakdown by institution)
- b. Expected funding (breakdown by institution)
- c. Existing projects funded (on both sides)
- d. Projects recently submitted in common