

**Horizon Europe Programme**

**Standard Application Form (HE EIC PATHFINDER CHALLENGES)**

**Project proposal – Technical description (Part B)**

**Version 1.0**

**15 June 2021**

**Structure of the Proposal**

The proposal contains two parts:

• **Part A** of the proposal **is generated by the IT system. It is based on the information entered by the participants through the submission system in the Funding & Tenders Portal.** The participants can update the information in the submission system at any time before final submission.

• **Part B** of the proposal is the narrative part that includes three sections that each correspond to an evaluation criterion. Part B needs to be uploaded as a PDF document following the templates downloaded by the applicants in the submission system for the specific call or topic. The templates for a specific call may slightly differ from the example provided in this document.

The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal. The submission process consists of 6 steps:

- Step 1: Logging in the Portal

- Step 2: Select the call, topic and type of action in the Portal

- Step 3: Create a draft proposal: Title, acronym, summary, main organisation and contact details

- Step 4: Manage your parties and contact details: add your partner organisations and contact details.

- Step 5: Edit and complete web forms for proposal part A and upload proposal part B

- Step 6: Submit the proposal

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| **HISTORY OF CHANGES** | | |
| **Version** | **Publication date** | **Changes** |
| 1.0 | 15.06.2021 | * Initial version |
|  |  |  |



# **Proposal template Part B: technical description**

The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion.

Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation.

 **Page limit**: The sections 1, 2 and 3, together, should not be longer than 25 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit.

The page limit will be applied automatically; therefore you must remove this instruction page before submitting. Remove also the table with the definition of terms and the help text added after each section.

If you attempt to upload a proposal longer than the specified limit before the deadline, you will receive an automatic warning and will be advised to shorten and re-upload the proposal. After the deadline, excess pages (in over-long proposals/applications) will be automatically made invisible, and will not be taken into consideration by the experts. The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit.

Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

 The following formatting conditions apply.

The reference font for the body text of proposals is Times New Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions).

The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit).

The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. This applies to the body text, including text in tables.

Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible.

The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

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| **DEFINITIONS** | |
| **Critical risk** | A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.  Level of likelihood to occur (Low/medium/high): The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.  Level of severity (Low/medium/high): The relative seriousness of the risk and the significance of its effect. |
| **Deliverable** | A report that is sent to the Commission or Agency providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements). |
| **Impacts** | Wider long term effects on society (including the environment), the economy and science, enabled by the outcomes of R&I investments (long term)..Impacts generally occur some time after the end of the project.  Example: *The deployment of the advanced forecasting system enables each airport to increase maximum passenger capacity by 15% and passenger average throughput by 10%, leading to a 28% reduction in infrastructure expansion costs.* |
| **Milestone** | Control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development. The achievement of a milestone should be verifiable. |
| **Objectives** | The goals of the work performed within the project, in terms of its research and innovation content. This will be translated into the project’s results. These may range from tackling specific research questions, demonstrating the feasibility of an innovation, sharing knowledge among stakeholders on specific issues. The nature of the objectives will depend on the type of action, and the scope of the topic. |
| **Outcomes** | The expected effects, over the medium term, of projects supported under a given topic. The results of a project should contribute to these outcomes, fostered in particular by the dissemination and exploitation measures. This may include the uptake, diffusion, deployment, and/or use of the project’s results by direct target groups. Outcomes generally occur during or shortly after the end of the project.  Example: *9 European airports adopt the advanced forecasting system demonstrated during the project.* |
| **Pathway to impact** | Logical steps towards the achievement of the expected impacts of the project over time, in particular beyond the duration of a project. A pathway begins with the projects’ results, to their dissemination, exploitation and communication, contributing to the expected outcomes in the work programme topic, and ultimately to the wider scientific, economic and societal impacts of the work programme destination. |
| **Research output** | Results generated by the action to which access can be given in the form of scientific publications, data or other engineered outcomes and processes such as software, algorithms, protocols and electronic notebooks. |
| **Results** | What is generated during the project implementation. This may include, for example, know-how, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, guidelines, prototypes, demonstrators, databases and datasets, trained researchers, new infrastructures, networks, etc. Most project results (inventions, scientific works, etc.) are ‘Intellectual Property’, which may, if appropriate, be protected by formal ‘Intellectual Property Rights’.  Example: *Successful large-scale demonstrator: trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.* |
| **Technology Readiness Level** | See EIC Work Programme under Glossary section |

**1. Excellence**

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| ***Excellence – aspects to be taken into account.***   * **Relevance to the Challenge**: How relevant are the project’s objectives in contributing to the overall goal and the specific objectives of the Challenge? * **Novelty**: How novel and ambitious are the proposed technological breakthroughs with respect to the state-of-the-art? How relevant and effective are they in achieving the expected outcomes of the Challenge? * **Plausibility of methodology**: To what extent is the Research, Development & Innovation methodology described in the proposal appropriate to reach its objectives? How plausible is it that the objectives set out in the proposal are achieved within the time span of the project? |

* *The following aspects will be taken into account only to the extent that the proposed work is within the scope of the work programme topic.*

**1.1** **Relevance to the Challenge**

* Describe the objectives of the project, which should be clear, plausible, measurable, verifiable and realistically achievable within the duration of the project.
* Explain how the project’s objectives contribute to the overall goal and the **specific objectives of the Challenge**, and specify explicitly which **objectives or aspects of objectives of the Challenge** are addressed, taking into account also the information in the Challenge Guide.
* Address how the Specific Conditions for this Challenge (see Work Programme) are met in your proposal.
* Explain why your project would be a good or essential addition to a portfolio of actions to address the Challenge.

**1.2** **Novelty**

* Describe in concrete terms the technological breakthroughs of the project.
* Provide description of the relevant state-of-the-art, also considering **the state-of-the-art as described in the Challenge Guide**, and discuss the novelty and ambition of the proposed breakthroughs with respect to it.
* Describe how relevant and effective the technological breakthroughs are in **addressing the Challenge.**

**1.3**  **Plausibility of methodology**

* Describe and explain the Research, Development and Innovation methodology including the concepts, models and assumptions that underpin your work. Explain how this will enable you to deliver your project’s objectives. Refer to the high-risk issues you may have identified in the chosen methodology and how you intend to address them.
* Explain how this methodology will enable reaching the objectives within the time span of the project.
* *Note that methodological aspects should respect Open Science practices and research data/output management (to be addressed under section 2.3).*
* *This section should be presented as a narrative. The detailed tasks and work packages, and the risks and the corresponding mitigation plan are described below under ‘Implementation’.*
* *Describe shortly how the gender dimension (i.e. sex and/or gender analysis) is taken into account in the project’s research and innovation content. If you do not consider such a gender dimension to be relevant in your project, please provide a justification. Remember that that this question relates to the content of the planned research and innovation activities, and not to gender balance in the teams in charge of carrying out the project. Sex and gender analysis refers to biological characteristics and social/cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to* [*http://ec.europa.eu/research/swafs/gendered-innovations/index\_en.cfm?pg=home*](http://ec.europa.eu/research/swafs/gendered-innovations/index_en.cfm?pg=home)
* *Where relevant, include how the project methodology complies with the ‘do no significant harm’ principle as per Article 17 of* [*Regulation (EU) No 2020/852*](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32020R0852) *on the establishment of a framework to facilitate sustainable investment (i.e. the so-called 'EU Taxonomy Regulation'). This means that the methodology is designed in a way it is not significantly harming any of the six environmental objectives of the EU Taxonomy Regulation.*

**2. Impact**

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| ***Impact – aspects to be taken into account.***   * **Potential Impact**: To what extent the successful completion of the project may have economic and societal impact and how credible it is argued and quantified (e.g. via KPIs or equivalent)? How appropriate are the expected outcomes of the project to contribute to the potential economic or social impacts of the Challenge? * **Innovation potential**: How adequate are the proposed measures for protection of results and any other exploitation measures to facilitate future translation of research results into innovations with societal or economic impact? How suitable are the proposed measures for empowering key actors that have the potential to take the lead in translating research into innovations? * **Communication and Dissemination**: How convincing and wide reaching are the proposed measures and plans for public/stakeholder engagement and for raising awareness about the project outcomes, including through Open Science, with respect to their potential to establish new markets and/or address global challenges? |

*In this section you should show how your project could contribute to the impacts described in the Challenge Guide, the likely scale and significance of this contribution, and the measures to maximise these impacts. Such measures refer to exploitation, communication and dissemination measures. Some of those can be in the form of Portfolio activities to be carried out with the other projects of the portfolio and the EIC Programme Manager (see also the Challenge Guide for envisaged portfolio objectives and activities, if applicable).*

**2.1.**  **Potential impact**

* Provide a **narrative** explaining how the project’s results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. The narrative should include the components below, tailored to your project.

1. Describe the unique contribution your project results would make towards (1) the **outcomes** specified for this Challenge, and (2) the **wider impacts**, in the longer term, specified in the Challenge Guide.

* *Be specific, referring to the effects of your project, and not R&I in general in this field.*
* *State the target groups that would benefit. Even if target groups are mentioned in general terms in the work programme, you should be specific here, breaking target groups into particular interest groups or segments of society relevant to this project.*
* *The outcomes and impacts of your project may be:*
  + - * + *Scientific, e.g. contributing to specific scientific advances, across and within disciplines, creating new knowledge, reinforcing scientific equipment and instruments, computing systems (i.e. research infrastructures);*
        + *Economic/technological, e.g. bringing new products, services, business processes to the market, increasing efficiency, decreasing costs, increasing profits, contributing to standards’ setting, etc.*
        + *Societal , e.g. decreasing CO2 emissions, decreasing avoidable mortality, improving policies and decision making, raising consumer awareness.*

*Only include such outcomes and impacts where your project would make a significant and direct contribution. Avoid describing very tenuous links to wider impacts.* *However, include any potential negative environmental outcome or impact of the project including when expected results are brought at scale (such as at commercial level). Where relevant, explain how the potential harm can be managed.*

1. Describe any requirements and potential barriers - arising from factors beyond the scope and duration of the project - that may determine whether the desired outcomes and impacts are achieved. These may include, for example, other R&I work within and beyond Horizon Europe; regulatory environment; targeted markets; user behaviour. Indicate if these factors might evolve over time. Describe any mitigating measures you propose, within or beyond your project, that could be needed should your assumptions prove to be wrong, or to address identified barriers.

* *Note that this does not include the critical risks inherent to the management of the project itself , which should be described below under ‘Implementation’.*

1. Give an indication of the scale and significance of the project’s contribution to the expected outcomes and impacts, should the project be successful. Provide quantified estimates where possible and meaningful.

* ‘*Scale’ refers to how widespread the outcomes and impacts are likely to be. For example, in terms of the size of the target group, or the proportion of that group, that should benefit over time; ‘Significance’ refers to the importance, or value, of those benefits. For example, number of additional healthy life years; efficiency savings in energy supply.*
* *Explain your baselines, benchmarks and assumptions used for those estimates. Wherever possible, quantify your estimation of the effects that you expect from your project. Explain assumptions that you make, referring for example to any relevant studies or statistics. Where appropriate, try to use only one methodology for calculating your estimates: not different methodologies for each partner, region or country (the extrapolation should preferably be prepared by one partner).*
* *Your estimate must relate to this project only - the effect of other initiatives should not be taken into account.*

**2.2** **Innovation potential**

* Describe the exploitation measures to facilitate future translation of research results into innovations and the potential societal and/or economic impact of such innovations.
* Outline your strategy for the management of intellectual property, foreseen protection measures, such as patents, design rights, copyright, trade secrets etc., and how these would be used to secure the potential for future exploitation.
* Explain the measures the consortium will implement for empowering key actors (such as excellent early-career researchers or promising high-tech SMEs, including start-ups) that have the potential to take the lead in translating research into innovations in the future.
* *The outcomes and potential for future impacts of your project may be in terms of creating new markets, improve our lives or address global challenges, but it is not expected to be addressed or achieved within the project lifetime. Clear description of necessary measures to allow their future uptake, for instance through an adequate form of protection of the generated Intellectual Property (IP) is expected. If your project is selected for funding, you will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, research data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project. At the end of the project you will need to indicate the owner(s) of the results (results ownership list) in the final periodic report.*
* *Beneficiaries must use their best efforts to exploit their results or have them exploited by a third party, in priority those established in a Member State or an Associated country, including through transfer or licensing. If exploitation is expected primarily in non-associated third countries, justify by explaining how that exploitation is still in the Union’s interest.*

**2.3** **Communication and Dissemination**

* Describe the foreseen measures and plans for stakeholder and general public engagement and for raising awareness about the project’s outcomes, including through Open Science, with respect to their potential to establish new markets and/or address global challenges.
* *Project results should include top-level scientific publications in Open Access.*
* *Communication[[1]](#footnote-2),[[2]](#footnote-3) measures should promote the project throughout the full lifespan of the project. The aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens. Activities must be strategically planned, with clear objectives, start at the outset and continue through the lifetime of the project. The description of the communication activities needs to state the main messages as well as the tools and channels that will be used to reach out to each of the chosen target groups.*
* *All measures should be proportionate to the scale of the project, and should contain concrete actions to be implemented both during and after the end of the project. In the justification, explain why each measure chosen is best suited to reach the target group addressed.*
* *In case your proposal is selected for funding, a more detailed ‘plan for dissemination and exploitation including communication activities’ will need to be provided as a mandatory project deliverable within 6 months after the start of the project. This plan shall be periodically updated in alignment with the project’s progress.*
* *Describe possible feedback to policy measures generated by the project that will contribute to designing, monitoring, reviewing and rectifying (if necessary) existing policy and programmatic measures or shaping and supporting the implementation of new policy initiatives and decisions.*
* Explain how the choice of Open Science practices and their implementation are adapted to the nature of your work to increase the chances of the project delivering on its objectives. If you believe that none of these practices are appropriate for your project, please provide a justification here.
* *Open Science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in the process. Open science practices include early and open sharing of research (for example through preregistration, registered reports, pre-prints, or crowd-sourcing); research output management; measures to ensure reproducibility of research outputs; providing open access to research outputs (such as publications, data, software, models, algorithms, and workflows); participation in open peer-review; and involving all relevant knowledge actors including citizens, civil society and end users in the co-creation of R&I agendas and contents (such as citizen science).*
* Researchdata management and management of other research outputs:Applicants generating/collecting data and/or other research outputs (except for publications) during the project must provide a very short description on how the data/research outputs will be managed:

**Types of data/research outputs** (e.g. experimental, observational, images, text, numerical) and their estimated size; if applicable, combination with, and provenance of, existing data.

**Findability of data/research outputs:** Types of persistent and unique identifiers (e.g. digital object identifiers) and trusted repositories that will be used.

**Accessibility of data/research outputs:** IPR considerations and timeline for open access (if open access not provided, explain why); provisions for access to restricted data for verification purposes.

**Interoperability of data/research outputs:** Standards, formats and vocabularies for data and metadata.

**Reusability of data/research outputs**:  Licenses for data sharing and re-use (e.g. Creative Commons, Open Data Commons); availability of tools/software/models for data generation and validation/interpretation /re-use.

**Curation and storage/preservation costs**; person/team responsible for data management and quality assurance.

* *Proposals selected for funding under Horizon Europe will need to develop a detailed data management plan (DMP) for making their data/research outputs findable, accessible, interoperable and reusable (FAIR) as a deliverable by month 6 and revised towards the end of a project’s lifetime.*
* For guidance on Open Science practices and research data management, please refer to the relevant section in the [*online manual*](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm) on the Funding & Tenders Portal.

1. **Quality and efficiency of the implementation**

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| ***Quality and efficiency of the implementation – aspects to be taken into account***   * **Quality of the applicant/consortium** (depends if mono or multi-beneficiaries)[[3]](#footnote-4): To what extent do(es) the applicant/consortium members have all the necessary high quality expertise for performing the project tasks? * **Work plan**: How coherent and effective are the work plan (work packages, tasks, deliverables, milestones, time-line, etc.) and risk mitigation measures in order to achieve the project objectives? * **Allocation of resources**: How appropriate and effective is the allocation of resources (person-months and equipment) to tasks and consortium members? |

* 1. **Consortium**
* *The individual members of the consortium are described in a separate section under Part A. There is no need to repeat that information here.*
* Describe the expertise of the consortium members. Explain how it provides all the necessary knowledge, how it supports the proposed interdisciplinary approach, and how it matches the project’s objectives and tasks. Explain the role of each consortium member and its complementary contribution. If appropriate, show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I.
* Demonstrate that the partners will have access to essential infrastructure needed to carry out the project’s activities.
* Other countries and international organisations: If one or more of the participants requesting EU funding is based in a country or is an international organisation that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in Annex 3 of the EIC Work Programme are automatically eligible for EU funding), explain why the participation of the entity in question is essential to successfully carry out the project.

**3.2 Work plan and resources**

Please provide the following:

* brief presentation of the overall structure of the work plan;
* timing of the different work packages and their components (Gantt chart or similar);
* *Please use the below table when planning Reporting Periods for your project:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project duration | Number of periods | RP1 duration | RP2 duration | RP3 duration | RP4 duration |
| 12 | 1 | 12 | - | - | - |
| 18 | 1 | 18 | - | - | - |
| 24 | 2 | 12 | 12 | - | - |
| 30 | 2 | 12 | 18 | - | - |
| 36 | 2 | 12 | 24 | - | - |
| 42 | 3 | 12 | 12 | 18 | - |
| 48 | 3 | 12 | 18 | 18 | - |
| 60 | 4 | 12 | 16 | 16 | 16 |

* graphical presentation of the components showing how they inter-relate (Pert chart or similar).
* detailed work description, i.e.:
  + a list of work packages (table 3.2a);
  + a description of each work package (table 3.2b);
  + a list of deliverables (table 3.2c);
* *Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out.* *The number of work packages should be proportionate to the scale and complexity of the project.*
* *You should give enough detail in each work package to justify the proposed resources to be allocated and also quantified information so that progress can be monitored, including by the Commission*
* *Resources (person-months) assigned to work packages should be in line with their objectives and deliverables. You are advised to include a distinct work package on ‘project management’, and to give due visibility in the work plan to ‘data management’ ‘dissemination and exploitation’ and ‘communication activities’, either with distinct tasks or distinct work packages.*
* *You will be required to update the ‘plan for the dissemination and exploitation of results including communication activities’, and a ‘data management plan’, (this does not apply to topics where a plan was not required.) This should include a record of activities related to dissemination and exploitation that have been undertaken and those still planned.*
* *Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the application forms, and the number of person months, shown in the detailed work package descriptions.*
* a list of milestones (table 3.2d).
* a list of critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. You will be able to update the list of critical risks and mitigation measures as the project progresses (table 3.2e).
* a table showing number of person months required (table 3.2f)
* a table showing description and justification of subcontracting costs for each participant (table 3.2g)
* a table showing justifications for ‘purchase costs’ (table 3.2h) for participants where those costs exceed 15% of the personnel costs (according to the budget table in proposal part A)
* if applicable, a table showing justifications for ‘other costs categories’ (table 3.2i)
* if applicable, a table showing in-kind contributions from third parties (table 3.2j)

**Tables for section 3.2**

**Table 3.2a: List of work packages**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work package No** | **Work Package Title** | **Lead Participant No** | **Lead Participant Short Name** | **Person-Months** | **Start Month** | **End month** |
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|  |  |  |  |  |  |  |
|  |  |  |  | Total person- months |  |  |

**Table 3.2b: Work package description**

**For each work package:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work package number** |  | | **Lead beneficiary** | | | | |  | |
| **Work package title** |  | | | | | | | | |
| **Participant number** |  |  | |  |  |  |  | |  |
| **Short name of participant** |  |  | |  |  |  |  | |  |
| **Person months per participant:** |  |  | |  |  |  |  | |  |
| **Start month** |  | | | | **End month** |  | | | |

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| **Objectives** |

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| **Description of work** (where appropriate, broken down into tasks), lead partner and role of participants |

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| **Deliverables** (brief description and month of delivery) |

**Table 3.2c: List of Deliverables[[4]](#footnote-5)**

Only include deliverables that you consider essential for effective project monitoring.

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| **Deliverable (number)** | **Deliverable name** | **Work package number** | **Short name of lead participant** | **Type** | **Dissemination level** | **Delivery date**  **(in months)** |
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| **KEY**  Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>.  For example, deliverable 4.2 would be the second deliverable from work package 4.  **Type:**  Use one of the following codes:  R: Document, report (excluding the periodic and final reports)  DEM: Demonstrator, pilot, prototype, plan designs  DEC: Websites, patents filing, press & media actions, videos, etc.  DATA: Data sets, microdata, etc.  DMP: Data management plan  ETHICS: Deliverables related to ethics issues.  SECURITY: Deliverables related to security issues  OTHER: Software, technical diagram, algorithms, models, etc.  **Dissemination level:**  Use one of the following codes:  PU – Public, fully open, e.g. web (Deliverables flagged as public will be automatically published in CORDIS project’s page)  SEN – Sensitive, limited under the conditions of the Grant Agreement  Classified R-UE/EU-R – EU RESTRICTED under the Commission Decision No2015/444  Classified C-UE/EU-C – EU CONFIDENTIAL under the Commission Decision No2015/444  Classified S-UE/EU-S – EU SECRET under the Commission Decision No2015/444  **Delivery date**  Measured in months from the project start date (month 1) |

**Table 3.2d: List of milestones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone number** | **Milestone name** | **Related work package(s)** | **Due date (in month)** | **Means of verification** |
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| **KEY**  **Due date**  Measured in months from the project start date (month 1)  **Means of verification**  Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype that is ‘up and running’; software released and validated by a user group; field survey complete and data quality validated. |

**Table 3.2e: Critical risks for implementation**

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| **Description of risk (indicate level of (i) likelihood, and (ii) severity: Low/Medium/High)** | **Work package(s) involved** | **Proposed risk-mitigation measures** |
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| **Definition critical risk:**  A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.  **Level of likelihood to occur: Low/medium/high**  The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.  **Level of severity: Low/medium/high**  The relative seriousness of the risk and the significance of its effect. |

**Table 3.2f: Summary of staff effort**

*Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **WPn** | **WPn+1** | **WPn+2** | **Total Person-**  **Months per Participant** |
| **Participant Number/Short Name** |  |  |  |  |
| **Participant Number/**  **Short Name** |  |  |  |  |
| **Participant Number/**  **Short Name** |  |  |  |  |
| **Total Person Months** |  |  |  |  |

**Table 3.2g: ‘Subcontracting costs’ items**

For each participant describe and justify the tasks to be subcontracted (please note that core tasks of the project should not be sub-contracted).

|  |  |  |
| --- | --- | --- |
| **Participant Number/Short Name** | | |
|  | **Cost (€)** | **Description of tasks and justification** |
| **Subcontracting** |  |  |

**Table 3.2h: ‘Purchase costs’ items (travel and subsistence, equipment and other goods, works and services)**

Please complete the table below for each participant if the purchase costs (i.e. the sum of the costs for ’travel and subsistence’, ‘equipment’, and ‘other goods, works and services’) exceeds 15% of the personnel costs for that participant (according to the budget table in proposal part A). The record must list cost items in order of costs and starting with the largest cost item, up to the level that the remaining, costs are below 15% of personnel costs.

|  |  |  |
| --- | --- | --- |
| **Participant Number/Short Name** | | |
|  | **Cost (€)** | **Justification** |
| **Travel and subsistence** |  |  |
| **Equipment** |  |  |
| **Other goods, works and services** |  |  |
| **Remaining purchase costs (<15% of pers. Costs)** |  |  |
| **Total** |  |  |

**Table 3.2i: ‘Other costs categories’ items (e.g. internally invoiced goods and services)**

Please complete the table below for each participants that would like to declare costs under other costs categories (e.g. internally invoiced goods and services), irrespective of the percentage of personnel costs.

|  |  |  |
| --- | --- | --- |
| **Participant Number/Short Name** | | |
|  | **Cost (€)** | **Justification** |
| **Internally invoiced goods and services** |  |  |
| **…** |  |  |

**Table 3.2j: ‘In-kind contributions’ provided by third parties**

Please complete the table below for each participants that will make use of in-kind contributions (non-financial resources made available free of charge by third parties). In kind contributions provided by third parties free of charge are declared by the participants as eligible direct costs in the corresponding cost category (e.g. personnel costs or purchase costs for equipment).

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant Number/Short Name** | | | |
| **Third party name** | **Category** | **Cost (€)** | **Justification** |
|  | **Select between**  Seconded personnel  Travel and subsistence  Equipment  Other goods, works and services  Internally invoiced goods and services |  |  |
|  |  |  |  |

**STANDARD MODULAR EXTENSION OF PROPOSAL TEMPLATE:**

* + - 1. **CLINICAL TRIALS**
         * **PART A: Additional question**
         * **PART B: Add an additional annex with information on clinical trials**
      2. **CALLS FLAGGED AS SECURITY SENSITIVE**
         * **PART A: No additions**
         * **Part B: Add an additional annex with information on security**

1. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)
3. *Whether the proposal can be submitted by a single applicant depends on what is specified in the Work Programme for the particular Challenge that this proposal is submitted to.* [↑](#footnote-ref-4)
4. You must include a data management plan (DMP) and a ‘plan for dissemination and exploitation including communication activities as distinct deliverables within the first 6 months of the project. The DMP will evolve during the lifetime of the project in order to present the status of the project's reflections on data management. A template for such a plan is available in the [Online Manual](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm) on the Funding & Tenders Portal. [↑](#footnote-ref-5)