Prepare a document[[1]](#footnote-1) in PDF that **must not exceed 20 pages[[2]](#footnote-2)**, including all figures, tables, formulas, list of references, and appendices), with a detailed description of the proposed research, including the implementation plan, budget requests and requirements for workspace and equipment, according to the following guidelines. **The Cover page does not count towards this maximal allowed number of pages.**

The PDF document should be unprotected so that parts of the text could be selected and copied.

The document should be prepared according to the following template.[[3]](#footnote-3) The structure of the template has been designed to ensure that 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.

**Cover Page**

Prepare a cover page of the Project Proposal including/stating the most important information on the Project Proposal (”Project”). The Cover page is not a part of the Project Description, thus it does not count towards the maximal allowed number of pages of the Project Description document, Part A.

In the cover page, following information in English must be included:

1. Project title (up to 200 characters);
2. Acronym - one word up to 20 uppercase or lowercase letters of the English alphabet. If needed use decimal digits 0−9, hyphen (-) and underscore (\_), which is used throughout the Project Proposal. Since the acronym will be used during the Project dissemination, it is important that it can be easily read. Acronym cannot include the name of the Program;
3. Participating Scientific and Research Organizations (SROs) and their acronyms;
4. Principal Investigator (PI);
5. Abstract (up to 2500 characters with spaces) including information regarding:

* Background of the research problem;
* Novelty of the research proposal;
* Methods which will be used;
* Impact of the Project;
* Expected results of the Project;
* Implementation plan;
* Composition of a consortium and roles of consortium partners.

1. Total requested budget in EUR.

## **Project Description − Part A**

**1. Excellence**

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| ***Excellence – aspects to be taken into account.***   * Clarity and pertinence of the project’s objectives, and the extent to which the proposed work is ambitious, and goes beyond the state of the art. * Soundness of the proposed methodology, including the underlying concepts, models, assumptions, interdisciplinary approaches, appropriate consideration of the gender dimension in research and innovation content, and the quality of open science practices, including sharing and management of research outputs and engagement of citizens, civil society and end users where appropriate. |

**1.1 Objectives and ambition**

* Briefly describe the objectives of your proposed work. Are they measurable and verifiable? Are they realistically achievable?
* Describe how your project goes beyond the state-of-the-art, and the extent the proposed work is ambitious. Indicate any exceptional ground-breaking R&I, novel concepts and approaches, new products, services or business and organisational models. Where relevant, illustrate the advance by referring to products and services already available on the market. Refer to any patent or publication search carried out.
* Describe where the proposed work is positioned in terms of R&I maturity (i.e. where it is situated in the spectrum from ‘idea to application’, or from ‘lab to market’). Where applicable, provide an indication of the Technology Readiness Level, if possible distinguishing the start and by the end of the project.
* *Please bear in mind that advances beyond the state of the art must be interpreted in the light of the positioning of the project.*

**1.2 Methodology**

* Describe and explain the overall 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 any important challenges you may have identified in the chosen methodology and how you intend to overcome them.
* *This section should be presented as a narrative. The detailed tasks and work packages are described below, under ‘Implementation’.*
* Describe any national or international research and innovation activities whose results will feed into the project, and how that link will be established.
* If applicable to this Project Proposal, please explain the interdisciplinary approach proposed, and how expertise and methods from different disciplines will be brought together and integrated in pursuit of your objectives.
* Research **data management and management of other research outputs:** Applicants generating/collecting data and/or other research outputs (except for publications) during the project must provide short elaboration on how the data/ research outputs will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable), addressing the following (the description should be specific to your project):

**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:** Intellectual Property Rights 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:** Licences 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.

* *You must include a data management plan (DMP) as a distinct deliverable within the first six 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. The deliverable must be planned and listed in table 3.1.c. List of Major Deliverables of the F1a Project Description form and in the Gantt Chart of the project proposal. The Science Fund will request a source of verification for the deliverable’s status during the first reporting period.*

**2. Impact**

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| ***Impact – aspects to be taken into account.***   * Credibility of the pathways to achieve the expected outcomes and the likely scale and significance of the contributions due to the project. * Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities. |

*The results of your project should make a contribution to the expected outcomes set out for the Program Goals over the medium term (2 to 5 years after the project implementation), and to the wider expected impacts set out in the ‘destination’ over the longer term (5 to 10 years after the project implementation).*

*In this section you should show how your project could contribute to the designed outcomes, the likely scale and significance of this contribution, and the measures to maximise these impacts.*

**2.1 Project’s pathways towards 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 the **advancements** of the relevant field of scienceand the **wider impacts**, in the longer term related to the established cooperation between participating SROs and researchers.

* *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 Program, 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 the 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.*
* *Please mind that the scientific outcomes and impacts of your project are obligatory, whereas the economic/technological and societal outcomes and impacts should be included if relevant to this Project proposal.*

*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. 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 the benefiting group over time; ‘Significance’ refers to the importance, or value, of those benefits. For example, the 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 participating SRO (the extrapolation should preferably be prepared by one participating SRO).*
* *Your estimate must relate to this project only - the effect of other initiatives should not be taken into account.*

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 SFRS, participating SROs and scientific communities; 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 the section ‘Implementation’.*

**2.2 Measures to maximise impact - Dissemination, exploitation and communication**

* Describe the planned measures to maximise the impact of your project by describing your ‘plan for the dissemination and exploitation including communication activities’. Describe the dissemination, exploitation and communication measures that are planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large).
* *A detailed ‘plan for dissemination and exploitation including communication activities’ is a mandatory project deliverable within 6 months after the signature date. The plan for the dissemination and exploitation including communication activities must be listed as a distinct deliverable in table 3.1.c. List of Major Deliverables of the F1a Project Description form and in the Gantt Chart of the project proposal. The Science Fund will request a source of verification for the deliberable’s status during the first reporting period. This plan shall be periodically updated in alignment with the project’s progress.*
* *Communication 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 for implementation both during and after the end of the project, e.g. standardisation activities. Your plan should give due consideration to the possible follow-up of your project, once it is finished. In the justification, explain why each measure chosen is best suited to reach the target group addressed. Where relevant, and for applied research, in particular, describe the measures for a plausible path to commercialise the results.*
* *If applicable, 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.*
* 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 support exploitation.
* *If your project is selected for financing, you will need to define/agree within the consortium (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.‚*
* *If your project is selected, you will have to indicate the owner(s) of the results (results ownership list) in the Final report, based on the initial results ownership which is part of the Grant Contract.*

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

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| ***Quality and efficiency of the implementation – aspects to be taken into account.***   * *Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall.* * *Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise.* |

**2.3. Summary** - Provide a summary of the section regarding the impact of the project, by presenting in the table below the key elements of your project impact pathway and of the measures to maximise its impact.

**KEY ELEMENTS OF THE IMPACT SECTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SPECIFIC NEEDS** | **EXPECTED RESULTS** | **D & E & C MEASURES** | **TARGET GROUPS** | **OUTCOMES** | **IMPACTS** |
| What are the specific needs that triggered this project? | What do you expect to generate by the end of the project? | What dissemination, exploitation and communication measures will you apply to the result? | Who will use or further up-take the results of the project? Who will benefit from the results of the project? | What change do you expect to see after successful dissemination and exploitation of project results to the target group(s)? | What are the expected wider scientific, economic and societal effects of the project contributing to the expected impacts outlined in the respective destination in the open call? |
| *Insert here text for your proposal* | *Insert here text for your proposal* | *Insert here text for your proposal* | *Insert here text for your proposal* | *Insert here text for your proposal* | *Insert here text for your proposal* |

**3.1 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);
* detailed work description, i.e.:
  + a list of work packages (table 3.1a);
  + a description of each work package (table 3.1b);
  + a list of deliverables (table 3.1c);
* *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. Specify precisely the estimated month of the project result’s delivery (Mx).*
* *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.*
* *Resources 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 might be required to update the ‘plan for the dissemination and exploitation of results including communication activities’, and a ‘data management plan’. 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, and the number of person months, shown in the detailed work package descriptions.*
* a list of milestones (table 3.1d);
* 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 3.1e);
* a summary of staff effort supporting person months specified in the Gantt Chart (3.1f).

**Tables for section 3.1**

**Table 3.1a: List of work packages**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Work package No** | **Work Package Title** | **WP Lead SRO’s acronym** | **WP Coordinator - team member’s ID** | **Effective Person-**  **Months[[4]](#footnote-4)** | **Start Month[[5]](#footnote-5)** | **End month[[6]](#footnote-6)** | **Total calendar months of WP duration[[7]](#footnote-7)** |
|  |  |  |  |  |  |  |  |
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**Table 3.1b: Work package description[[8]](#footnote-8)**

**For each work package:**

|  |  |
| --- | --- |
| **Work package number** |  |
| **Work package title** |  |

 *Participants involved in each WP and their efforts are shown in the Gantt Chart. Lead participant and starting and end date of each WP are shown in table 3.1a.*

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| **Objectives** |

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| **Description of work** (where appropriate, broken down into tasks), WP lead SRO and role of participants. Deliverables linked to each WP are listed in table 3.1c (no need to repeat the information here). |

**Table 3.1c: List of Major Deliverables**

Only include deliverables that you consider essential for effective project monitoring, i.e. **major** deliverables. *These are the deliverables that the PI shall report about their status during the regular project reporting*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable ID [[9]](#footnote-9)** | **Deliverable name** | **Short description** | **Work package number** | **Month of delivery[[10]](#footnote-10)** |
|  |  |  |  |  |
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**Table 3.1d: List of milestones**

Present a list of milestones which will map the progress in achieving the objectives of each work package.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone ID[[11]](#footnote-11)** | **Milestone name** | **Related work package(s)** | **Due date (in Project month)[[12]](#footnote-12)** | **Means of verification[[13]](#footnote-13)** |
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**Table 3.1e: Critical risks for implementation**

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| --- | --- | --- | --- | --- |
| **Description of risk** | **Likelihood level**  **(Low/Medium/High)** | **Severity level**  **(Low/Medium/High)** | **Work package(s) involved** | **Proposed risk-mitigation measures** |
|  |  |  |  |  |
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| **Definition of risk:**  A risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.  **Description of risk: Methodology risk / Work packages, deliverables and milestones / Members of the project team and SROs / Procurement / Budgetary issues / Other risks**  **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. |

**3.1f: Summary of staff effort**

* Describe key aspects of the F3 Gantt Chart, highlighting how the overall team effort is allocated among team members in terms of proposed implementation plan, duration of their engagement and responsibilities.

**3.2 Capacity of participants and consortium as a whole**

 *The individual participants of the consortium are described in a separate section under Part B. There is no need to repeat that information here.*

* Describe the consortium. How does it match the project’s objectives, and bring together the necessary disciplinary and interdisciplinary knowledge? Include in the description affiliated entities and associated partners, if any.
* Show how the project partners will have access to critical infrastructure needed to carry out the project activities.
* Describe how the members complement one another (and cover the value chain, where appropriate).
* In what way does each of them contribute to the project? Show that each has a valid role, and adequate resources in the project to fulfil that role.
* If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.2).

1. Page format A4, narrow margins, font Times New Roman at least 10 pt, spacing 1 or 1.5. Font in tables can be reduced to 8pt. **Parts of the text that are shaded in blue should be deleted, but make sure that you consider all instructions in your response.** [↑](#footnote-ref-1)
2. Limit of 20 pages does not include Cover Page. [↑](#footnote-ref-2)
3. Replace the instructions in the template with your descriptions. The template headings and tables should be kept throughout the document. The order of headings and the structure of the document should not be changed. Also, there should be no additions to the document other than what is required in the headings and instructions. If any segment of the application does not apply, the heading should be kept, and the section marked as N/A. [↑](#footnote-ref-3)
4. Insert the number of effective person-months relating specifically to the assigned work package and in accordance with the information presented in the F3 Gantt Chart document. [↑](#footnote-ref-4)
5. Month in Project. Starting month should match the data in the Gantt chart. [↑](#footnote-ref-5)
6. Month in Project. Ending month should match the data in the Gantt chart. [↑](#footnote-ref-6)
7. Specify how many calendar months are required for the implementation of each work package, as presented in the Gantt chart. [↑](#footnote-ref-7)
8. For each work package, please add a block, accordingly. [↑](#footnote-ref-8)
9. The ID should be composed as D1.1 where the first number represents the number of WP, while the second refers to the number of the particular deliverable. In case you have several deliverables for one WP, please mark them as D1.1, D1.2 etc. [↑](#footnote-ref-9)
10. Month in Project. Month of delivery should match the data in the Gantt chart. [↑](#footnote-ref-10)
11. The ID should be composed as M1.1 where the first number represents the number of WP, while the second refers to the number of the particular milestone. In case you have several milestones for one WP, please mark them as M1.1, M1.2, etc. [↑](#footnote-ref-11)
12. Month in Project. Data should match the Gantt chart. [↑](#footnote-ref-12)
13. 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. [↑](#footnote-ref-13)