Research Executive Agency

Established by the European Commission

Future and Emerging Technologies:

FETOPEN-03-2018-2019-2020 (CSA)

FET Innovation Launchpad

Proposal template: technical annex

Coordination and support actions

This template is to be used in a single- stage submission procedure or at the 2nd stage of a two-stage submission procedure.

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 7 pages (there is no cover page!). 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.

There is no page limit for sections 4 and 5.

When applicable, section 6 can be added to attach a letter of confirmation from the owner or rights holders of the previous FET project research results, to show the necessary agreements exist with the applicant(s) of the current proposal for the scope of the proposal, including on IPR. This letter is only required when the applicants are not the owners of the FET project research results to be taken up in the proposal.

The page limit will be applied automatically; therefore you must remove the first two instruction pages of this template before submitting.

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 H2020 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.

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).

PROPOSAL TITLE

1. Excellence

Your proposal must address the topic FETOPEN-03-2018-2019-2020 (CSA) set out in the work programme, for this call for proposals.

⚠️ *This section of your proposal will be assessed only to the extent that it is relevant to that topic.*

1.1 Innovation idea and its link with the FET project.

- Describe the innovation idea of the proposal.

- Explain how the innovation idea is linked to the previous FET project and its results.

- Argue the quality and potential of your innovation idea.

1.2 Objectives

- Describe the overall and specific objectives for the project, which should be clear, measurable, realistic and achievable within the duration of the project.

- Explain how the objectives will help to move the output of the FET research results through the initial steps of a process leading to a commercial or social innovation.

1.3 Methodology

- Describe the proposed activities and explain how these will help to reach the stated objectives.

- Explain the complementarity of the proposed actions with regard to the ones already implemented or foreseen in the linked FET project

- Where relevant, describe how the gender dimension i.e, sex and/or gender analysis is taken into account in the project's content.

⚠️ *Please note that this question does not refer to gender balance in the teams in charge of carrying out the project but to the content of the planned research and innovation activities . 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*

2. Impact

2.1 Expected impacts

⚠️ *Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.*

- Describe how your project will contribute to the expected impacts set out in FET work programme 2018-2020, under the relevant topic:

  - Increased value creation or added innovation potential with respect to the FET project from which this innovation originates.

  - Economic and/or societal benefits/acceptance.

  - Contribution to the competitiveness of European industry/economy by seeding future growth and the creation of jobs from the FET research.

  - Stimulating, supporting and rewarding an open and proactive mind-set towards exploitation of the innovation beyond the research world, including through engagement with prospective partners, other stakeholders, users and society.

- Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)

2.2   Dissemination and exploitation[1] of results

- Provide a draft '**plan for the dissemination and exploitation of the project's results'**. Please note that such a draft plan is an <u>admissibility condition</u>.

- Show how the proposed measures will help to achieve the expected impact of the project.
- The plan, should be proportionate to the scale of the project, and should contain measures to be implemented both during and after the end of the project.

⚠️ *Your plan for the dissemination and exploitation of the project's results is key to maximising their **impact**. This plan should describe briefly, in a concrete and comprehensive manner, the **area** in which you expect to make an impact and **who** are the potential users of your results. Your plan should also describe **how** you intend to use the appropriate channels of dissemination and interaction with potential users.*

⚠️ C*onsider the full range of potential users and uses, including research, commercial, investment, social, environmental, policy-making, setting standards, skills and educational training where relevant.*

⚠️ *Your plan should give due consideration to the possible **follow-up** of your project, once it is finished. Its exploitation could require additional investments, wider testing or scaling up. Its exploitation could also require other pre-conditions like regulation to be adapted, or value chains to adopt the results, or the public at large being receptive to your results.*

- Include a business plan where relevant.

⚠️ *Actions under Horizon 2020 participate in the extended 'Pilot on Open Research Data in Horizon 2020 ('open research data by default'), except if they indicate otherwise ('opt-out'.)[2].Once the action has started (**not** at application stage) those beneficaries which do not opt-out, will need to create a more detailed Data Management Plan for making their data findable, accessible, interoperable and reusable (FAIR).*

⚠️ *The appropriate structure of the consortium to support exploitation is addressed in section 3.3.*

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[1] See the participant portal FAQ on how to address **dissemination and exploitation** in Horizon 2020.

[2]   Opting out of the Open Research Data Pilot is possible, both before and after the grant signature. For further guidance on open research data and data management, please refer to the H2020 Online Manual on the Participant Portal.

3.   Implementation

3.1   Work plan, project management and consortium

- Describe the duration and planning of the proposed activities, major milestone/s and deliverable/s

- Describe the project management plan and the expertise of the consortium to conduct the proposed activities

- Describe any critical risks, relating to project implementation and progress towards the objectives. Detail any risk mitigation measures.

- **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 General Annex A of the work programme are automatically eligible for EU funding), explain why the participation of the entity in question is essential to carrying out the project

3.2   Resources to be committed

⚠ *Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the administrative proposal.*
Please provide the following:

- describe the planned resources for the proposed activities and indicate clearly what is budgeted in this project and what is provided from outside the project (e.g. from the linked project)
- a table showing number of person months required (table 3.2.1);
- a table showing 'other direct costs' (table 3.2.2) for participants where those costs exceed 15% of the personnel costs (according to the table in section 3 of the administrative proposal forms).

Table 3.2.1 : Summary of staff effort

Please indicate the number of person/months over the whole duration of the planned work for each participant.

	Total Person-Months per Participant
Participant Number/Short Name	
Participant Number/Short Name	
Participant Number/Short Name	

Total Person Months	

Table 3.2.2 'Other direct cost' items (travel, equipment, goods and services)

Please complete the table below for each participant if the sum of the costs for' travel', 'equipment', and 'goods and services' exceeds 15% of the personnel costs for that participant (according to the budget table in section 3 of the proposal administrative forms).

Participant Number/Short Name	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		