

**Horizon Europe Programme**

**Specific Application Form (HE CBE JU CSA)  
HORIZON-JU-CBE-2024**

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

Instructions, please remove

**Version 1.0**

**24 April 2024**

**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. If applicable, an annex needs to be uploaded as separate document to proposal part B. For more details on the annex, please refer to section Annex to Proposal Part B of this template.

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, including an annex if applicable.

- Step 6: Submit the proposal

Instructions, please remove

|  |  |  |
| --- | --- | --- |
| **HISTORY OF CHANGES** | | |
| **Version** | **Publication date** | **Changes** |
| 1.0 | 24.04.2024 | * Initial version |

**Proposal template Part B: technical description**

***(for full proposals: single stage submission procedure)***

This template is to be used in a single-stage submission procedure for CBE JU Call 2024.

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 title, list of participants and sections 1, 2 and 3, together, should not be longer than **30** 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 number of pages included in each section of this template is only **indicative.**

The page limit will be applied automatically. **At the end of the document you can see the structure of the actual proposal that you need to submit, please remove all instruction pages that are watermarked.**

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.

Instructions, please remove

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).

This document is tagged. Do not delete the tags; they are needed for our internal processing of information, mostly for statistical gathering. In that light, please do not move, delete, re-order, alter tags in any way, as they might create problems in our internal processing tools. Tags do not affect or influence the outcome of your application.

|  |  |
| --- | --- |
| **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). It refers to the specific contribution of the project to the CBE JU expected impacts described in the Strategic Research and Innovation Agenda (SRIA) (<https://www.cbe.europa.eu/system/files/2022-06/cbeju-sria.pdf>). Impacts generally occur some time after the end of the project. |
| **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.  Instructions, please remove |
| **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 shortly after the end of the project.  Example: *The project contributes new circular bio-based packaging products meeting market requirements (depending on specific application).* |
| **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 described in the CBE JU annual work programme topic, and ultimately to the wider scientific, economic and societal impacts of the CBE JU and of its Strategic Research and Innovation Agenda (SRIA) (<https://www.cbe.europa.eu/system/files/2022-06/cbeju-sria.pdf>). |
| **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.  Instructions, please remove  Example: *Successful large-scale demonstrator: trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.* |
| **Technology Readiness Level** | See Horizon Europe Work Programme General Annexes B |

 *For further explanations and definitions, please refer to the CBE JU Annual Work Programme 2024 (*[*https://www.cbe.europa.eu/reference-documents*](https://www.cbe.europa.eu/reference-documents)*).*

|  |
| --- |
| **Guidance on the use of generative AI tools for the preparation of the proposal** |
| When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilized.  Specifically, applicants are required to:   * Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies. * Provide a list of sources used to generate content and citations, including those generated by the AI tool. Double-check citations to ensure they are accurate and properly referenced. * Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else’s work. * Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge. |

 *Fill in the title of your proposal below.*

**Title of the Proposal**

 *The consortium members are listed in part A of the proposal (application forms). A summary list should also be provided in the table below.*

[This document is tagged. Do not delete the tags; they are needed for processing.] #@APP-FORM-HECSA@#

**List of participants** *[e.g. 1 page]*

|  |  |  |
| --- | --- | --- |
| **Participant No. \*** | **Participant organisation name** | **Country** |
| 1 (Coordinator) |  |  |
| 2 |  |  |
| 3 |  |  |

\* Please use the same participant numbering and name as that used in the administrative proposal forms.

Instructions, please remove

|  |
| --- |
| ***Excellence – aspects to be taken into account.***   * Clarity and pertinence of the project’s objectives * Quality of the proposed coordination and/or support measures including soundness of methodology. |

**1. Excellence** #@REL-EVA-RE@#

* *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 Objectives** #@PRJ-OBJ-PO@# *[e.g. 1 pages]*

* Briefly describe the objectives of your proposed work. Why are they pertinent to the work programme topic? Are they measurable and verifiable? Are they realistically achievable?

#§PRJ-OBJ-PO§#

**1.2 Coordination and/or support measures and methodology** #@CON-MET-CM@# #@COM-PLE-CP@# *[e.g. 6 pages]*

* Describe and explain the coordination and/or support measures and 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 challenges you may have identified in the chosen methodology and how you intend to overcome them. *[e.g. 4.5 pages]*

Instructions, please remove

* *This section should be presented as a narrative. The detailed tasks and work packages are described below under ‘Implementation’.*
* *If you plan to use, develop and/or deploy artificial intelligence (AI) based systems and/or techniques you must demonstrate their technical robustness. AI-based systems or techniques should be, or be developed to become:*
  + - *technically robust, accurate and reproducible, and able to deal with and inform about possible failures, inaccuracies and errors, proportionate to the assessed risk they pose*
    - *socially robust, in that they duly consider the context and environment in which they operate*
    - *reliable and function as intended, minimizing unintentional and unexpected harm, preventing unacceptable harm and safeguarding the physical and mental integrity of humans*
    - *able to provide a suitable explanation of their decision-making processes, whenever they can have a significant impact on people’s lives.*
* Describe any national or international research and innovation activities, including relevant BBI/CBE JU ongoing or finalised projects, whose results will feed into the project, and how that link will be established.
* Consider applying and/or adapting existing/mature or novel digital technologies provided that they are instrumental to achieving the project’s outcomes and scope.
* *For more details, please refer to the CBE JU Specific requirements in section 2.2.3.1 of the CBE JU Annual Work Programme 2024, available under* [*https://www.cbe.europa.eu/reference-documents*](https://www.cbe.europa.eu/reference-documents)*.*
* Explain how expertise and methods from different disciplines will be brought together and integrated in pursuit of your objectives. If you consider that an inter-disciplinary approach is unnecessary in the context of the proposed work, please provide a justification.
* Describe the multi-actor approach that will be implemented in the project.
* *For CSAs, the multi-actor approach should be included only* *if it is explicitly mentioned in the Topic description. (In Call HORIZON-JU-CBE-2024, this is the case for topic HORIZON-JU-CBE-2024-CSA-01.) The multi-actor approach is a form of responsible R&I, aiming to make the R&I process and its outcomes more reliable, demand-driven, shared and relevant to society. It also aims to have these outcomes shared more extensively. This entails more than just widely disseminating a project’s results or listening to the views of a board of stakeholders. For more details, please refer to the CBE JU Specific requirements in section 2.2.3.1 of the CBE JU Annual Work Programme 2024, available under* [*https://www.cbe.europa.eu/reference-documents*](https://www.cbe.europa.eu/reference-documents)*.*
* Show the role of social sciences and humanities (SSH) in the project or provide a justification if you consider that these disciplines are not relevant to your proposed project.
* *All proposals should foster cross-disciplinarity and consider the social, economic, behavioural, institutional, historical and/or cultural dimensions, as appropriate, of the proposed circular biobased innovations. Applicants should therefore ensure that contributions from the SSH are integrated at various stages of their proposed project, and the actions required, participants and disciplines involved.* *Whenever relevant, applicants should consider public awareness raising, social engagement and social impact aspects with respect to circular bio-based solutions. For more details, please refer to the CBE JU Specific requirements in section 2.2.3.1 of the CBE JU Annual Work Programme 2024, available under* [*https://www.cbe.europa.eu/reference-documents*](https://www.cbe.europa.eu/reference-documents)*.*
* Describe how appropriate open science practices are implemented as an integral part of the proposed methodology. Show how the choice of practices and their implementation are adapted to the nature of your work, in a way that will 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).*
* *Please note that this question does not refer to outreach actions that may be planned as part of communication, dissemination and exploitation activities. These aspects should instead be described below under ‘Impact’.*
* 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 maximum 1/2 page on how the data/research outputs will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable).
* *For guidance on open science practices and research data management, please refer to the relevant section of the* [*HE Programme Guide*](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf) *on the Funding & Tenders Portal.*#§CON-MET-CM§# #§COM-PLE-CP§#

**2. Impact** #@IMP-ACT-IA@#

|  |
| --- |
| ***Impact – aspects to be taken into account.***   * Credibility of the pathways to achieve the expected outcomes and impacts specified in the work programme, 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 work programme topic over the medium term, and to the wider expected impacts set out in the ‘destination’ over the longer term.*

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

Instructions, please remove

**2.1 Project’s pathways towards impact** *[e.g. 4 pages]*

* 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 in this topic, and (2) the **wider impacts**, in the longer term, specified in the respective destinations in the work programme.

* *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. 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.

Instructions, please remove

* ‘*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.*

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’.*

**2.2 Measures to maximise impact - Dissemination, exploitation and communication** #@COM-DIS-VIS-CDV@# *[e.g. 5 pages, including section 2.3]*

* Describe the planned measures to maximise the impact of your project by providing a first version of 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).
* *Please remember that this plan is an admissibility condition, unless the work programme topic explicitly states otherwise. 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 signature date. This plan shall be periodically updated in alignment with the project’s progress.*
* *Communication[[1]](#footnote-2), 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, 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 innovation actions, in particular, describe the measures for a plausible path to commercialise the innovations.*
* *If exploitation is expected primarily in non-associated third countries, justify by explaining how that exploitation is still in the Union’s interest.*
* *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, copyrights, trade secrets, etc., and how these would be used to support exploitation.
* *If your project is selected, 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.*
* *If your project is selected, you must indicate the owner(s) of the results (results ownership list) in the final periodic report.*

#§COM-DIS-VIS-CDV§#

Instructions, please remove

**2.3 Summary**

Provide a summary of this section by presenting in the canvas below the key elements of your project impact pathway and of the measures to maximise its impact.

**KEY ELEMENT OF THE IMPACT SECTION**

|  |
| --- |
| **SPECIFIC NEEDS** |
| *What are the specific needs that triggered this project?*  Example 1  Most airports use process flow-oriented models based on static mathematical values limiting the optimal management of passenger flow and hampering the accurate use of the available resources to the actual demand of passengers.  Example 2  Electronic components need to get smaller and lighter to match the expectations of the end-users. At the same time there is a problem of sourcing of raw materials that has an environmental impact. |

|  |
| --- |
| **D & E & C MEASURES** |
| What dissemination, exploitation and communication measures will you apply to the results?  Example 1  **Exploitation:** Patenting the algorithmic model.  **Dissemination towards the scientific community and airports**: Scientific publication with the results of the large-scale demonstration.  **Communication towards citizens:** An event in a shopping mall to show how the outcomes of the action are relevant to our everyday lives.  Example 2  **Exploitation of the new product:** Patenting the new product;  Licencing to major electronic companies.  **Dissemination towards the scientific community and industry:**  Participating at conferences; Developing a platform of material compositions for industry; Participation at EC project portfolios to disseminate the results as part of a group and maximise the visibility vis-à-vis companies. |

|  |
| --- |
| **EXPECTED RESULTS** |
| What do you expect to generate by the end of the project?  Example 1  **Successful large-scale demonstrator:**  Instructions, please remove  **Successful large-scale demonstrator:** Trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.  **Algorithmic model:**  Novel algorithmic model for proactive airport passenger flow management.  Example 2  Publication of a **scientific discovery on transparent electronics.**  **New product:** More sustainable electronic circuits.  **Three PhD students trained.** |

|  |
| --- |
| **TARGET GROUPS** |
| *Who will use or further up-take the results of the project? Who will benefit from the results of the project?*  Example 1  **9 European airports**:  Schiphol, Brussels airport, etc.  **The European Union aviation safety agency.**  **Air passengers (indirect).**  Example 2  **End-users**: consumers of electronic devices.  **Major electronic companies**: Samsung, Apple, etc.  **Scientific community** (field of transparent electronics). |

|  |
| --- |
| **OUTCOMES** |
| *What change do you expect to see after successful dissemination and exploitation of project results to the target group(s)?*  Example 1  **Up-take by airports:** 9 European airports adopt the advanced forecasting system demonstrated during the project.  Example 2  **High use of the scientific discovery published** (measured with the relative rate of citation index of project publications).  Instructions, please remove  A **major electronic company** (Samsung or Apple) **exploits/uses the new product** in their manufacturing. |

|  |
| --- |
| **IMPACTS** |
| *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 work programme?*  Example 1  **Scientific:**  New breakthrough scientific discovery on passenger forecast modelling.  **Economic:** Increased airport efficiency  Size: 15% increase of maximum passenger capacity in European airports, leading to a 28% reduction in infrastructure expansion costs.  Example 2  **Scientific:** New breakthrough scientific discovery on transparent electronics.  **Economic/Technological:** A new market for touch enabled electronic devices.  **Societal:** Lower climate impact of electronics manufacturing (including through material sourcing and waste management). |

#§IMP-ACT-IA§#

1. **Quality and efficiency of the implementation** #@QUA-LIT-QL@# #@WRK-PLA-WP@#

|  |
| --- |
| ***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.* |

**3.1 Work plan and resources** *[e.g. 10 pages (13 pages for topics using lump sum funding) – including tables]*

Please provide the following:

* brief presentation of the overall structure of the work plan;

Instructions, please remove

* timing of the different work packages and their components (Gantt chart or similar);
* 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 3.1a);
  + 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.*
* *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 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 3.1d);
* 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 table showing number of person months required (table 3.1f);
* a table showing description and justification of subcontracting costs for each participant (table 3.1g)
* a table showing justifications for ‘purchase costs’ (table 3.1h) 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 3.1i).
* if applicable, a table showing in-kind contributions from third parties (table 3.1j)

**3.2 Capacity of participants and consortium as a whole** #@CON-SOR-CS@# #@PRJ-MGT-PM@# *[e.g. 3 pages]*

 *The individual participants of the consortium are described in a separate section under Part A. 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 inter-disciplinary knowledge. Show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I, as appropriate. Include in the description affiliated entities and associated partners, if any.
* Show how the partners will have access to critical infrastructure needed to carry out the project activities.

Instructions, please remove

* 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).
* **Other countries and international organisations**:

Note that for CSAs in Horizon Europe, except when explicitly allowed in the topic, any entity from a non-associated third country and International Organisations (other than International European Research Organisations) can only participate as Associated Partners. There is no difference between entities established in low/middle income countries and developed countries.

* *If your topic does not include any specific condition related to non-associated third countries, you do not need to include any information on ‘Other countries and international organisations in this section of the proposal.*
* *If your topic includes a specific condition related to non-associated third countries, note that legal entities established in those countries are only able to participate as beneficiaries or affiliated entities if eligible for funding:*
* *because they are from a low/middle income country identified in the Work Programme General Annexes B as automatically eligible for funding;*
* *because the call conditions explicitly provide for it;*
* *because the participation of the legal entity concerned is deemed essential for implementing the action.*

*Only in the latter case, explain in this section of the proposal why the participation of the entity in question is essential to successfully carry out the project.*

#§CON-SOR-CS§# #§PRJ-MGT-PM§#

**Tables for section 3.1**

 *Use plain text for the tables in section 3.1. If the proposal is invited to start Grant Agreement preparation, these tables will have to be encoded in the grant management IT tool, where no graphics or special formats are supported.*

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

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

**Table 3.1b: Work package description**

Instructions, please remove

**For each work package:**

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

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

|  |
| --- |
| **Objectives** |

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

**Table 3.1c: List of Deliverables[[2]](#footnote-3)**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Deliverable name** | **Short description** | **Work package number** | **Short name of lead participant** | **Type** | **Dissemination level** | **Delivery date**  **(in months)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Instructions, please remove |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Instructions, please remove

|  |
| --- |
| **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 3.1d: List of milestones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone number** | **Milestone name** | **Related work package(s)** | **Due date (in month)** | **Means of verification** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **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. |

Instructions, please remove

**Table 3.1e: Critical risks for implementation** #@RSK-MGT-RM@#

|  |  |  |
| --- | --- | --- |
| **Description of risk (indicate level of (i) likelihood, and (ii) severity: Low/Medium/High)** | **Work package(s) involved** | **Proposed risk-mitigation measures** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **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. |

#§RSK-MGT-RM§#

**Table 3.1f: 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.*

Instructions, please remove

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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 3.1g: ‘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 3.1h: ‘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).

|  |  |  |
| --- | --- | --- |
| **Participant Number/Short Name** | | |
|  | **Cost (€)** | **Justification** |
| **Travel and subsistence** |  |  |
| **Equipment** |  |  |
| **Other goods, works and services** |  |  |
| **Total** |  |  |

**Table 3.1i: ‘Other costs categories’ items (e.g. internally invoiced goods and services)**

Please complete the table below for each participant 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** |  |  |
| **…** |  | Instructions, please remove |

**Table 3.1j: ‘In-kind contributions’ provided by third parties**

Please complete the table below for each participant 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 |  |  |
|  |  |  |  |

#§QUA-LIT-QL§# #§WRK-PLA-WP§#

**ANNEX TO PROPOSAL PART B**

If applicable, please upload the following annex to proposal part B as separate document in the submission system:

* **FINANCIAL SUPPORT TO THIRD PARTIES:**

Annex with information on financial support to third parties. Please upload the dedicated annex ‘’Information on Financial Support to Third Parties” (a .rtf template is provided under ‘download templates’ in the upload section for Part B and Annexes).’

* This annex is only to be uploaded if financial support to third parties is requested.*

Instructions, please remove

**Proposal template Part B: technical description**

**Title of the Proposal**

[This document is tagged. Do not delete the tags; they are needed for processing.] #@APP-FORM-HECSA@#

**List of participants**

|  |  |  |
| --- | --- | --- |
| **Participant No. \*** | **Participant organisation name** | **Country** |
| 1 (Coordinator) |  |  |
| 2 |  |  |
| 3 |  |  |
| … |  |  |

**1. Excellence** #@REL-EVA-RE@#

**1.1 Objectives** #@PRJ-OBJ-PO@#

Insert here text for your proposal

#§PRJ-OBJ-PO§#

**1.2 Coordination and/or support measures and methodology** #@CON-MET-CM@# #@COM-PLE-CP@#

Insert here text for your proposal

#§CON-MET-CM§# #§COM-PLE-CP§# #§REL-EVA-RE§#

**2. Impact**

**2.1 Project’s pathways towards impact**

Insert here text for your proposal

**2.2 Measures to maximise impact - Dissemination, exploitation and communication** #@COM-DIS-VIS-CDV@#

Insert here text for your proposal

#§COM-DIS-VIS-CDV§#

**2.3 Summary**

**KEY ELEMENT OF THE IMPACT SECTION**

|  |
| --- |
| **SPECIFIC NEEDS** |
| *What are the specific needs that triggered this project?*  Insert here text for your proposal |

|  |
| --- |
| **D & E & C MEASURES** |
| What dissemination, exploitation and communication measures will you apply to the results?  Insert here text for your proposal |

|  |
| --- |
| **EXPECTED RESULTS** |
| What do you expect to generate by the end of the project?  Insert here text for your proposal |

|  |
| --- |
| **TARGET GROUPS** |
| *Who will use or further up-take the results of the project? Who will benefit from the results of the project?*  Insert here text for your proposal |

|  |
| --- |
| **OUTCOMES** |
| *What change do you expect to see after successful dissemination and exploitation of project results to the target group(s)?*  Insert here text for your proposal |

|  |
| --- |
| **IMPACTS** |
| *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 work programme?*  Insert here text for your proposal |

#§IMP-ACT-IA§#

**3. Quality and efficiency of the implementation** #@QUA-LIT-QL@# #@WRK-PLA-WP@#

**3.1 Work plan and resources**

Insert here text for your proposal

**3.2 Capacity of participants and consortium as a whole** #@CON-SOR-CS@# #@PRJ-MGT-PM@#

Insert here text for your proposal

#§CON-SOR-CS§# #§PRJ-MGT-PM§#

**Tables for section 3.1**

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

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

**Table 3.1b: Work package description**

**For each work package:**

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

|  |
| --- |
| **Objectives** |

|  |
| --- |
| **Description of work** |

**Table 3.1c: List of Deliverables**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Deliverable name** | **Short description** | **Work package number** | **Short name of lead participant** | **Type** | **Dissemination level** | **Delivery date**  **(in months)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Instructions, please remove |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Table 3.1d: List of milestones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone number** | **Milestone name** | **Related work package(s)** | **Due date (in month)** | **Means of verification** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Table 3.1e: Critical risks for implementation** #@RSK-MGT-RM@#

|  |  |  |
| --- | --- | --- |
| **Description of risk (indicate level of (i) likelihood, and (ii) severity: Low/Medium/High)** | **Work package(s) involved** | **Proposed risk-mitigation measures** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#§RSK-MGT-RM§#

**Table 3.1f: Summary of staff effort**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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 3.1g: ‘Subcontracting costs’ items**

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

**Table 3.1h: ‘Purchase costs’ items (travel and subsistence, equipment and other goods, works and services)**

|  |  |  |
| --- | --- | --- |
| **Participant Number/Short Name** | | |
|  | **Cost (€)** | **Justification** |
| **Travel and subsistence** |  |  |
| **Equipment** |  |  |
| **Other goods, works and services** |  |  |
| **Total** |  |  |

**Table 3.1i: ‘Other costs categories’ items (e.g. internally invoiced goods and services)**

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

**Table 3.1j: ‘In-kind contributions’ provided by third parties**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |
|  |  |  |  |

#§QUA-LIT-QL§# #§WRK-PLA-WP§#

1. ### *For further guidance on communicating EU research and innovation for project participants, please refer to the Online Manual on the Funding & Tenders Portal*

   [↑](#footnote-ref-2)
2. 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](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf) on the Funding & Tenders Portal. [↑](#footnote-ref-3)