Horizon Europe Programme

Standard Application Form (HE EIC PATHFINDER OPEN)

Application form (Part A)
Project proposal – Technical description (Part B)

Version 4.0
11 February 2022

Application form (Part A)

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

⚠ This call implements a 'right-to-react' (or rebuttal) procedure after the remote phase of the evaluation. The rebuttal procedure will provide you with the opportunity to reply with a strict page limit (maximum two A4 pages) to the evaluators' comments, which you will receive about 1.5-2.5 months after the call deadline via the EU Funding & Tender Opportunities Portal. The deadline for sending your replies will be eight calendar days (at 17h00 Brussels local time) after you have received the evaluators' comments. Your replies cannot be used to alter or add to the content of the proposals, but must strictly focus on responding to potential misunderstandings or errors by the evaluators. Your replies will be made available to the evaluation committee who will decide on the final score on the basis of the remote score and the outcome of its consensus discussions, taking into consideration the comments from the rebuttal procedure, if any.

- **Instructions and footnotes in green will not appear in the text generated by the IT system.**
- **For options *[*in square brackets*]*: the option that applies will be automatically shown in the IT system (Part A) or included in the template of Part B offered by the IT system or you must select the appropriate value from a predefined list.**
- **For fields in [grey in square brackets] (even if they are part of an option as specified in the previous item): enter the appropriate data in the IT system.**
- **Data in coloured fields will be prefilled by the IT tool.**

HISTORY OF CHANGES		
Version	**Publication date**	**Changes**
1.0	18.03.2021	▪ Initial version
1.1	08.02.2022	▪ Addition of a table in section 3.1 about in-kind contributions ▪ Gender Equality Plan moved at the end of the Organisation data of the participant ▪ Budget table: participant category aligned to Horizon Europe terminology

Please check our wiki for help on navigating the form.

Horizon Europe

Application forms (Part A)

Topic:

Type of action:

Type of Model Grant Agreement:

Proposal number:

Proposal acronym:

Table of contents

The forms must be filled in for each proposal using the templates available in the Submission System. Some data fields in the forms are pre-filled based on the previous steps in the Submission wizard.

1 – General information

Section 1 provides basic data on the proposal. It can be filled in by contacts of the coordinator. Other participants may view this section only. Read-only parts are marked in blue.

Topic	Type of action
Call	Type of Model Grant Agreement

Acronym	*Acronym is mandatory*
Proposal title	*Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months	*Estimated duration of the project in full months.*
Fixed keywords	

Note that for this call, applicants have to select minimum 3 and maximum 6 fixed keywords.

Free keywords	*Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract

The abstract should provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Use plain typed text, avoiding formulas and other special characters. If the proposal is written in a language other than English, please include an English version of this abstract in the Part B (technical description) of the proposal. .

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? *A `similar' proposal or contract is one that differs from the current one in minor ways, and in which some of the present consortium members are involved.*	○ Yes	○ No
Please give the proposal reference or contract number	XXXXX-X	

Declarations

These declarations can be filled in by any coordinator contact(s). All declarations are mandatory.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal.	☐
2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).	☐
3) We declare: – to be fully compliant with the eligibility criteria set out in the call – not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046 – to have the financial and operational capacity to carry out the proposed project.	☐
4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms & Conditions.	☐
5) We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).	☐
6) We declare that the proposal complies with ethical principles (including the highest standards of research integrity as set out in the ALLEA European Code of Conduct for Research Integrity, as well as applicable international and national law, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Appropriate procedures, policies and structures are in place to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct.	☐
7) We declare that the proposal has an exclusive focus on civil applications (activities intended to be used in military application or aiming to serve military purposes cannot be funded). If the project involves dual-use items in the sense of Regulation 2021/821, or other items for which authorisation is required, we confirm that we will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used).	☐
8) We confirm that the activities proposed do not – aim at human cloning for reproductive purposes; – intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or – intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer. – lead to the destruction of human embryos (for example, for obtaining stem cells) These activities are excluded from funding.	☐
9) We confirm that for activities carried out outside the Union, the same activities would have been allowed in at least one EU Member State	☐
10) *[Additional option for LUMP SUM Grants:* For Lump Sum Grants with a detailed budget table: We understand and accept that the EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see *AGA — Annotated Grant Agreement, art 6*) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into	☐

account best value for money and must be free of conflict of interest. *]*	

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

2 – Participants

List of participating organisations

#	Participating Organisation Legal Name	Country
1		
2		
3		

Coordinator contacts have the rights to:

- *add, delete, edit and re-order partners in the consortium*
- *add, delete, edit and re-order contact points for those organisations*
- *edit all sections of the administrative forms*
- *upload, delete, view and download Part B and Annexes (when required for the call)*
- *submit the proposal*

Participant contacts may:

- *view all the information in this screen, but not edit it*
- *edit only the section for their organisation in the administrative forms (including budget)*
- *view the entire administrative forms*
- *view/download the Part B and other Annexes*

You can manage the list of organisations and access rights of persons at Step 4 of the submission process. You may identify and give access to as many contact persons of the selected organisations as you wish. The identification is based upon the e-mail address of the person. When you add a contact person, you will be prompted to supply the contact details: name, e-mail, phone.

Person in charge of the proposal (main contact person): Each organisation needs to have one main contact person identified; the main contact person will have to fill in full contact details in the administrative form. The 'Main Contact Person' for the coordinating organisation (Participant no. 1) will become the primary contact person for the Services. Other contact persons may also be identified and may receive read-only or full access rights. Contact persons with full access rights of the coordinator (Participant no. 1) will be called 'Coordinator contacts' in the Funding & Tenders Portal, while for the other participants 'Participant Contacts'; contact persons with read-only rights will be called 'Team Members'. Other contact persons are listed with basic details in the administrative form.

Access rights: The main contact person and contact persons of the coordinator with full access rights have the same level of rights: they can manage the list of participants and contacts, edit any part of the administrative part of the proposal and upload any attachments (eg. Part B - technical description), and submit the proposal. Contact persons with read-only rights can only view/download the information. Participant contacts with full access rights can only edit their section of the administrative form and view all proposal data.
Access rights can be revoked by the Coordinating Organisation contacts. The person who created the proposal cannot be deleted.

Invitation: All contacts will receive an e-mail and a notification to the Portal about the invitation to the proposal upon saving the data at Step 4 of the submission process.

Organisation data

The section shows the administrative data of the participating organisation as registered and/or validated in the central registry of organisations of the European Commission, linked to the given PIC number. Data in blue is read-only, modification is not possible in the proposal forms. For more information on how to modify this information, please visit the online manual on the participant register.

PIC **Legal name**

Short name

Address of the organisation

Street

Town

Postcode

Country

Webpage

Specific legal statuses

Read more about legal statuses.

Public .... unknown Legal person .... unknown

Non-profit .... unknown

International organisation..................................... unknown

International organisation of European interest...... unknown

Secondary or Higher education establishment....... unknown

Research organisation .... unknown

SME status

The enterprise data of the organisation is taken from the Participant Register. Changes to the self-declared or self-assessed SME data can be performed by the self-registrant or by the LEAR (Legal Entity Appointed Representative) in the Participant Register.

SME self declared status .... unknown

SME self-assessment .... unknown

SME validation sme .... unknown

Based on the above details of the Participant Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

Departments carrying out the proposed work

The information serves mainly statistical purposes. For determining the eligibility of the proposal, the official address of the organisation is taken into account.

Department 1

Department name ☐ not applicable

☐ Same as organisation address

Street *Please enter street name and number*

Town

Postcode

Country

Links with other participants

Please indicate if there are dependencies with other participants of the proposal.
Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:
** A legal entity is under the same direct or indirect control as another legal entity;or*
** A legal entity directly or indirectly controls another legal entity;or*
** A legal entity is directly or indirectly controlled by another legal entity.Control:*

Legal entity A controls legal entity B if:
** A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, or*
** A, directly or indirectly, holds in fact or in law the decision-making powers in B.*

The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:
(a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;
(b) the legal entities concerned are owned or supervised by the same public body.

Type of link	***Participant***	
*[*Same group*]* *[*Controls*]* *[*Is controlled by*]*	*Select one participant from the list of participants*	

Main contact person

It is the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the coordinator), this will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant agreement preparation). The data in blue is read-only. Details (name, first name and e-mail) of Main Contact persons should be edited in Step 4 of the Submission wizard.

Title Gender ◯ Woman ◯ Man ◯ Non binary

First name Last name

E-mail

Position in org. *Please indicate the position of the person*

Department ☐ Same as organisation

☐ Same as organisation address

Street

Town Post code

Country

Website

Phone 1 Phone 2

Other contact persons

First name	Last name	e-mail	Phone

Researchers involved in the proposal

Include only the researchers involved in the proposal, (see below definition of 'researcher'). You do not need to include in the table the identity of other persons involved in the proposal who are not researchers.

> *'Researchers are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, models, techniques instrumentation, software or operational methods. (Frascati Manual 2015)'*

Include also person in charge of the proposal if a researcher

Title	First Name	Last Name	Gender	Nationality	E-mail	Career stage[1]	Role of researcher (in the project)	Reference Identifier	Type of identifier
			[Woman] [Man] [Non-binary]			[Category A – Top grade researcher] [Category B – Senior researcher] [Category C – Recognised researcher] [Category D – First stage researcher]	[Leading] [Team member]		[ORCID] [Researcher Id] [Other - specify]

[1] Career stages as defined in Frascati 2015 manual:
Category A – Top grade researcher: the single highest grade/post at which research is normally conducted. Example: 'Full professor' or 'Director of research'.
Category B – Senior researcher: Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates (IsCED level 8). Examples: 'associate professor' or 'senior researcher' or 'principal investigator'.
Category C – Recognised researcher: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. Examples: 'assistant professor', 'investigator' or 'post-doctoral fellow'.
Category D – First stage researcher: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. Examples: 'PhD students' or 'junior researchers' (without a PhD).

Role of participating organisation in the project *Applicants may select more than one option.*		*Definitions*
Project management	☐	*Click if your organisation will do project management activities (i.e. assigning the tasks, reporting and interface with the EC). These tasks are normally carried out by the coordinator, but other participants can also contribute.*
Communication, dissemination and engagement	☐	*Click if your organisation will be in charge of communication, dissemination and engagement. This can be centralised by one partner or split across the partners.*
Provision of research and technology infrastructure	☐	*Click if your organisation is providing a research facility or research equipment.*
Co-definition of research and market needs	☐	*Click if your organisation will be involved in the co-defining the research and market needs. Usually it is a company that intends to later use the research results, or a NGO that will use the solution. This will help the project further tailor its results to respond to specific needs of the end user.*
Civil society representative	☐	*Click if your organisation belongs to civil society (NGO, association, organisation, consumer group, community group, charity, etc.).*
Policy maker or regulator, incl. standardisation body	☐	*Click if your organisation is a policy maker (local, regional, national, European level), regulator or a standardisation body.*
Research performer	☐	*Click if your organisation is in charge of performing the research during the project.*
Technology developer	☐	*Click if your organisation is in charge of developing the technology during or after the project.*
Testing/validation of approaches and ideas	☐	*Click if your organisation is in charge of testing/validating the approach and ideas.*
Prototyping and demonstration	☐	*Click if your organisation is in charge of developing the prototypes and performing demonstrations.*
IPR management incl. technology transfer	☐	*Click if your organisation is in charge of IPR management including technology transfer at the end of the grant.*
Public procurer of results	☐	*Click if your organisation (public authority, hospital, university, local government, etc) will be using the results afterwards.*
Private buyer of results	☐	*Click if your organisation (from the private sector) will be using the results afterwards.*
Finance provider (public or private)	☐	*Click if your organisation will be providing the financing for the exploitation during or after the end of the project.*
Education and training	☐	*Click if your organisation is in charge of educating and training researchers.*
Contributions from the social sciences or/and the humanities	☐	*Click if your organisation is in charge of contributing to the social sciences or/and the humanities dimension to the research projec.t*
Other Specify (50 character limit):	☐	

List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.	
Type of achievement	**Short description**
*[*Publication*]* *[*Dataset*]* *[*Software*]*	Key elements of the achievement, including a short qualitative assessment of its impact and (where available) its digital object identifier (DOI) or other type of persistent identifier (PID). Publications, in particular journal articles, are expected to be open access. Datasets are expected to be FAIR and 'as open as possible, as closed as necessary'.

[Good] [Service] [Other achievement]	

List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal

Name of Project or Activity	Short description

Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work

Name of infrastructure or equipment	Short description

Gender equality plan

Having a gender equality plan is an eligibility criterion for Public bodies, Higher education establishments and Research organisations from Member States and Associated Countries. Be aware that if the proposal is selected, having a Gender Equality Plan will be necessary before the grant agreement signature (applicable on calls with deadlines in 2022 and beyond). Does the organisation have a Gender Equality Plan (GEP) covering the elements listed below? **Minimum process-related requirements (building blocks) for a GEP** – **Publication:** formal document published on the institution's website and signed by the top management – **Dedicated resources:** commitment of human resources and gender expertise to implement it. – **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students	◌ Yes	◌ No

for establishments concerned) and annual reporting based on indicators. – **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers. **Content-wise, recommended areas** to be **covered** and addressed via concrete measures and targets are: ○ work-life balance and organisational culture; ○ gender balance in leadership and decision-making; ○ gender equality in recruitment and career progression; ○ integration of the gender dimension into research and teaching content; ○ measures against gender-based violence including sexual harassment.		

3 – Budget for the proposal

			Estimated expenditure								Estimated income						
											Requested EU contribution			Revenues	Other sources of financing		Total estimated income
			Estimated eligible costs								EU contribution to eligible costs						
			A. Personnel costs/€	B. Subcontracting costs/€	C. Purchase costs			D. Other cost categories	E. Indirect costs/€ (e) = 25% * [(a1) + (c1) + (c2) + (c3) + (d7)]	Total eligible costs (h) = (a1) + (b) + (c1) + (c2) + (c3) + (d) + (e)	Funding rate (U)	Maximum EU contribution to eligible costs (l) = (U) * (h)	Requested EU contribution to eligible costs/€ (Requested grant amount) (m) (n)	Income generated by the action (o)	Financial contributions (q)	Own resources (r)	(s)=(n)+(o)+(p)+(q) + (r)
No	Participant name	Country	(a1)	(b)	C.1 Travel and subsistence/€ (c1)	C.2 Equipment/€ (c2)	C.3 Other goods, works and services /€ (c3)	D.X [specific cost category] /€ (dx)									
1	Beneficiary 1	NL															
2	Bebeficiary 2	IS															
	Affiliated Entity	IS															
3	Beneficiary 3	DE															
	Associated Partner	US															
Total																	

Possible 'Other cost categories' for Horizon Europe

			Estimated project expenditure									
			Estimated eligible costs									
			D. Other cost categories									
No	Participant name	Country	D.1 Financial support to third parties (Actual costs) (d1)	D.2 Internally invoiced goods and services (Unit costs - usual accounting practices) (d2)	[D.3 Transnational access to research infrastructures (Unit costs) (d3)]	[D.4 Virtual access to research infrastructures (Unit costs) (d4)]	[D.5 PCP/PPI procurement costs (Actual costs) (d5)]	[D.6 Euratom Cofund staff mobility costs (Unit costs) (d6)]	[D.7 ERC additional funding (Actual costs) (d7)]	[D.8 ERC additional funding (subcontracting, FSTP and internally invoiced goods and services) (Actual costs) (d8)]		
1	Participant 1	NL										
2	Participant 2	IS										
	Affiliated Entity	IS										
3	Participant 3	DE										
	Associated Partner	US										
Total												

4 – Ethics and Security

Ethics issues table

This table should be completed as an essential part of your proposal. Please go through the table and indicate which elements concern your proposal by answering 'Yes' or 'No'. If you answer 'Yes' to any of the questions,

- *indicate in the adjacent box at which page in your technical description further information relating to that ethics issue can be found, and*
- *provide additional information on that ethics issue in the Ethics Self-Assessment section.*

For more information on each of the ethics issues and how to address them, including detailed legal references, see the guidelines 'How to Complete your Ethics Self-Assessment'.

1. HUMAN EMBRYONIC STEM CELLS AND HUMAN EMBRYOS			Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?		◯ Yes ◯ No	
If **YES**:	Will they be directly derived from embryos within this project?	◯ Yes ◯ No	
	Are they previously established cells lines?	◯ Yes ◯ No	
	Are the cell lines registered in the European registry for human embryonic stem cell lines?	◯ Yes ◯ No	
Does this activity involve the use of human embryos?		◯ Yes ◯ No	
If **YES**:	Will the activity lead to their destruction?	◯ Yes ◯ No	
2. HUMANS			**Page**
Does this activity involve human participants?		◯ Yes ◯ No	
If **YES**:	Are they volunteers for non medical studies (e.g. social or human sciences research)?	◯ Yes ◯ No	
	Are they healthy volunteers for medical studies?	◯ Yes ◯ No	
	Are they patients for medical studies?	◯ Yes ◯ No	
	Are they potentially vulnerable individuals or groups?	◯ Yes ◯ No	
	Are they children/minors?	◯ Yes ◯ No	
	Are they other persons unable to give informed consent?	◯ Yes ◯ No	
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?		◯ Yes ◯ No	
If **YES**:	Does it involve invasive techniques?	◯ Yes ◯ No	
	Does it involve collection of biological samples?	◯ Yes ◯ No	

Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014)? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)		◯ Yes ◯ No	
If **YES**:	Is it a clinical trial?	◯ Yes ◯ No	
	Is it a low-intervention clinical trial?	◯ Yes ◯ No	
3. HUMAN CELLS / TISSUES (not covered by section 1)			Page
Does this activity involve the use of human cells or tissues?		◯ Yes ◯ No	
If **YES**:	Are they human embryonic or foetal cells or tissues?	◯ Yes ◯ No	
	Are they available commercially?	◯ Yes ◯ No	
	Are they obtained within this project?	◯ Yes ◯ No	
	Are they obtained from another project, laboratory or institution?	◯ Yes ◯ No	
	Are they obtained from biobank?	◯ Yes ◯ No	
4. PERSONAL DATA			Page
Does this activity involve processing of personal data?		◯ Yes ◯ No	
If **YES**:	Does it involve the processing of special categories of personal data (e.g.: sexual lifestyle, ethnicity, genetic, biometric and health data, political opinion, religious or philosophical beliefs)?	◯ Yes ◯ No	
	If **YES**: Does it involve processing of genetic, biometric or health data?	◯ Yes ◯ No	
	Does it involve profiling, systematic monitoring of individuals, or processing of large scale of special categories of data or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)?	◯ Yes ◯ No	
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?		◯ Yes ◯ No	
Is it planned to export personal data from the EU to non-EU countries?		◯ Yes ◯ No	
If **YES**:	Specify the type of personal data and countries involved:		
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country?		◯ Yes ◯ No	
If **YES**:	Specify the type of personal data and countries involved		

Does this activity involve the processing of personal data related to criminal convictions or offences?		◯ Yes ◯ No	
5. ANIMALS			Page
Does this activity involve animals?		◯ Yes ◯ No	
If **YES**:	Are they vertebrates?	◯ Yes ◯ No	
	Are they non-human primates (NHP)?	◯ Yes ◯ No	
	Are they genetically modified?	◯ Yes ◯ No	
	Are they cloned farm animals?	◯ Yes ◯ No	
	Are they endangered species?	◯ Yes ◯ No	
6. NON-EU COUNTRIES			Page
Will some of the activities be carried out in non-EU countries?		◯ Yes ◯ No	
If **YES**:	Specify the countries:		
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?		◯ Yes ◯ No	
If **YES**:	Specify the countries:		
Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?		◯ Yes ◯ No	
Is it planned to import any material from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.		◯ Yes ◯ No	
If **YES**:	Specify material and countries involved:		
Is it planned to export any material from the EU to non-EU countries?		◯ Yes ◯ No	
If **YES**:	Specify material and countries involved:		
Does this activity involves low and/or lower-middle income countries? (if yes, detail the benefit-sharing actions planned in the self-assessment)		◯ Yes ◯ No	
Could the situation in the country put the individuals taking part in the activity at risk?		◯ Yes ◯ No	
7. ENVIRONMENT, HEALTH and SAFETY			Page

Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)?	◯ Yes ◯ No	
Does this activity deal with endangered fauna and/or flora / protected areas?	◯ Yes ◯ No	
Does this activity involve the use of substances or processes that may cause harm to humans, including those performing them (during the implementation of the activity or further to the use of the results, as a possible impact)?	◯ Yes ◯ No	
8. ARTIFICIAL INTELLIGENCE		Page
Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).	◯ Yes ◯ No	
9. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration?	◯ Yes ◯ No	
Please specify: (Maximum number of characters allowed: 1000)		

I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines '[How to Complete your Ethics Self-Assessment]'. ☐

ETHICS SELF-ASSESSMENT

If you have entered any issues in the ethics issue table, you must perform an ethics self-assessment in accordance with the guidelines "How to Complete your Ethics Self-Assessment" and complete the table below.

Ethical dimension of the objectives, methodology and likely impact
Explain in detail the identified issues in relation to: – objectives of the activities (e.g. study of vulnerable populations, etc.) – methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.) – the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)
Compliance with ethical principles and relevant legislations
Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU / national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for **activities performed in a non-EU countries**, they should also be allowed in at least one EU Member State.

Security issues table

Please indicate, by answering Yes or No to all of the questions in the below table, if the proposed activity will use and/or generate information which might raise security concerns. If an answer is Yes, then indicate in the adjacent box at which page in your full proposal further information relating to that issue can be found.

1. EU classified information (EUCI)[2]			Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?		○ Yes ○ No	
If **YES**:	Is the activity going to use classified information as background[3] information?	○ Yes ○ No	
	Is the activity going to generate EU classified foreground[4] information as results?	○ Yes ○ No	
Does this activity involve non-EU countries?		○ Yes ○ No	
If **YES**:	Do participants from non-EU countries need to have access to EUCI?	○ Yes ○ No	
	Do the non-EU countries concerned have a security of information agreement with the EU	○ Yes ○ No	
2. MISUSE			Page
Does this activity have the potential for misuse of results?		○ Yes ○ No	
If **YES**:	Does the activity provide knowledge, materials and technologies that could be channelled into crime and/or terrorism?	○ Yes ○ No	
	Could the activity result in the development of chemical, biological, radiological or nuclear (CBRN) weapons and the means for their delivery?	○ Yes ○ No	
3. OTHER SECURITY ISSUES			Page
Does this activity involve information and/or materials subject to national security restrictions?		○ Yes ○ No	
If yes, please specify: *(Maximum number of characters allowed: 1000)*			
Are there any other security issues that should be taken into consideration?		○ Yes ○ No	

[2] According to the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information, “European Union classified information (EUCI) means any information or material designated by an EU security classification, the unauthorised disclosure of which could cause varying degrees of prejudice to the interests of the European Union or of one or more of the Member States”.

[3] Classified background information is information that is already classified by a country and/or international organisation and/or the EU and is going to be used by the project. In this case, the project must have in advance the authorisation from the originator of the classified information, which is the entity (EU institution, EU Member State, third state or international organisation) under whose authority the classified information has been generated.

[4] EU classified foreground information is information (documents/deliverables/materials) planned to be generated by the project and that needs to be protected from unauthorised disclosure. The originator of the EUCI generated by the project is the European Commission.

If yes, please specify: (Maximum number of characters allowed: 1000)	

5 – Other questions

Two-stage calls

The full stage-2 proposal must be consistent with the short outline proposal submitted to the stage 1 – in particular with respect to the proposal characteristics addressing the concepts of excellence and impact.

Are there substantial differences compared to the stage-1 proposal?	○ Yes	○ No

Questions showed only in answer is Yes:
Please list the substantial differences, and indicate the reasons

☐	Partnership	*List the substantial differences and indicate the reasons*
☐	Budget	*List the substantial differences and indicate the reasons*
☐	Approach	*List the substantial differences and indicate the reasons*

[Additional modular extension for Calls with clinical trials: Essential information to be provided for proposals including clinical trials / studies / investigations

A 'clinical study' is defined as any clinical research involving a substantial amount of work related to the observation of, data collection from, or diagnostic or therapeutic intervention on multiple or individual patients. It includes but is not limited to clinical studies defined by the Clinical trials regulation (REGULATION (EU) No 536/2014).

Are clinical studies / trials / investigations included in the work plan of this project?	○ Yes	○ No

Please upload the dedicated annex 'Essential information for clinical studies / trials / investigations' (a Word template is provided under 'download templates' in the up-load section for Part B and Annexes).

This document should include the relevant information of each clinical study / trial / investigation included in the work plan of this project.

Please give a short title, an acronym or a unique identifier to each clinical study / trial / investigation, to be used as a reference / identifier in the other parts of the proposal	Add Remove

]

Project proposal – Technical description (Part B)

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

HISTORY OF CHANGES		
Version	**Publication date**	**Changes**
1.0	18.03.2021	Initial version
1.2	25.05.2021	Addition of a table in section 3.1 about in-kind contribution
2.0	08.02.2022	▪ Alignment of evaluation criteria 1 (Excellence) and 2 (Impact) to the EIC Work Programme 2022. More precisely, for criterion 1: - Long-term vision sub-criterion modified - Objectives sub-criterion modified For criterion 2: - Long-term impact sub-criterion added - Innovation potential sub-criterion modified - Communication and Dissemination sub-criterion modified ▪ Open Science moved from criterion 2 (Impact) to criterion 1 (Excellence) ▪ Table 3.2a: information on Work Package leader added ▪ Table 3.2b: information on redundant data removed

European Commission

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 17 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. **At the end of this 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.

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).

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 work programme expected impacts described in the destination. 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

⚠ *Fill in the title of your proposal below.*

TITLE OF THE PROPOSAL

1. Excellence

Excellence – aspects to be taken into account.

– Long-term vision: How convincing is the vision of a radically new technology towards which the project would contribute in the long term?

– Science-towards-technology breakthrough: How concrete, novel and ambitious is the proposed science-towards-technology breakthrough with respect to the state-of-the-art? What advancement does it provide towards realising the envisioned technology?

– Objectives: How concrete and plausible are the proposed objectives? To what extent is the high-risk/high-gain research approach appropriate for achieving them? How sound is the proposed methodology, including the underlying concepts, models, assumptions, appropriate consideration of the gender dimension in research content, and the quality of open science practices?

– Interdisciplinarity: How relevant is the interdisciplinary approach from traditionally distant disciplines for achieving the proposed breakthrough?

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

1.1 Long-term vision

- Describe your vision of the radically new technology, towards which the project would contribute in the long term.

1.2 Science-towards-technology breakthrough

- Describe in concrete terms the science-towards-technology breakthrough of the project.
- Describe the relevant state-of-the-art and discuss the novelty and ambition of the proposed breakthrough with respect to it.
- Describe the contribution of the science-towards-technology breakthrough to the realization of the envisioned technology.

1.3 Objectives

- Describe the objectives of your proposed work. Are they concrete and plausible, measurable and verifiable? Are they realistically achievable within the duration of the project?
- Explain the appropriateness of the high-risk research approach for achieving the high gain objectives set in your project.
- Describe and explain the overall methodology, including the concepts, models and assumptions that underpin your work. Explain its suitability to deal with the considerable scientific and technological uncertainties of the project's objectives and how appropriate it is to enable alternative directions and options. 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, and the risks and the corresponding mitigation plan are described below under 'Implementation'.*

⚠ *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 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.*

- Describe 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.

⚠ *Note: This section is mandatory except for topics which have been identified in the work programme as not requiring the integration of the gender dimension into R&I content.*

⚠ *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* https://ec.europa.eu/info/news/gendered-innovations-2-2020-nov-24_en

- 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 a short description 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: 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 of the HE Programme Guide on the Funding & Tenders Portal.*

1.4 Interdisciplinarity

- Describe the proposed interdisciplinary approach engaging contributions from different scientific and technological disciplines.
- Explain to what extent the combination of disciplines brings new scientific collaborations and how it contributes to the achievement of the proposed breakthrough.

2. Impact

Impact – aspects to be taken into account.

- Long-term impact: How significant are the potential transformative positive effects that the envisioned new technology would have to our economy, environment and society?
- 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? How suitable are the proposed measures for involving and empowering key actors that have the potential to take the lead in translating research into innovations in the future?
- Communication and Dissemination: How suitable are the measures to maximise expected outcomes and impacts, including communication activities, for raising awareness about the project results' potential to establish new markets and/or address global challenges?

In this section you should focus on describing concrete measures and plans to maximise impact of your project. You should not repeat the information related to the long-term vision already provided under section 1.1.

2.1 Long-term 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:

  (a) Describe the transformative positive effects that the envisioned new technology, if achieved in the long term, would have on our economy, environment and society. How significant these transformative effects are?

  ⚠ *The expected outcome of your project is a validation of scientific and technological basis of envisaged future technology through demonstration of its proof of principle*

⚠ *Be specific, referring to the effects of your project, and not R&I in general in this field.*

⚠ *The outcomes and potential for future impact of your project may be, e.g., in terms of creating new markets, improve our lives or address global challenges, but they are not expected to be addressed or achieved within the project lifetime.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.*

(b) 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 Innovation potential

- Describe the exploitation measures to facilitate future translation of research results into innovations.

  ⚠ *Shortly describe the measures for a plausible path to commercialise the innovations.*

  ⚠ *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.*

- Specify your strategy for the management of intellectual property, foreseen protection measures, such as patents, design rights, copyright, trade secrets, etc. How adequate are they to support exploitation?

  ⚠ *Clear description of necessary measures to allow 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.*

  ⚠ *If your project is selected, you must indicate the owner(s) of the results (results ownership list) in the final periodic report.*

- Explain the measures the consortium will implement for involving and 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.

2.3 Communication and dissemination

- Describe the dissemination and communication measures that are planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large) for raising awareness about the project's outcomes.

    ⚠ *Project results should include top-level scientific publications in Open Access.*

    ⚠ *In case your proposal is selected for funding, a 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] 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.*

    ⚠ *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.*

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

3. Quality and efficiency of the implementation

Quality and efficiency of the implementation – aspects to be taken into account

- *Quality of the consortium: To what extent do the 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, timeline, 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?*

3.1 Quality of the consortium

⚠ *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 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.
- Describe how the partners will have access to critical infrastructure needed to carry out the project 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

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 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 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

⚠ *Use plain text for the tables in section 3.2. 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 3.2a: List of work packages

Work package No	Work package Title	Lead Participant No	Lead Participant Short Name	Name & surname of Work package leader	Gender of Work package leader	Start Month	End month

Table 3.2b: Work package description

For each work package:

Work package number	
Work package title	

(Participants involved in each WP and their efforts is shown in table 3.2f. Lead participant and starting and end date of each WP is shown in table 3.2a.)

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 3.2c (no need to repeat the information here).

Table 3.2c: List of Deliverables[2]

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)

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)

[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 on the Funding & Tenders Portal.

Table 3.2d: 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.

Table 3.2e: Critical risks for implementation

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.

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		

ANNEXES TO PROPOSAL PART B

Some calls may ask to upload annexes to proposal part B. The annexes must be uploaded as separate documents in the submission system. The most common annexes to be uploaded in Horizon Europe are (standard templates are published in the Funding & Tenders portal):

- **CLINICAL TRIALS:** Annex with information on clinical trials
- **FINANCIAL SUPPORT TO THIRD PARTIES:** Annex with information on financial support to third parties.
- **CALLS FLAGGED AS SECURITY SENSITIVE:** Annex with information on security aspects.
- **ETHICS:** ethics self-assessment should be included in proposal part A. However, in calls where several serious ethics issues are expected, the character limited in this section of proposal part A may not be sufficient for participants to give all necessary information. In those cases, participants may include additional information in an annex to proposal part B.

Proposal template Part B: technical description

TITLE OF THE PROPOSAL

1. Excellence

1.1 Long-term vision

Insert here text for your proposal

1.2 Science-towards-technology breakthrough

Insert here text for your proposal

1.3 Objectives

Insert here text for your proposal

1.4 Interdisciplinarity

Insert here text for your proposal

2. Impact

2.1 Long-term impact

Insert here text for your proposal

2.2 Innovation potential

Insert here text for your proposal

2.3 Communication and Dissemination

Insert here text for your proposal

3. Quality and efficiency of the implementation

3.1 Quality of the consortium

Insert here text for your proposal

3.2 Work plan

Insert here text for your proposal

3.3 Allocation of resources

Insert here text for your proposal

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	Name & surname of Work package leader	Gender of Work package leader	Start Month	End month

Table 3.2b: Work package description

For each work package:

Work package number	
Work package title	

(Participants involved in each WP and their efforts is shown in table 3.2f. Lead participant and starting and end date of each WP is shown in table 3.2a.)

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 3.2c (no need to repeat the information here).

Table 3.2c: List of Deliverables

Number	Deliverable name	Short description	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)

Table 3.2d: List of milestones

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

Table 3.2e: Critical risks for implementation

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

Table 3.2f: 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 3.2g: 'Subcontracting costs' items

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)

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)

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

Table 3.2j: '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		