H2020 Programme

Proposal template 2016-2017
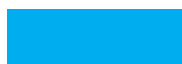
Administrative forms (Part A)
Research proposal (Part B)

ERA-NET Cofund actions

Version 3.0
11 January 2017

HISTORY OF CHANGES			
Version	**Date**	**Change**	**Page**
1.1	27.02.2014	▪ Information on Evaluation added - scoring of proposals as they were submitted, rather than on their potential if certain changes to be made (Part B)	1
1.2	23.10.2014	▪ Reference to person months under resources removed (not applicable), table 3.3 updated to simplify presentation	13
2.0	20.10.2015	▪ adaptation to the WP16-17	
		▪ sentence inserted in instruction page: "The page limit will be applied automatically, therefore you must remove this instruction page before submitting." + page numbers starting at cover page	
		▪ subtitles "Tables for section 3.n" added in the tables section	
		▪ positioning of milestones in 3.2 corrected	
2.1	13.01.2016	▪ corrected duplication in section 4.1 of Part B	14
3.0	11.01.2017	▪ Part A: Reference to FP7 removed from General section	2
		▪ Part A: In ethics issues table: Sub-question on 'destruction of Human embryos' added (S1) Questions on 'Dual use' and 'Misuse' redrafted (S8, S10) 'Exclusive focus on civil applications' added (S9)	10 12 12
		▪ The Pilot on Open Access to Research Data in H2020 was extended on 25/7/2016. For ERA-NET Cofund the call coordinator will decide call by call if the call is in the pilot or not. The template reflects both possibilities , indicated as such	PartA + PartB: 4, 6
		▪ Part B: new instructions added	cover
		▪ replacement of "malevolent use" by "misuse"	par.5.1
		▪ reference to ethics guidance on the Participant portal	par.5.1
		▪ link to Model Grant Agreement (article 37)	par.5.2

Horizon 2020

Topic:

Type of action:
()

Proposal number:

Proposal acronym:

Deadline Id:

Table of contents

Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	
4	Ethics	
5	Call-specific questions	

How to fill in the forms

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

Proposal ID   *Acronym*

1 - General information

Topic	
Call Identifier	
Type of Action	
Deadline Id	

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

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:
- *the objectives of the proposal*
- *how they will be achieved*
- *their relevance to the work programme.*

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties .
- *Do not include any confidential information.*
- *Use plain typed text, avoiding formulae 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 "Technical Annex" section.

Remaining characters   2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under Horizon 2020 or any other EU programme(s)?   ○ Yes   ○ No

Proposal ID	*Acronym*

Declarations

1) The coordinator declares to have the explicit consent of all applicants on their participation and on the content of this proposal.	☐
2) The information contained in this proposal is correct and complete.	☐
3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	☐

4) The coordinator confirms:

- to have carried out the self-check of the financial capacity of the organisation on http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html or to be covered by a financial viability check in an EU project for the last closed financial year. Where the result was "weak" or "insufficient", the coordinator confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or	○
- is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or	○
- as sole participant in the proposal is exempt from the financial capacity check.	○

5) The coordinator hereby declares that each applicant has confirmed:

- they are fully eligible in accordance with the criteria set out in the specific call for proposals; and	☐
- they have the financial and operational capacity to carry out the proposed action.	☐
The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect.	

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection
The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV), which will be performed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the purposes and means of the processing of your personal data as well as information on how to exercise your rights are available in the privacy statement. Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the Early Detection and Exclusion system of the European Commission (EDES), the new system established by the Commission to reinforce the protection of the Union's financial interests and to ensure sound financial management, in accordance with the provisions of articles 105a and 108 of the revised EU Financial Regulation (FR) (Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012) and articles 143 - 144 of the corresponding Rules of Application (RAP) (COMMISSION DELEGATED REGULATION (EU) 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012) for more information see the Privacy statement for the EDES Database).

Proposal ID	*Acronym*

List of participants

#	Participant Legal Name	Country
1		

Proposal ID	Acronym	Short name

2 - Administrative data of participating organisations

PIC	*Legal name*

Short name:

Address of the organisation

Street

Town

Postcode

Country

Webpage

Legal Status of your organisation

Research and Innovation legal statuses

Public body ……………………………………… 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

Enterprise Data

SME self-declared status…………………………… unknown

SME self-assessment ……………………………… unknown

SME validation sme………………………………… unknown

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

Proposal ID	*Acronym*	*Short name*

Department(s) carrying out the proposed work

Department 1

Department name [   ]   ☐ not applicable

☐ Same as organisation address

Street [*Please enter street name and number.*]

Town [   ]

Postcode [   ]

Country [   ]

Dependencies with other proposal participants

Character of dependence	*Participant*	

Proposal ID	*Acronym*	*Short name*

Person in charge of the proposal

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title _____   Sex   ○ Male   ○ Female

First name   Last name

E-Mail

Position in org.   *Please indicate the position of the Contact Point above in the organisation.*

Department   *Please indicate the department of the Contact Point above in the organisatio*   ☐ Same as organisation

☐ Same as organisation address

Street   _____

Town   _____   Post code _____

Country   _____

Website   _____

Phone 1   *+xxx xxxxxxxx*   Phone 2   *+xxx xxxxxxxx*   Fax   *+xxx xxxxxxxx*

| Proposal ID | | Acronym | | | Go to | |

3 - Budget for the proposal

No	Participant	(A) Costs related to trans-national project		(B) Direct coordination costs of additional activities Unit cost €29000/year		(C) Indirect cost /€ (=0.25 *(A.2 + B)	(D) Total estimated eligible costs/€ (=A.1+A.2+B+C)	(E) Reimbursement rate/%	(F) Maximum EU contribution/ € (=D*E)	(G) Requested EU contribution /€
		A.1 Direct costs of providing financial support to third parties /€	A.2 Direct costs for the implementation of trans-national projects by the beneficiaries /€	B.1 No of units (years)	B.2=(B.1 * 29000)					
1		0	0	0	0	0,00	0,00	33	0,00	0,00
	COORDINATION	0	0	0	0	0,00	0,00	33	0,00	0,00

Proposal ID	*Acronym*

4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs)?	● Yes ○ No	
Will they be directly derived from embryos within this project?	○ Yes ● No	
Are they previously established cells lines?	○ Yes ● No	
Does your research involve the use of human embryos?	● Yes ○ No	
Will the research lead to their destruction?	○ Yes ● No	
Does your research involve the use of human foetal tissues / cells?	○ Yes ● No	

2. HUMANS		Page
Does your research involve human participants?	● Yes ○ No	
Are they volunteers for social or human sciences research?	○ Yes ● No	
Are they persons unable to give informed consent?	○ Yes ● No	
Are they vulnerable individuals or groups?	○ Yes ● No	
Are they children/minors?	○ Yes ● No	
Are they patients?	○ Yes ● No	
Are they healthy volunteers for medical studies?	○ Yes ● No	
Does your research involve physical interventions on the study participants?	● Yes ○ No	
Does it involve invasive techniques?	○ Yes ● No	
Does it involve collection of biological samples?	○ Yes ● No	
If your research involves processing of genetic information, see also section 4.		

3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	● Yes ○ No	
Are they available commercially?	○ Yes ● No	
Are they obtained within this project?	○ Yes ● No	

Proposal ID	*Acronym*		

Are they obtained from another project, laboratory or institution?	○ Yes ◉ No	
Are they obtained from biobank?	○ Yes ◉ No	

4. PERSONAL DATA		Page
Does your research involve personal data collection and/or processing?	◉ Yes ○ No	
Does it involve the collection and/or processing of sensitive personal data (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	○ Yes ◉ No	
Does it involve processing of genetic information?	○ Yes ◉ No	
Does it involve tracking or observation of participants?	○ Yes ◉ No	
Does your research involve further processing of previously collected personal data (secondary use)?	○ Yes ◉ No	

5. ANIMALS		Page
Does your research involve animals?	◉ Yes ○ No	
Are they vertebrates?	○ Yes ◉ No	
Are they non-human primates?	○ Yes ◉ No	
Are they genetically modified?	○ Yes ◉ No	
Are they cloned farm animals?	○ Yes ◉ No	
Are they endangered species?	○ Yes ◉ No	

Please indicate the species involved(Maximum number of characters allowed: 1000)

6. THIRD COUNTRIES		Page
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	◉ Yes ○ No	

Specify the countries involved:(Maximum number of characters allowed: 1000)

Proposal ID	*Acronym*		
Do you plan 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		
Do you plan to import any material - including personal data - from non-EU countries into the EU?	◉ Yes ○ No		
Specify material and countries involved: (Maximum number of characters allowed: 1000)			
Do you plan to export any material - including personal data - from the EU to non-EU countries?	○ Yes ◉ No		
Specify material and countries involved: (Maximum number of characters allowed: 1000)			
In case your research involves low and/or lower middle income countries, are any benefits-sharing actions planned?	○ Yes ◉ No		
Could the situation in the country put the individuals taking part in the research at risk?	○ Yes ◉ No		
7. ENVIRONMENT & HEALTH and SAFETY			Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	○ Yes ◉ No		
Does your research deal with endangered fauna and/or flora and/or protected areas?	○ Yes ◉ No		
Does your research involve the use of elements that may cause harm to humans, including research staff?	○ Yes ◉ No		
8. DUAL USE			Page
Does your research involve dual-use items in the sense of Regulations 428/2009, or other items for which an authorisation is required?	○ Yes ◉ No		
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS			Page
Could your research raise concerns regarding the exclusive focus on civil applications?	○ Yes ◉ No		
10. MISUSE			Page
Does your research have the potential for misuse of research results?	○ Yes ◉ No		

Proposal ID	*Acronym*

11. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	⊙ Yes ○ No	

Please specify: (Maximum number of characters allowed: 1000)

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents. ☐

How to Complete your Ethics Self-Assessment

Proposal ID	*Acronym*

5 - Call specific questions

Only for projects participating in the open Research Data Pilot

Extended Open Research Data Pilot in Horizon 2020

If selected, applicants will by default participate in the Pilot on Open Research Data in Horizon 2020[1] , which aims to improve and maximise access to and re-use of research data generated by actions.

However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a Data Management Plan (DMP), which should address the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable, including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A Data Management Plan does not have to be submitted at the proposal stage.

Furthermore, applicants also have the possibility to opt out of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below).

Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.

We wish to opt out of the Pilot on Open Research Data in Horizon 2020.	○Yes	◉No

If opting out please indicate the reason(s) for not being able to participate in the Pilot:

- the project does not generate any data	☐
- to allow the protection of results (e.g. patenting)	☐
- incompatibility with the need for confidentiality linked to security	☐
- incompatibility with privacy/data protection	☐
- achievement of the project's main aim would be jeopardised	☐
- other legitimate reasons	☐

Please specify the reason:

Remaining characters   300

Further guidance on open access and research data management is available on the participant portal: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm and in general annex L of the Work Programme.

[1]*According to article 43.2 of Regulation (EU) No 1290/2013 of the European Parliament and of the Council, of 11 December 2013, laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006.*

Validation result

Show Error   The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning   The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked (**proposal will be submitted with the missing or incorrect value).

Section	**Description**
	The form has not yet been validated, click "Validate Form" to do so!

Proposal template

ERA-NET Cofund actions

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 for a full proposal.

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 cover page and sections 1, 2 and 3, together should not be longer than 50 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit.
The page limit will be applied automatically; therefore you must remove this instruction page before submitting.

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, any excess pages will be overprinted with a 'watermark', indicating to evaluators that these pages must be disregarded.

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

⚠ The following formatting conditions apply.
The reference font for the body text of H2020 proposals is Times New Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions).

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

The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used.

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

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

<div align="center">**COVER PAGE**</div>

Title of Proposal

List of participants

Participant No *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

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

Table of Contents

1.   Excellence

Your proposal must address a topic set out in the work programme, for this call for proposals.

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

1.1   Objectives

- Describe the specific objectives for the project[1], which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project. (see section 2).

1.2   Relation to the work programme

- Indicate the work programme topic to which your proposal relates, and explain how your proposal addresses the specific challenge and scope of that topic, as set out in the work programme.

1.3   Concept and methodology

- Describe and explain the overall methodology underpinning the project. Describe the main ideas, models or assumptions involved;

- Indicate how the area addressed by the action will benefit from the coordination of national/regional research activities. Describe the level of ambition in the collaboration and commitment of the participants in pooling national resources and coordinating their national/regional research programmes;

- Describe and explain the approach and methodology, distinguishing as appropriate activities requested in the relevant section of the work programme, e.g. for the preparation, implementation and follow-up of the joint transnational call receiving co-funding, and, if applicable, other joint activities including other joint calls without Union co-funding, etc.;

- Identify any activities or initiatives (Joint Programming initiatives, on-going or former ERA-NETs, ETPs etc.) that will be linked with the action, notably cases where inputs/ output from these other activities and initiatives will feed into the action or outcomes from this action will be used;

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

  ⚠ *Sex and gender refer 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* Gendered Innovations *website.*

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[1]   The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation.

1.4 Ambition

- Describe the current status of coordination and collaboration between national and regional programmes in your area. Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious.

2. Impact

2.1 Expected impacts

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

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

- Describe specifically the achievement of critical mass for the funding of trans-national projects by pooling of national/regional resources and contribution to establishing and strengthening a durable cooperation between the partners and their national/regional research programmes

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

2.2 Measures to maximise impact

a) Dissemination and exploitation of results

- Provide a draft 'plan for the **dissemination and exploitation of the project's results'** (it is an admissibility condition unless the work programme topic explicitly states that such a plan is not required). The plan, which should be proportionate to the scale of the project, should contain measures to be implemented both during and after the project;

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

⚠ *Your plan should also describe **how** you intend to use the appropriate channels of dissemination and interaction with potential users.*

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

⚠ Explain how the proposed measures will help to achieve the expected impact of the project.

- As relevant, include information on how the participants will manage the research data generated and/or collected during the project, in particular addressing the following issues:

  - What types of data will the project generate/collect?

  - What standards will be used?

  - How will this data be exploited and/or shared/made accessible for verification and re-use? If data cannot be made available, explain why.

  - How will this data be curated and preserved?

  - How will the costs for data curation and preservation be covered?

[OPTION for actions participating in the open Research Data Pilot:

⚠ *As of the Work Programme 2017 actions under Horizon 2020 participate in the 'Pilot on Open Research Data in Horizon 2020, except if indicated otherwise. Once the action has started (not at application stage) those beneficaries which do not opt-out, will need to create a more detailed Data Management Plan for making their data findable, accessible, interoperable and reusable (FAIR).[2]]*

⚠ *You will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, research data, etc.). These will allow you, collectively and individually, to pursue market opportunities arising from the project's results.*

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

- Outline the strategy for **knowledge management and protection**. Include measures to provide **open access** (free on-line access such as the 'green' or 'gold' model) to peer-reviewed scientific publications which might result from the project[3].

⚠ *Open access publishing (also called 'gold' open access) means that an article is immediately provided in open access mode by the scientific publisher. The associated costs are usually shifted away from readers, and instead (for example) to the university or research institute to which the researcher is affiliated, or to the funding agency supporting the research. Gold open access costs are fully eligible as part of the grant. Note that if the gold route is chosen, a copy of the publication has to be deposited in a repository as well.*

⚠ *Self-archiving (also called 'green' open access) means that the published article or the final peer-reviewed manuscript is archived by the researcher - or a representative - in an online*

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

[3] Open access must be granted to all scientific publications resulting from Horizon 2020 actions (in particular scientific peer reviewed articles). Further guidance on open access in Horizon 2020 is available in the H2020 Online Manual on the Participant Portal.

repository before, after or alongside its publication. Access to this article is often - but not necessarily - delayed ('embargo period') as some scientific publishers may wish to recoup their investment by selling subscriptions and charging pay-per-download/view fees during an exclusivity period.

b) Communication activities

- Describe the proposed communication measures for promoting the project and its findings during the period of the grant[4]. Measures should be proportionate to the scale of the project, with clear objectives. They should be tailored to the needs of different target audiences, including groups beyond the project's own community. Where relevant, include measures for public/societal engagement on issues related to the project.

3.   Implementation

3.1   Project plan

Give full details of the project plan. Base your account on the logical structure of the project and the stages in which it is to be carried out. Include details of the resources to be allocated to each work package.

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)

- detailed work description, i.e.:

    o   a description of each work package (table 3.1a)

    o   a list of work packages (table 3.1b);

    o   a list of major deliverables (table 3.1c);

- graphical presentation of the components showing how they inter-relate (Pert chart or similar)

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[4] For further guidance on communicating EU research and innovation guidance for project participants, please refer to the H2020 Online Manual on the Participant Portal.

Please include distinct work packages on:

A. Activities related to the co-funded call and the consortium management

- Management
- Preparation and launch of the co-funded call
- Evaluation and proposal selection for the co-funded call (including a detailed description of the call implementation in compliance with the ERA-NET Grant Agreement and on how proposal selection according to the ranking list(s) will be ensured)
- Follow-up and monitoring of projects resulting from the co-funded call
- Communication, Exploitation and Dissemination of the results

B. Additional activities

If applicable, include further work package(s) on any other joint activities including other joint calls without Union co-funding that are planned. Proposers have to demonstrate the appropriateness of the overall coordination costs for the proposed additional activities.

Please foresee at the end of the evaluation of the co-funded call a deliverable with the following elements, to be submitted to the Commission together with the second pre-financing payment request:

- the ranking list(s) of the projects;
- the observers' report on the evaluation;
- the joint selection list of the projects to be funded, and
- from each consortium partner participating in the joint call, a formal and duly signed commitment on availability of funds for the selected projects.

Work package: A major sub-division of the proposed project

Deliverable: A distinct output of the project, meaningful in terms of the project's overall objectives, and constituted by a report, a document, a technical diagram, a software etc.

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.

You will be required to include an updated (or confirmed) plan for 'dissemination and exploitation' in both the mid-term and final reports. (This does not apply to topics where a draft plan was not required). Each time, this should include a record of activities related to 'dissemination and exploitation' that have been undertaken, and those still planned. A report of completed and planned communication activities will also be required.

[OPTION for actions participating in the open Research Data Pilot: If your project is taking part in the Pilot on Open Research Data, you must include a 'data management plan' as a distinct deliverable within the first 6 months of the project. A template for such a plan is given in the guidelines on data management in the H2020 Online Manual. This deliverable will evolve during the lifetime of the project in order to present the status of the project's reflections on data management.]

3.2 Management structure and procedures

- Describe the organisational structure and the decision-making (including a list of milestones (table 3.2a));

> - *Milestones: Control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, 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.*

- Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project;

- Describe any critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. Please provide a table with critical risks identified and mitigating actions (table 3.2b).

3.3 Consortium as a whole

⚠ *The individual members of the consortium are described in a separate section 4. There is no need to repeat that information here.*

- Describe the consortium, its expertise and experience in implementing joint calls and, if relevant, other joint activities, the geographical coverage and how the participating national/regional programmes ensure achievement of critical mass for the selected topic. In what way does each of them contribute to the project? How will they be able to work effectively together?

- **Other countries**: If one or more of the participants requesting EU funding is based in a country that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in General Annex A of the work programme General Annex A of the work programme are automatically eligible for EU funding), explain why the participation of the entity in question is essential to carrying out the project.

3.4 Resources to be committed

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

Please provide the following:

- Summary of national/regional call contributions (*please use table 3.4 a)*
- Summary of Work package participation and number of years with coordination costs (*please use table 3.4 b)*

Tables related to section 3.1

Table 3.1 a: Work package description

For each work package:

Work Package Number		Lead beneficiary					
Work Package Title							
Participant Number							
Short Name of participant							
Start month			End month				

Objectives

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

Deliverables (brief description and month of delivery)

Table 3.1 b: List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End month

Table 3.1 c: List of Deliverables[5]

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

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 project periodic or final report)
DEC: Websites, patents filing, market studies, press & media actions, videos, etc.
OTHER: Software, technical diagram, etc.

Dissemination level:
Use one of the following codes:

PU = Public, fully open, e.g. web
CO = Confidential, restricted under conditions set out in Model Grant Agreement
CI = Classified, information as referred to in Commission Decision 2001/844/EC.

Delivery date
Measured in months from the project start date (month 1)

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[5] *[OPTION for actions participating in the open Research Data Pilot: If your action is taking part in the Pilot on Open Research Data, you must include a data management plan as a distinct deliverable within the first 6 months of the project. This deliverable 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 H2020 Online Manual on the Participant Portal.]*

Tables related to section 3.2

Table 3.2 a: List of milestones

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

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KEY

Due date
Measured in months from the project start date (month 1)

Means of verification
Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype that is 'up and running'; software released and validated by a user group; field survey complete and data quality validated.

Table 3.2b: Critical implementation risks

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

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Definition critical risk:
A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

Level of likelihood *to occur:* **Low/medium/high**
The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.

Tables for section 3.4

Table 3.4 a: Summary of national/regional call contributions

Participant number	Country – short name	(a) Initial national call contribution [€]	(b) indicative possible additional national call contribution (optional) [€]	(c) Requested EU Contribution [€]	Minimum total call budget [€] (a + c)	Maximum total call budget [€] (a + b + c)
Total						

Table 3.4 b: Summary of Work package participation and number of years with coordination costs

Participant number	Short name	Participation in Work Packages					Number of years for which coordination costs are declared on the basis of unit costs
		A. Co-funded call and management			B. Additional activities		
		WP1	WP2	…	WP N-1	WP N	
		Y/N	Y/N	Y/N	Y/N	Y/N	
		Y/N	Y/N	Y/N	Y/N	Y/N	
		Y/N	Y/N	Y/N	Y/N	Y/N	
		Y/N	Y/N	Y/N	Y/N	Y/N	
Total							

Section 4:   Members of the consortium

⚠️ *This section is not covered by the page limit*

⚠️ *The information provided here will be used to judge the operational capacity*

4.1.   Participants (applicants)

Please provide, for each participant, the following (table 4.1):

- A brief description of the legal entity
- Identification of their role (programme manager and/or programme owner)
- Identification and description of the research programme(s) with which they participate in the proposed action, the main programme objectives and any previous experience and participation
- The main tasks attributed in the proposed action, and the previous experience relevant to those tasks
- Short profile of the staff member(s) who will be undertaking the work
- If applicable: information on linked third parties and/or in-kind contribution provided by third parties

Table 4.1:   Description of participants and participating programmes

Name of organisation			
Short name		**Country**	
Brief description of the legal entity			
Identification of the role:			
Programme Owner and Manager			Y/N
Programme Owner			Y/N
Programme Manager			Y/N
In case you are a Programme Manager, please name the respective Programme Owner or public authority that is providing the mandate for your participation:			
Identify and describe the **research programme(s)** with which you participate, the main programme objectives, and any previous experience and participation;			
Main tasks attributed the proposed action and the previous experience relevant to those tasks			
Short profile of staff member(s) who will be undertaking the work			
Do your national funding rules specify a maximum amount of financial support to a third party?[1]			Y/N
If yes, please insert the maximum amount [Euro]:			
Criteria for determining the exact amount under national funding rules			
Please insert the reference (e.g. weblink) to the criteria for determining the exact amount under national funding rules.			
Please specify the maximum amount of financial support to a third party and the criteria for determining the exact amount under national funding rules[2].			
Does the participant envisage that part of its work is performed by a linked third parties[3].			Y/N
If yes, describe the third party, the link of the participant to the third party, and describe and justify the foreseen tasks to be performed by the third party			
Does the participant envisage the use of in-kind contribution provided by third parties (Articles 11 and 12 of the Model Grant Agreement)			Y/N
If yes, describe the third party and their contributions			

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[1] This information is required by the financial regulation.

[2] This information is required by the financial regulation. If no maximum amount of financial support is defined under national funding rules please put the amount for call contribution.

[3] A third party that is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action (Articles 14 of the Model Grant Agreement).

Section 5: Ethics and security

⚠ *This section is not covered by the page limit.*

5.1 Ethics

⚠ *For more guidance, see the [document "How to complete your ethics self-assessment"](#).*

If you have entered any ethics issues in the ethical issue table in the administrative proposal forms, you must:

- submit an ethics self-assessment, which:

  o describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out;

  o explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:

  - research objectives (e.g. study of vulnerable populations, dual use, etc.);

  - research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.);

  - the potential impact of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, misuse, etc.).

- provide the documents that you need under national law (if you already have them), e.g.:
  o an ethics committee opinion;
  o the document notifying activities raising ethical issues or authorising such activities.

⚠ *If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).*

⚠ *If you plan to request these documents specifically for the action you are proposing, your request must contain an explicit reference to the action title.*

5.2 Security[4]

Please indicate if your project will involve:

- activities or results raising security issues: (YES/NO)
- 'EU-classified information' as background or results: (YES/NO)

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[4] See article 37 of the [Model Grant Agreement](#)

[Proposal Acronym]