



The EU Framework Programme  
for Research and Innovation

# HORIZON 2020



## H2020 Programme

### Proposal template 2018-2020

Administrative forms (Part A)  
Project proposal (Part B)  
Annex 7 Structure to EJP grant agreement

European Joint Programme Cofund (EJP Cofund)

Version 3.5  
10 April 2019

#### Disclaimer

This document is aimed at informing potential applicants for Horizon 2020 funding. It serves only as an example. The actual Web forms and templates, provided in the online proposal submission system under the Participant Portal, might differ from this example. Proposals must be prepared and submitted via the online proposal submission system under the Participant Portal.



## HISTORY OF CHANGES

Version	Date	Change	Page
1.1	28.03.2014	<ul style="list-style-type: none"> <li>▪ Part B updated to replace the previous template with the correct EJP template</li> </ul>	1
2.0	13.10.2015	<ul style="list-style-type: none"> <li>▪ new links added to WP16-17</li> <li>▪ 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</li> <li>▪ subtitles "Tables for section 3.n" added in the tables section</li> <li>▪ positioning milestones corrected in section 3.2</li> </ul>	
3.0	18.10.2016	<p>Part A</p> <ul style="list-style-type: none"> <li>▪ Reference to FP7 removed from General section</li> <li>▪ In ethics issues table: Sub-question on 'destruction of Human embryos' added (S1)</li> <li>Questions on 'Dual use' and 'Misuse' redrafted (S8, S10)</li> <li>'Exclusive focus on civil applications' added (S9)</li> </ul> <p>Part B</p> <ul style="list-style-type: none"> <li>▪ Some clarification on data management and open access to scientific publications</li> <li>▪ replacement of "malevolent use" by "misuse"</li> <li>▪ reference to ethics guidance on the Participant portal</li> <li>▪ link to Model Grant Agreement (article 37)</li> <li>▪ replacement of "person/month" by "person month"</li> </ul>	<p style="text-align: center;">2</p> <p>10</p> <p>12</p> <p>12</p> <p>par.2.2</p> <p>par.5.1</p> <p>par.5.2</p> <p>par.5.2</p> <p>All</p>
3.1	11.01.2017	<ul style="list-style-type: none"> <li>▪ new instructions added</li> </ul>	cover
3.2	27.10.2017	<ul style="list-style-type: none"> <li>▪ On 27/10 the revision of the WP is adopted. No change in the template.</li> </ul>	
3.3	08.12.2017	<ul style="list-style-type: none"> <li>▪ Part A: correction of the funding rate</li> <li>▪ Part B, section 1-3: clearer indication of the requirement to submit the 1st year annual work programme as part of the proposal</li> <li>▪ Annual work programme: clearer indication of the requirement to submit the 1st year annual work programme as part of the proposal</li> </ul>	
3.4	01.02.2018	<ul style="list-style-type: none"> <li>▪ Layout changes</li> </ul>	
3.5	10.04.2019	<ul style="list-style-type: none"> <li>▪ Added instructions for Financial Support to Third Parties</li> </ul>	

Please check our [wiki](#) for help on navigating the form.

## Horizon 2020

**Call:**

()

**Topic:**

**Type of action:**

()

**Proposal number:**

**Proposal acronym:**

**Deadline Id:**

[Table of contents](#)

<i>Section</i>	<i>Title</i>	<i>Action</i>
1	General information	
2	Participants & contacts	
3	Budget	
4	Ethics	

### [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 steps in the submission wizard.

Proposal ID

Acronym

## 1 - General information

Topic	Type of Action
Call Identifier	Deadline Id

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 keyword 1

Add

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

Please give the proposal reference or contract number.

xxxxxx-x

Remove

# Proposal Submission Forms

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.	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the <a href="#">European Code of Conduct for Research Integrity</a> — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	<input type="checkbox"/>
4) The coordinator confirms:	
- to have carried out the self-check of the financial capacity of the organisation on <a href="http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html">http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html</a> 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	<input type="radio"/>
- 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	<input type="radio"/>
- as sole participant in the proposal is exempt from the financial capacity check.	<input type="radio"/>
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	<input type="checkbox"/>
- they have the financial and operational capacity to carry out the proposed action.	<input type="checkbox"/>
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 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

## 2 - Participants & contacts

#	Participant Legal Name	Country	Action
1			

Example, not to complete

<i>Proposal ID</i>	<i>Acronym</i>	<b>Acronym is mandatory</b>	<i>Short name</i>
--------------------	----------------	-----------------------------	-------------------

## 2 - Administrative data of participating organisations

<b>PIC</b>	<b>Legal name</b>
------------	-------------------

*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	Industry (private for profit).....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 Submission Forms

Proposal ID

Acronym

Acronym is mandatory

Short name

## Department(s) carrying out the proposed work

### Department 1

Department name

*Name of the department/institute carrying out the work.*

not applicable

Same as organisation address

Street

*Please enter street name and number.*

Town

*Please enter the name of the town.*

Postcode

*Area code.*

Country

*Please select a country*

## Dependencies with other proposal participants

<b>Character of dependence</b>	<b>Participant</b>	

# Proposal Submission Forms

Proposal ID

Acronym

Acronym is mandatory

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

Name of the department/institute carrying out the work.

Same as organisation name

Same as organisation address

Street

Please enter street name and number.

Town

Please enter the name of the town.

Post code

Area code.

Country

Please select a country

Website

Phone

+xxx xxxxxxxxx

Phone 2

+xxx xxxxxxxxx

Fax

+xxx xxxxxxxxx

# Proposal Submission Forms

Proposal ID

Acronym **Acronym is mandatory**

## 3 - Budget

No	Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub- contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of inkind contributions not used on the beneficiary's premises/€	(F) Indirect Costs / €  (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs / €	(H) Total estimated eligible costs / €  (=A+B+C+D+F +G)	(I) Reimburse- ment rate (%)	(J) Max.EU Contribution / €  (=H*I)	(K) Requested EU Contribution/ €
			?	?	?	?	?	?	?	?	?	?	?
1			0	0	0	0	0	0.00	0	0.00	70	0.00	0.00
	Total		0	0	0	0	0	0.00	0	0.00		0.00	0.00

Example, not to complete

## 4 - Ethics

<b>1. HUMAN EMBRYOS/FOETUSES</b>		Page
Does your research involve <a href="#">Human Embryonic Stem Cells (hESCs)</a> ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>2. HUMANS</b>		Page
Does your research involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>3. HUMAN CELLS / TISSUES</b>		Page
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>4. PERSONAL DATA</b>		Page
Does your research involve personal data collection and/or processing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>5. ANIMALS</b>		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>6. THIRD COUNTRIES</b>		Page
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
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.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to export any material - including personal data - from the EU to non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In case your research involves <a href="#">low and/or lower middle income countries</a> , are any benefits-sharing actions planned?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the research at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

# Proposal Submission Forms

Proposal ID

Acronym

<b>7. ENVIRONMENT &amp; HEALTH and SAFETY</b>		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>8. DUAL USE</b>		Page
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS</b>		Page
Could your research raise concerns regarding the exclusive focus on civil applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>10. MISUSE</b>		Page
Does your research have the potential for misuse of research results?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>11. OTHER ETHICS ISSUES</b>		Page
Are there any other ethics issues that should be taken into consideration? Please specify	<input type="radio"/> Yes <input checked="" type="radio"/> No	

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

### 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<sup>1</sup>](#), 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:

<input type="checkbox"/> the project does not generate any data	<input type="checkbox"/>
<input type="checkbox"/> - to allow the protection of results (e.g. patenting)	<input type="checkbox"/>
<input type="checkbox"/> - incompatibility with the need for confidentiality linked to security	<input type="checkbox"/>
<input type="checkbox"/> - incompatibility with privacy/data protection	<input type="checkbox"/>
<input type="checkbox"/> - achievement of the project's main aim would be jeopardised	<input type="checkbox"/>
<input type="checkbox"/> - other legitimate reasons	<input type="checkbox"/>
Please specify the reason:	
<input type="text"/>	
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](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.

# 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!

Example, not to complete



# Proposal template

## European Joint Programme Cofund

### *(EJP Cofund)*

Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion.

Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation.

**⚠ Page limit:** The title, list of participants and sections 1, 2 and 3, together, should not be longer than 100 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, excess pages (in over-long proposals/applications) will be automatically made invisible, and will not be taken into consideration by the experts. The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit.

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

**⚠** The following formatting conditions apply.

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

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

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

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

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

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

<b>TITLE OF THE PROPOSAL</b>
------------------------------

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

**List of participants**

<b>Participant No *</b>	<b>Participant organisation name</b>	<b>Country</b>
1 (Coordinator)		
2		
3		

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

**1. Excellence**

**Your proposal must address a work programme topic 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 overall and specific objectives for the European Joint Programme ('EJP' or 'action'), which should be clear, measurable, realistic and achievable within the duration of the action. Objectives should be consistent with the expected exploitation and impact of the action over the longer term (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 proposal. 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, in terms of budget, number of partners and participating countries;
- Describe and explain the overall methodology, distinguishing, as appropriate, activities indicated in the relevant section of the work programme, e.g. for research,

demonstration, piloting, coordination, support, training and other joint activities including those without Union or Euratom co-funding, etc;

- What types of knowledge will the action involve (e.g. derived from scientific method, technology, markets, standards, regulatory issues, scholarly research, users etc.)? Identify any inter-disciplinary considerations, and, where relevant, use of stakeholder knowledge;
- Where relevant, describe how the gender dimension i.e. sex and/or gender analysis is taken into account in the project's content.

**⚠** Please note that this question does not refer to gender balance in the teams in charge of carrying out the project but to the content of the planned research and innovation activities. Sex and gender analysis refers to biological characteristics and social/cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to [http://ec.europa.eu/research/swafs/gendered-innovations/index\\_en.cfm?pg=home](http://ec.europa.eu/research/swafs/gendered-innovations/index_en.cfm?pg=home)

## 1.4 Ambition

- Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious;.
- Describe the innovation potential (**e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organisational models**) which the proposal represents. Where relevant, refer to products and services already available on the market. Please refer to the results of any patent search carried out.

## 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:
  - each of the expected impacts mentioned in the work programme, under the relevant topic;
  - any substantial impacts not mentioned in the work programme, that would enhance innovation capacity; create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society;
- Describe any barriers/obstacles, and any framework conditions (such as regulation, standards, public acceptance, workforce considerations, financing of follow-up steps, cooperation of other links in the value chain), 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.)
- Describe how the proposal contributes to better alignment of national activities and policies.

## 2.2 Measures to maximise impact

### a) Dissemination and exploitation<sup>1</sup> of results

- Provide a draft plan for disseminating and exploiting the results of the EJP (Please note that such a draft plan is an admissibility condition, unless the work programme topic explicitly states that such a plan is not required). The plan should be proportionate to the scale of the programme, and should contain measures to be implemented both during and after the duration of the action.

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

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

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

- Show how the proposed measures will help to achieve the expected impact of the project. Include a business plan where relevant.
- If you will take part in the pilot on Open Research Data<sup>2</sup>, include information on how the participants will manage the research data generated and/or collected during the project, in particular addressing the following issues:<sup>3</sup>
  - 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?

**⚠** *Actions under Horizon 2020 participate in the extended 'Pilot on Open Research Data in Horizon 2020 ('open research data by default'), except if they indicate otherwise ('opt-out').<sup>4</sup> Once the action has started (**not** at application stage) those beneficiaries which do not opt-out, will need to create a more*

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<sup>1</sup> See participant portal FAQ on how to address [dissemination and exploitation](#) in Horizon 2020

<sup>2</sup> Certain actions under Horizon 2020 participate in the 'Pilot on Open Research Data in Horizon 2020'. All other actions can participate on a voluntary basis to this pilot. Further guidance is available in the [H2020 Online Manual](#) on the Participant Portal.

<sup>3</sup> For further guidance on research data management, please refer to the [H2020 Online Manual](#) on the Participant Portal.

<sup>4</sup> 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.

detailed Data Management Plan for making their data findable, accessible, interoperable and reusable (FAIR).

⚠ *The project will need appropriate consortium agreements to manage, amongst other things the ownership and access to key knowledge (IPR, data etc.).*

⚠ *The appropriate structure of the consortium to support exploitation, including the involvement of stakeholder partners, 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<sup>5</sup>.

⚠ *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.*

⚠ *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 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<sup>6</sup> activities**

- Describe the proposed communication measures for promoting the EJP and its findings, during the period of the grant<sup>7</sup>. 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 programme's own community. Where relevant, include measures to promote public/societal engagement on issues related to the action.

### **3. Implementation**

#### **3.1 Programme plan**

*A more detailed description of the specific activities to be carried out in the first reporting period will be included in Annex 7.*

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);

<sup>5</sup> Open access must be granted to all scientific publications resulting from Horizon 2020 actions. Further guidance on open access is available in the [H2020 Online Manual](#) on the Participant Portal.

<sup>6</sup> See participant portal FAQ on how to address [communication activities](#) in Horizon 2020

<sup>7</sup> For further guidance on communicating EU research and innovation guidance for project participants, please refer to the [H2020 Online Manual](#) on the Participant Portal.

- detailed work description, i.e.:
  - a list of work packages (table 3.1a);
  - a description of each work package (table 3.1b);
  - a list of major deliverables (table 3.1c);
- graphical presentation of the components showing how they inter-relate (Pert chart or similar).

**⚠** Give full details of the plan for the EJP. Base your account on the logical structure of the EJP and the stages in which it is to be carried out. Include details of the resources to be allocated to each work package. 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 are advised to include a distinct work package on 'management' (see section 3.2) and to give due visibility in the work plan to 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages.

**⚠** You will be required to include an updated (or confirmed) 'plan for the dissemination and exploitation of results' in both the periodic and final reports. (This does not apply to topics where a draft plan was not required.) 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.

**⚠** You must have enough work packages to ensure efficient and effective implementation.

**⚠** Financial Support to Third Parties: Please indicate whether beneficiaries in the consortium might also apply for funding under the co-funded call for proposals.

If this is the case:

- The consortium should identify the beneficiaries which might apply for funding under the co-funded call for proposals
- The consortium has to explain the measures taken or to introduce additional measures to mitigate the risk of, perception of, or de facto conflict of interest or unequal treatment of applicants
- The consortium needs to reflect this fully in their description of activities for the preparation and implementation of the co-funded call as well as in relation to the monitoring of the trans-national projects
- This will be done by demonstrating that information is kept non-accessible to other members of the consortium (or the departments concerned, in case a beneficiary is both research funder and research performer) that might apply to the co-funded call
- These measures should include a procedure, which ensures the independent and fair treatment of complaints related to the call, in particular for complaints relating to unequal treatment of applicants

If this is not the case:

- The call publication by the consortium, which is subject to checks and approval by the European Commission / Executive Agency project officer before publication, has to clearly stipulate that “beneficiaries are not eligible to apply for funding under the co-funded call”

### **Definitions:**

*‘Work package’ means a major sub-division of the proposed EJP.*

*‘Deliverable’ means a distinct output of the project, meaningful in terms of the EFP’s overall objectives and constituted by a report, a document, a technical diagram, a software etc.*

## **3.2 Management structure, milestones and procedures**

- Describe the organisational structure and the decision-making (including a list of milestones (table 3.2a))
- Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the EJP.
- Describe any critical risks, relating to the implementation of the action, that the stated programme objectives may not be achieved. Detail any risk mitigation measures. Please provide a table with critical risks identified and mitigating actions (table 3.2b)

### **Definition:**

- *‘Milestones’ means 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.*

## **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. How will it match the programme's objectives and bring together the necessary expertise? How do the members complement one another (and cover the value chain, where appropriate)? In what way does each of them contribute to the EJP? How will they be able to work effectively together?
- If applicable, describe the stakeholder involvement in the EJP to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the EJP (see section 2.3).
- **Other countries and international organisations:** If one or more of the participants requesting EU funding is based in a country or is an international organisation that is not automatically eligible for such funding (entities from Member States of the EU,

from Associated Countries and from one of the countries in the exhaustive list included in General Annex A<sup>8</sup> 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, and the number of person/months, shown in the detailed work package descriptions.

Please provide the following:

- a table showing number of person/months required (table 3.4a)
- a table showing ‘other direct costs’ (table 3.4b) for participants where those costs exceed 15% of the personnel costs (according to the budget table in section 3 of the administrative proposal forms)

Example, not to complete

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<sup>8</sup> for non-Euratom EJP-Cofund:

[http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules_en.pdf)

for Euratom EJP-Cofund:

[http://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/euratom/h2020-wp1820-euratom\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/euratom/h2020-wp1820-euratom_en.pdf)

**Tables for section 3.1**

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

<b>Work package No</b>	<b>Work Package Title</b>	<b>Lead Participant No</b>	<b>Lead Participant Short Name</b>	<b>Person-Months</b>	<b>Start Month</b>	<b>End month</b>
				Total person-months		

Example, not to complete

**Table 3.1 b: Work package description**

For each work package:

<b>Work package number</b>		<b>Lead Beneficiary</b>					
<b>Work package title</b>							
<b>Participant number</b>							
<b>Short name of participant</b>							
<b>Person/months per participant:</b>							
<b>Start month</b>				<b>End month</b>			

**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 c: List of Deliverables**

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

**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.
- 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)

## Tables for 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

### **KEY**

#### ***Due date***

*Measured in months from the programme 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 risks for implementation**

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

**Definition critical risk:**

*Any major event or issue that could occur and adversely impact the achievement of the project's objectives. A critical risk has a high level of impact associated to a credible likelihood of occurrence.*

**Level of impact** (*impact on project's objectives if it occurred*): **Low/medium/high**

*The impact is the potential consequence should the risk materialise. It can be both quantitative and qualitative in nature.*

**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.*

**In case beneficiaries might apply for funding under the co-funded call for proposals:**

*Please describe all possible risks arising from this situation and describe in detail risk-mitigating measures. For more details, please see section 3.1.*

## Tables for section 3.1

**Table 3.4a: 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
<b>Participant Number/Short Name</b>				
<b>Participant Number/Short Name</b>				
<b>Participant Number/Short Name</b>				
<b>Total Person/Months</b>				

**Table 3.4b: ‘Other direct cost’ items (travel, equipment, other goods and services, large research infrastructure)**

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

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

Please complete the table below for all participants that would like to declare costs of large research infrastructure under Article 6.2 of the General Model Agreement<sup>9</sup>, irrespective of the percentage of personnel costs. Please indicate (in the justification) if the beneficiary’s methodology for declaring the costs for large research infrastructure has already been positively assessed by the Commission.

Participant Number/Short Name	Cost (€)	Justification
<b>Large research infrastructure</b>		

<sup>9</sup> Large research infrastructure means research infrastructure of a total value of at least EUR 20 million, for a beneficiary. More information and further guidance on the direct costing for the large research infrastructure is available in the H2020 Online Manual on the Participant Portal. A template for such a plan is available on the Participant Portal (Guide on Data Management).

## 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. Please make sure that you do not include information here that relates to the headings under sections 1 to 3. Experts will be instructed to ignore any information here which appears to have been included to circumvent page limits applying to those sections.

### 4.1. Participants (applicants)

Please provide, for each participant, the following (if available):

- a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal;
- a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;
- a list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;
- a list of up to 5 relevant previous projects or activities, connected to the subject of this proposal;
- a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;
- if operational capacity cannot be demonstrated at the time of submitting the proposal, describe the concrete measures that will be taken to obtain it by the time of the implementation of the task.<sup>1</sup>
- [any other supporting documents specified in the work programme for this call.]

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<sup>1</sup> Please refer to General Annex H Evaluation Rules, Selection Rules, Operational Capacity

- for non-Euratom EJP Cofund:

[http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-h-esacrit\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-h-esacrit_en.pdf)

- Euratom EJP Cofund:

[http://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/euratom/h2020-wp1820-euratom\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/euratom/h2020-wp1820-euratom_en.pdf)

#### 4.2. Third parties involved in the project (including use of third party resources)

Please complete, for each participant, the following table (or simply state "No third parties involved", if applicable):

Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)	Y/N
<i>If yes, please describe and justify the tasks to be subcontracted</i>	
Does the participant envisage that part of its work is performed by linked third parties <sup>2</sup>	Y/N
<i>If yes, please 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</i>	
Does the participant envisage that part of its work is to be performed through financial support to third parties <sup>3</sup>	Y/N
<i>If yes, please describe the open call for proposal procedure to recruit the third party and describe and justify the foreseen tasks to be performed by the third party</i>	
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	Y/N
<i>If yes, please describe the third party and their contributions</i>	
Does the participant envisage that part of the work is performed by International Partners <sup>4</sup> (Article 14a of the General Model Grant Agreement)?	Y/N
<i>If yes, please describe the International Partner(s) and their contributions</i>	

<sup>2</sup> A third party that is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action (Article 14 of the Model Grant Agreement).

<sup>3</sup> A third party that is contributing to research activities not being an affiliated entity or having a legal link to a participant implying a collaboration not limited to the action.

<sup>4</sup> International Partner' is any legal entity established in a non-associated third country which is not eligible for funding under Article 10 of the Rules for Participation Regulation No 1290/2013.

## 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:
  - 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;
  - 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.:
  - an ethics committee opinion;
  - 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 project you are proposing, your request must contain an explicit reference to the project title.*

### 5.2 Security<sup>5</sup>

**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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<sup>5</sup> See article 37 of the [Model Grant Agreement](#). For more information on the classification of Information, please refer to the Horizon 2020 guidance: [https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/secur/h2020-hi-guide-classif\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/secur/h2020-hi-guide-classif_en.pdf).

⚠ *The 1<sup>st</sup> Annual Work Programme is a key part of the proposal and must be submitted as a separate together with the technical annex (part B) of the proposal.*

## **Structure of Annex 7 to the EJP Grant Agreement (Annual Work Programme)**

### **Structure of the Annual Work Programme**

The 1<sup>st</sup> Annual Work Programme is a key part of the proposal and subsequent Annual Work Programmes are a regular deliverable for the implementation of the European Joint Programme ('EJP' or 'action') on a rolling basis.

It provides a detailed description of activities for the initial and each successive twelve-month periods of the EJP, as the action develops in line with the objectives and description of work agreed under Annex 1 of the EJP Grant Agreement.

The Annual Work Programme contains the details of the implementation of the action with regard to the **integration of the Annual Work Programme under the overall EJP, set of activities, annual deliverables, specific resources and costs** of the beneficiaries – organised in a table format – as well as a detailed **narrative description** of the work.

The programmed activities are those planned to be carried out in full or simply initiated during the relevant twelve-month reporting period.

Depending on the detail of Annex 1, it is not excluded that sections of Annex 1 and the Annual Work Programme contain the same information.

### **1. Coherence with Annex 1 of the EJP Grant Agreement**

#### **1.1 AWP objectives**

Describe the specific objectives for the programmed activities, which should be clear, measurable and realistic. Objectives should also reflect the bigger picture, consistent with the exploitation and impact of the EJP over the longer term.

#### **1.2 Expected impacts**

Describe specifically how the AWP will contribute to the expected impacts as set out in the work programme and Annex 1.

The above description should be specific to the objectives pursued under the programmed set of activities. Quantified indicators and targets should be included where possible.

### **1.3 Correspondence with the Description of Work - Annex 1**

Explain the relevance of the AWP to the specific challenge and scope of the EJP, as set out in Annex 1. In particular, describe and explain how the proposed activities implement the Work Packages constituting the action.

Describe and explain the approach, distinguishing as appropriate activities requested in the relevant section of Annex 1.

## **2. Annual Work Programme Activities**

### **2.1 Annual Work Programme**

Describe the detailed work plan activities under the relevant work packages of Annex 1. This should follow the logical organisation, phases of the implementation and evolution of the EJP, and include details on allocation of resources relating to the annual activities.

Please provide the following:

- i) Structure of the Annual Work Programme  
*Brief presentation*
- ii) Timing of the different programmed activities and their components  
*Gantt chart or similar*
- iii) Detailed work description:
  - Description of each set of programmed activities and the relevant work package (*please use table 2.3.a*)
  - List of programmed activities (*please use table 2.3.b*)
  - List of annual deliverables (additional to those included in Annex 1) (*please use table 2.3.c*);

As with Annex 1 Work Packages, there should be a sufficient number of proposed activities in order to ensure efficient and effective implementation in line with the scale and complexity of the programme. There should also be sufficient detail in the description of each set of activities to justify the proposed resources involved and also quantified information to support the monitoring of progress, including by the Commission.

### **2.2 Participation in Annual Work Programme activities**

For each participant in the proposed set of activities, please provide the name of the legal entity, the main tasks it will be attributed, and an explanation of how its profile corresponds to the tasks, as well as a description of the available infrastructure and any major items of technical equipment, relevant to the proposed work.

AND please complete the following table:

Does the participant plan to subcontract certain tasks (please note that core tasks of the programme should not be sub-contracted) (article 13 of MGA)	Y/N
<i>If yes, describe and justify the tasks to be subcontracted</i>	
Does the participant envisage that part of its work is performed by a linked third parties (article 14 of MGA)	Y/N
<i>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</i>	
Does the participant envisage the use of in-kind contribution provided by third parties (articles 11 and 12 of MGA)	Y/N
<i>If yes, describe the third party and their contributions</i>	
Does the participant envisage the provision of financial support to third parties (article 15 of MGA)	Y/N
<i>If yes, describe the procedure for selecting the third parties and the range of the envisaged financial support</i>	
Does the participant envisage that part of the work is performed by International Partners <sup>1</sup> (Article 14a of the General Model Grant Agreement)?	Y/N

*If yes, please describe the International Partner(s) and their contributions*

Consistency with the relevant section of Annex 1 should be ensured.

### 2.3 Resources to be committed

Please make sure the information in this section is consistent with the costs indicated in Part A3 of the proposal and the use of resources shown in the detailed work package descriptions of the technical description of your proposal/project (part B of the proposal/annex 1 of the Grant Agreement).

Please provide the following:

- Summary effort table (*please use Table 2.3.d*)
- Other major costs table (*please use Table 2.3.e*) for each beneficiary for whom other cost is higher than 15% of personnel cost (according to table A3)

<sup>1</sup> International Partner' is any legal entity established in a non-associated third country which is not eligible for funding under Article 10 of the Rules for Participation Regulation No 1290/2013.

**Table 2.3.a: Annual Work Programme Activities**

**For each set of activities:**

<b>Set of Activities Number</b>		<b>Start Date or Starting Event</b>						
<b>Set of Activities Title</b>								
<b>Participant Number</b>								
<b>Short name of participant</b>								
<b>Person-months per Participant:</b>								
<b>Start month</b>					<b>End month</b>			

**Objectives**

**Description of Programmed Activities** (possibly broken down into tasks), lead partner, role of participants, and relevant Work Package

**Additional Deliverables** (if applicable - brief description and month of delivery)

**Table 2.3.b: AWP Set of Activities**

<b>Activity No</b>	<b>Activity Title</b>	<b>Lead Participant No</b>	<b>Short name of lead participant</b>	<b>Person-Months</b>	<b>Start Month</b>	<b>End month</b>
				Total months		

Example, not to complete

**Table 2.3.c: Annual Deliverables List (if applicable)**

<b>Deliverable No</b>	<b>Deliverable Name</b>	<b>Activity No</b>	<b>Lead Participant Short Name</b>	<b>Type</b>	<b>Dissemination Level</b>	<b>Delivery Date</b>

**KEY**

Deliverable numbers in order of delivery dates. Please use the numbering convention <AWP number>.<number of deliverable within that AWP>. For example, deliverable AWP 1.2 would be the second deliverable from Annual Work Programme 1.

**Type:**  
Use one of the following codes:  
**R** = Document, report (excluding periodic or final report)  
**DEC** = Websites, patents filing, press & media actions, videos, etc.  
**DEM** = Demonstrator, pilot, prototype, plan designs  
**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 programme start date (month 1)

**Table 2.3.d Summary of staff effort**

Number of person/months over the whole duration of the programmed activities, for set of activities, for each participant. Identify the activity leader for each set of activities by showing the relevant person-month figure in bold.

	<b>Activity N</b>	<b>Activity N+1</b>	<b>Activity N+2</b>		<b>Total Person/ Months per Participant</b>
<b>Participant Number/Short Name</b>					
<b>Participant Number/Short Name</b>					
<b>Participant Number/Short Name</b>					
<b>Total Person/Months</b>					

**Table 2.3.e Other major cost items (travel, equipment, infrastructure, goods and services)**

Please complete the table below for each participant for whom the total costs under these categories exceeds 15% of the personnel costs for that participant (according to table A3):

<b>Participant Number/Short Name</b>	<b>Cost (€)</b>	<b>Justification</b>
<b>Travel</b>		
<b>Equipment</b>		
<b>Large Research Infrastructure</b>		
<b>Goods and services</b>		
<b>Other</b>		
<b>Total</b>		