



The EU Framework Programme
for Research and Innovation

HORIZON 2020



H2020 Programme

Special template for Topic: FETOPEN-03-2018-2019-2020 (CSA) FET Innovation Launchpad

Administrative forms (Part A)
Research proposal (Part B)

Version 1.0
7 November 2017

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.



Horizon 2020

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	
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).

Example, not to complete



Proposal ID

Acronym

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.	<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 European Code of Conduct for Research Integrity — 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 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	<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/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		

Example, not to complete



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	
--------------------------------	--------------------	--

Example, not to complete



Proposal ID Acronym Go to

3 - Budget for the proposal

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	100	0,00	0,00
	Total		0	0	0	0	0	0,00	0	0,00		0,00	0,00

Example, not to complete

Proposal ID

Acronym

4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs) ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Will they be directly derived from embryos within this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they previously established cells lines?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Will the research lead to their destruction?	<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	
2. HUMANS		Page
Does your research involve human participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they volunteers for social or human sciences research?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they persons unable to give informed consent?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they vulnerable individuals or groups?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they children/minors?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they patients?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they healthy volunteers for medical studies?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Does it involve invasive techniques?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does it involve collection of biological samples?	<input type="radio"/> Yes <input checked="" type="radio"/> 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)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they available commercially?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they obtained within this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No	



Proposal ID	Acronym	
Are they obtained from another project, laboratory or institution?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they obtained from biobank?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. PERSONAL DATA		Page
Does your research involve personal data collection and/or processing?	<input checked="" type="radio"/> Yes <input type="radio"/> 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)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does it involve processing of genetic information?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does it involve tracking or observation of participants?	<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	
5. ANIMALS		Page
Does your research involve animals?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they vertebrates?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they non-human primates?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they genetically modified?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they cloned farm animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they endangered species?	<input type="radio"/> Yes <input checked="" type="radio"/> 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?	<input checked="" type="radio"/> Yes <input type="radio"/> 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.)?	<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 checked="" type="radio"/> Yes <input type="radio"/> No	
<i>Specify material and countries involved: (Maximum number of characters allowed: 1000)</i>		
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	
<i>Specify material and countries involved: (Maximum number of characters allowed: 1000)</i>		
In case your research involves low and/or lower middle income countries , 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	
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?	<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	
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?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS		Page
Could your research raise concerns regarding the exclusive focus on civil applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
10. MISUSE		Page
Does your research have the potential for misuse of research results?	<input type="radio"/> Yes <input checked="" type="radio"/> 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](#)

Example, not to complete



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 2020¹](#), 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.	<input type="radio"/> Yes	<input checked="" type="radio"/> 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	<input type="checkbox"/>
- to allow the protection of results (e.g. patenting)	<input type="checkbox"/>
- incompatibility with the need for confidentiality linked to security	<input type="checkbox"/>
- incompatibility with privacy/data protection	<input type="checkbox"/>
- achievement of the project's main aim would be jeopardised	<input type="checkbox"/>
- other legitimate reasons	<input type="checkbox"/>

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.



Proposal ID

Acronym

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.

Example, not to complete



Proposal ID

Acronym

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



Research Executive Agency

Established by the European Commission

Future and Emerging Technologies:

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

FET Innovation Launchpad

Proposal template: technical annex

Coordination and support actions

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

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

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

⚠ Page limit: The sections 1, 2 and 3, together should not be longer than 7 pages (there is no cover page!). All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit.


There is no page limit for sections 4 and 5.

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

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

If you attempt to upload a proposal longer than the specified limit before the deadline, you will receive an automatic warning and will be advised to shorten and re-upload the proposal. After the deadline, excess pages (in over-long proposals/applications) will be automatically made invisible, and will not be taken into consideration by the experts. The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit.

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

 The following formatting conditions apply.

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

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

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

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


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

Example, not to complete

PROPOSAL TITLE

1. Excellence

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

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

1.1 Innovation idea and its link with the FET project.


- Describe the innovation idea of the proposal.
- Explain how the innovation idea is linked to the previous FET project and its results.
- Argue the quality and potential of your innovation idea.

1.2 Objectives

- Describe the overall and specific objectives for the project, which should be clear, measurable, realistic and achievable within the duration of the project.
- Explain how the objectives will help to move the output of the FET research results through the initial steps of a process leading to a commercial or social innovation.


1.3 Methodology

- Describe the proposed activities and explain how these will help to reach the stated objectives.
- Explain the complementarity of the proposed actions with regard to the ones already implemented or foreseen in the linked FET project
- Where relevant, describe how the gender dimension i.e, sex and/or gender analysis is taken into account in the project's content.

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

2. Impact


2.1 Expected impacts


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


- Describe how your project will contribute to the expected impacts set out in FET work programme 2018-2020, under the relevant topic:
 - Increased value creation or added innovation potential with respect to the FET project from which this innovation originates.
 - Economic and/or societal benefits/acceptance.
 - Contribution to the competitiveness of European industry/economy by seeding future growth and the creation of jobs from the FET research.
 - Stimulating, supporting and rewarding an open and proactive mind-set towards exploitation of the innovation beyond the research world, including through engagement with prospective partners, other stakeholders, users and society.
- Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)

2.2 Dissemination and exploitation¹ of results


- Provide a draft '**plan for the dissemination and exploitation of the project's results**'. Please note that such a draft plan is an admissibility condition.
- Show how the proposed measures will help to achieve the expected impact of the project.
- The plan, should be proportionate to the scale of the project, and should contain measures to be implemented both during and after the end of the project.


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

 *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.*

- Include a business plan where relevant.

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

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

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


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

3. Implementation

3.1 Work plan, project management and consortium

- Describe the duration and planning of the proposed activities, major milestone/s and deliverable/s
- Describe the project management plan and the expertise of the consortium to conduct the proposed activities
- Describe any critical risks, relating to project implementation and progress towards the objectives. Detail any risk mitigation measures.
- **Other countries and international organisations:** If one or more of the participants requesting EU funding is based in a country or is an international organisation that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in [General Annex A of the work programme](#) are automatically eligible for EU funding), explain why the participation of the entity in question is essential to carrying out the project

3.2 Resources to be committed

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

Please provide the following:

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

Table 3.2.1 : Summary of staff effort

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

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

Total Person Months	
----------------------------	--

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

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

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

Example, not to complete

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.¹

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 ²	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>	

¹ Please refer to [General Annex H Evaluation Rules, Selection Rules, Operational Capacity](#)

² 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](#)).

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 ³ (Article 14a of the General Model Grant Agreement)?	Y/N
<i>If yes, please describe the International Partner(s) and their contributions</i>	

Example, not to complete

³ '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"](#).*

The ethics issues declared should only relate to the action proposed for funding and not to the research of the linked FET project.

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 Security⁴

Please indicate if your project will involve:

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

⁴ 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.