



**HIGH-TECH FOR
HUMANITARIAN AID**

**EIC • HORIZON
prize**



TEMPLATE FOR APPLICATIONS

Administrative form (Part A)

Entry (Part B)

Version 1.0
30 November 2017



Horizon 2020

Call:

()

Topic:

Type of action:

()

Proposal number:

Proposal acronym:

Deadline Id:

Wherever in this text the term 'proposal' is used, it shall be understood to refer to an 'application'.

[Table of contents](#)

Section	Title	Action
1	General information	
2	Contestants & Contacts	

[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

Acronym is mandatory

1 - General information

Topic

Type of Action

Call Identifier

Deadline Id

Acronym

Acronym is mandatory

Proposal title

The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist

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

< > " &

Abstract*

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- o Objectives
- o Activities
- o Type and number of persons benefiting from the project
- o Expected results
- o Type and number of outputs to be produced

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

Proposal ID

Acronym

Acronym is mandatory

Declarations

- 1) In case of several contestants, the lead contestant declares to have the explicit consent of all contestants on their participation and on the content of this application. ☐
- 2) The information contained in this application is correct and complete. ☐
- 3) I hereby declare that:
 - I have fully read and understood and agree to the official Rules of Contest. ☐
 - I am fully eligible and not excluded from participation in accordance with the Rules of Contest. ☐
 - All other contestants have confirmed that they are fully eligible and not excluded from participation in accordance with the Rules of Contest. ☐
- 4) This application 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[1] — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct). ☐

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

Your reply to the prize application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed 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 prize application in accordance with the specifications of the prize contest and will be processed solely for that purpose. Details concerning the processing of your personal data are available on the privacy statement at the page:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

Contestants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Proposal ID

Acronym

Acronym is mandatory

2 - Contestants & Contacts

#	Participant Legal Name	Country	Action
1			

Example, not to complete

Proposal ID

Acronym

Acronym is mandatory

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 bodyunknown

Legal personunknown

Non-profitunknown

International organisationunknown

International organisation of European interestunknown

Secondary or Higher education establishmentunknown

Research organisationunknown

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 ID

Acronym **Acronym is mandatory**

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

TEMPLATE FOR APPLICATIONS

Administrative Form (Part B)

Note: This is for information only.

The definitive templates to be used for submission will be available in the submission system, which you should then use when writing your application.

Please follow the structure of this template when preparing your application. It has been designed to ensure that the important aspects of your work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria.

Page limits:

Upon submission, information and documentation regarding the proposed solution must be provided in the application - Part B. The entire part B should not be longer than 70 pages.

A prototype of the solution will only be required at the hearing, for the pre-selected solutions

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).

All tables in these sections must be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

COVER PAGE

Acronym of application:

Title of application:

Category:

List of contestant(s)

Contestant No *	Contestant organization name	Country
1 (Coordinator)		
2		
3		

* Please use the same contestant numbering as that used in the administrative application forms.

Table of Contents

1. ABSTRACT

2. INTRODUCTION

Concept and approach

Describe and explain the overall concept underpinning the proposed solution. Describe potential beneficiaries, added-value compared to existing solutions and the technological input.

3. DETAILED DESCRIPTION OF THE PROPOSED SOLUTION

Describe the proposed solution in detail specifically addressing each of the Award Criteria set out in the Rules of Contest (see also below).

The prizes will be awarded to the entries that best address the following cumulative criteria applicable to all the five categories:

1. New solution tested successfully and safely in a real environment, with a demonstrated potential of adaptability and scalability under different humanitarian aid settings
2. Quality and sustainability of the solution based on the frugal application of advanced technologies
3. Affordability and cost-effectiveness (for beneficiaries and organisations responding to crises)
4. Engagement with end users and solution responding to the needs of those in a most vulnerable situation (taking age, gender, disability and minority into consideration) and perspective of a business case

1. New solution tested successfully and safely in a real environment, with a demonstrated potential of adaptability and scalability under different humanitarian aid settings

- New solution

The solution developed by the participant shall be novel at the time of the submission. The novelty shall consist either in the first use of the given advanced technology or its application (i.e. an existing advanced technology that is being used in a novel manner in a specific humanitarian aid context).

Method of measurement: the extent to which the solution differs from existing practices in humanitarian aid and demonstrates innovation (technology, design, cost-effectiveness, sustainability etc.).

- Tested successfully and safely in a real environment (or a similar environment)

The solution shall have been successfully and safely tested in one or several humanitarian settings (or a similar environment) at a sufficiently large scale during the submission period (December 2017-January 2020). A coherent strategy to mitigate the potential safety risks associated with the solution shall be elaborated. Such strategy will include at minimum a comprehensive risk assessment with a risk intensity rating (low, medium and high) and a risk management plan for the risks rated as medium- and high-level.

Method of measurement: the participant has to a) provide information on the conditions and the actual number of beneficiaries having already benefited from the proposed solution, and an assessment of its effectiveness (quality of the response) and affordability against international humanitarian standards

and from the perspective of humanitarian actors and beneficiaries; b) report any safety issues encountered when implementing the solution and describe adopted response measures; and c) provide a risk management strategy including at least a risk assessment and a risk management plan.

- Potential of adaptability and scalability

The solution shall be easily adaptable to different humanitarian settings and easily deployable and usable by different potential beneficiaries and organisations responding to crises. The participant shall develop a realistic and robust strategy for uptake and scaling-up.

Method of measurement: the participant has to provide a) a description and test data about the real life implementation of the solution in different humanitarian settings (or similar environment) and / or demonstrate the scalability of the proposed solution in the various intended settings; and b) the strategy for uptake and scaling-up the solution (included in the business case).

2. Quality and sustainability of the solution based on frugal application of advanced technologies

- Quality and robustness

The solution shall demonstrate an improvement in terms of quality and robustness compared to existing practices, and improved quality of the response for the beneficiaries and the organisations responding to crises.

Method of measurement: the participant has to provide information and data on the quality and robustness of the solution, notably its resistance over time and when used in extreme conditions, compared to existing practices.

- Sustainability and lifecycle assessment

The solution shall be a creative response to scarcity of resources and take into account environmental and social impacts. The lifecycle assessment¹ shall be comprehensive and include the supply of raw materials, manufacturing, processing, transport, distribution, use, as well as end-of-life waste management.

Method of measurement: the participant has to a) demonstrate the resource-efficiency of the solution and its adequacy with regard to the scarcity of resources in the various settings of intended use; b) provide a life-cycle assessment of the solution; and c) demonstrate the potential of the solution to be produced, supplied and repaired locally.

2.1 Frugal application of advanced technologies

The solution leveraged from at least one advanced technology (possibly combined with an ICT component but not exclusively) shall be frugal, fit the requirements and prioritise only those features that are most important to potential beneficiaries. Simplicity in use and re-use and limited need for training should be favoured.

Method of measurement: the participant has to demonstrate that the solution is a frugal application of an advanced technology (as defined in Section 1.1) in a humanitarian context.

3 Affordability and cost-effectiveness (for beneficiaries and organisations responding to crises)

The solution shall be affordable and cost-effective (considering notably the installation, operational and maintenance costs), have a better value for money than existing practices in humanitarian assistance. The solution shall be easy and cheap to repair where applicable.

¹ http://eplca.jrc.ec.europa.eu/?page_id=43

Method of measurement: the participant has to a) provide a comprehensive cost analysis of the solution and derive from its expected possible cost price, considering notably the installation, operational and maintenance costs, for different volume levels (conservative scenario / best-case scenario); b) provide a cost-effectiveness comparison of the solution with current practices and demonstrate that the difference of cost-effectiveness is sufficiently high to incentivise buyers to replace existing solutions with the proposed one; and c) demonstrate that the envisaged cost price is sustainable for beneficiaries and organisations responding to crises.

4. Engagement with end users and solution responding to the needs of those in a most vulnerable situation (taking age, gender, disability and minority into consideration) and perspective of a business case

- Engagement with end-users

The solution shall be developed through a needs-based approach defined in an inclusive manner with local communities, potential beneficiaries and organisations responding to crises, and result as much as possible from a cooperation between the private sector, notably SMEs, the research and scientific community and humanitarian organisations.

Method of measurement: the participant has to a) demonstrate the involvement of local communities and potential beneficiaries and organisations responding to crises in the development of the solution; and b) explain the multi-stakeholder approach followed to develop the solution.

- Acceptability

The solution shall be acceptable by the potential beneficiaries and humanitarian organisations responding to crises in the different humanitarian aid settings in which it could be implemented. Acceptability refers notably to the user-friendliness, the ease to operate and maintain it locally and its compliance with cultural habits.

Method of measurement: the participant has to provide evidence demonstrating the acceptability of the solution by the potential beneficiaries and humanitarian organisations responding to crises, notably their readiness to replace the existing solutions by the proposed one.

- Responding to the needs of those in a most vulnerable situation

The solution shall address a significant humanitarian challenge and respond clearly to an identified need of an affected population. Greater value will be placed on solutions responding to the needs of those in a most vulnerable situation (taking age, gender, disability and minority status into consideration). The solution shall be fully compliant with the humanitarian principles² (humanity, impartiality, neutrality and independence). In addition, solutions could contribute to more resilience and empowerment.

Method of measurement: the participant has to a) detail their assessment of needs, and explain the rationale of the solution and the expected positive impact on the humanitarian action, in particular to what extent this solution is better than existing solutions; b) explain the positioning of the solution, highlighting notably its potential for those in a most vulnerable situation; and c) demonstrate that the solution is fully consistent with the humanitarian principles.

- Perspective of a business case

² http://ec.europa.eu/echo/who/humanitarian-aid-and-civil-protection/humanitarian-principles_en

The solution shall be supported by an argumentation demonstrating the rationale to invest in and scale-up the solution and a strategy to ensure a successful scaling-up. This argumentation shall include a market analysis, the benefits of the solution (in terms of cost, quality, robustness, sustainability, societal and environmental impacts etc.) compared to already existing solutions, the solution positioning strategy, any potential regulatory/IP issue, the strategy for uptake and scaling-up the solution and the investments needed for scaling-up. It could be supported by expressions of interest from public and / or private investors as well as potential buyers, notably humanitarian organisations responding to crises.

Method of measurement: the participant has to provide a well-developed and comprehensive argumentation demonstrating the perspective for a business case.

Example, not to complete

