



3rd Health Programme

Standard Proposal Templates: Project proposal (Part B)

Project Grants (HP-PJ-2018)

Version 1.0
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Disclaimer

This guide aims to facilitate potential applicants. It is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the European Commission nor the Consumers, Health, Agriculture and Food Executive Agency - CHAFEA (or any person acting on their behalf) can be held responsible for the use made of this guidance document.





Proposal template

Project Grants (HP-PJ-2018)

3rd EU Health Programme)

Topic: PJ-01-2018

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 evaluators to make an effective assessment against the evaluation criteria.

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 whole proposal should not be longer than 80 pages. All tables in these sections must be included within this limit (including a table of contents). The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left and right) should be at least 15 mm (not including any footers or headers).

If you attempt to upload a proposal longer than the specified limit, before the deadline you will receive an automatic warning, and will be advised to shorten and re-upload the proposal. After the deadline, any excess pages will be overprinted with a 'watermark', indicating to evaluators that these pages must be disregarded.

Please do not regard the page limit as a target! It is in your interest to keep your text as concise as possible.



Please read and follow carefully the instructions given in the Guide for applicants, which is outlining in detail the requirements for the below section of your proposal.

COVER PAGE

TITLE OF PROPOSAL

LIST OF APPLICANTS

Applicant No*	Applicant organisation name	Country
1 (Coordinator)		
2		
3		
4		

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

TABLE OF CONTENTS

Example, not to complete

1. PROBLEM ANALYSIS INCLUDING EVIDENCE BASE

- Your proposal must describe the problem statement, analysis of the causes and evidence base of the proposed measure(s) and methods.

2. AIMS AND OBJECTIVES OF THE PROJECT

2.1. General objective of the project

2.2. Specific objective(s) of the project

- Please describe your specific objectives following the SMART approach.
- Please state the planned methods of verification that you reached your objectives using clear and precise indicators.

Specific Objective Number		
Specific Objective		
Process Indicator(s)		Target
(repeat line as needed)		
Output Indicator(s)		Target
(repeat line as needed)		
Outcome/Impact Indicator(s)		Target
(repeat line as needed)		

3. TARGET GROUPS

4. POLITICAL RELEVANCE

4.1. Contribution to meeting the objectives and priorities defined in the annual work programme

4.2. Added value at EU level in the field of public health

4.3. Pertinence of geographical coverage

4.4. Consideration of the social, cultural and political context

5. METHODS AND MEANS

6. EXPECTED OUTCOMES

Example, not to complete

7. WORK PACKAGES

7.1. Overview on work packages

WP number	Title	Description
1	Coordination of the project	Actions undertaken to manage the project and to make sure that it is implemented as planned
2	Dissemination of the project	Actions undertaken to ensure that the results and deliverables of the project will be made available to the target groups
3	Evaluation of the project	Actions undertaken to verify if the project is being implemented as planned and reaches the objectives
4		
5		
6		
...		
x		

Example, not to complete

7.2. Work package descriptions

- For each work package, your proposal must describe a table as below

Work package number												
Work package title												
Starting month						Ending month						
Leading applicant												
Applicants Nr												
Applicants Acronym												
Person month per applicant												
Objectives												
Description of work (where appropriate, broken down into tasks), lead partner and role of applicants												
Deliverables linked to this work package (brief description, month of delivery, reference to the list of deliverables)												
Milestones to be reached by this WP												

7.3. Timetable or Gantt Chart

- Your proposal must illustrate the work packages, milestones and delivery dates of deliverables in a graphical form, such as a timetable or Gantt chart.

8. MILESTONES AND DELIVERABLES

- Your proposal must indicate milestones and deliverables.
- Deliverable numbers** in order of delivery dates. Please use the numbering convention <WPnumber>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.
- 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
- Delivery month:** Measured in months from the project start date (month 1). If a deliverable consists of several parts (eg. a newsletter to be delivered in M6, M12 and M18) please list it as 1 deliverable and state the different delivery month in the last column.
- Technical reports (Periodic Report or Final Report), Leaflet, Layman Brochure and website are considered **mandatory deliverables**. They are already included in the table below and must be kept. They are named ("MD.x").

Deliverable Number	Deliverable Name	Work package number	Leading applicant acronym	Content specification	Dissemination level	Delivery month
Mandatory deliverables (MD)						
MD1	Leaflet	2		A leaflet (1.2 pages maximum) to promote the project must be produced at the beginning of the project	P	3
MD2	Leaflet	2		A leaflet in A4 format (1-2 pages maximum) in a layman language to promote the main output and results of the project.	P	End of project
MD3	Layman version of the executive summary of the	2		This is a short (10 pages maximum) version of the final report, written for the interested public as a target	P	End of project

	final report			group.		
MD4	Web-site	2		Each project must have a dedicated web-site / web-pages. This can have a public part and another one accessible only to the applicants.	P (and C)	3

Note:

Please do not include the periodic and final technical and financial reports in the table of deliverables as far as they are part of the Periodic Reporting section in the Participant Portal.

All other deliverables are part of the continuous Reporting section in the Participant Portal (PP) and should appear in the table of deliverables.

Example, not to complete

9. PROJECT MANAGEMENT STRUCTURE

9.1. Quality of the partnership

9.2. Capacity of the staff

9.3. External and internal risk analysis and contingency planning

Identified Risk	Likelihood	Impact	Contingency planning

9.4. Financial management

Example, not to complete

10. BUDGET

10.1. Content description and justification

- Please describe how you have built the budget and the rationale for doing so.

10.2. 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 applicant.
- Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	WP n	WP n+1	WP n+2	Total Person/ Months per Applicant
Applicant Number/ Short Name				
Applicant Number/ Short Name				
Applicant Number/ Short Name				
Total Person/Months				

10.3. Detailed budget

- Please complete the table below for each applicant/ affiliated entity. If a particular applicant is an affiliated entity, please state to which partner it is affiliated (second line).
- Please provide a detailed justification and explanation in the textboxes. The justification, among other parts of your application, will be used for the evaluation of the award criteria on budget.

Applicant Number/ Short Name			
(If affiliated entity: Affiliated to which Applicant number/Short name)			
(A) Direct personnel costs			
Staff function	Monthly Cost	Estimated Person-month	Sum Cost (€)
(Please repeat line for each staff function category)			
		Total person month	Total Costs (€) for (A)
	Justification		
(B) Direct costs of subcontracting	Costs (€)	Task(s)/Justification	
(please repeat line for each subcontract foreseen)			
Total Costs (€) of (B)			
	Justification		
(C) Other direct costs			
(C.1) Travel	Costs (€)	Justification	
(C.2) Equipment	Costs (€)	Justification	
(C.3) Other goods and services	Costs (€)	Justification	
Total Costs (€) of (C)			
(D) Indirect Costs	Total Costs (€)		
(max. 7% of A, B and C)			
Total estimated eligible costs			

11. PREVIOUS AND CURRENT GRANTS RELEVANT TO THE PROGRAMME (LIMITED TO THE LAST 3 YEARS) - N/A

12. CURRENT APPLICATIONS RELEVANT TO THE PROGRAMME- N/A

13. EXCEPTIONAL UTILITY – N/A

Please describe, if and how your proposal would fulfil the criteria for exceptional utility.

14. COLLABORATING STAKEHOLDERS

Collaborating stakeholders and/or external experts are organisations or individual persons, which:

- may significantly increase the technical and scientific content of the project, as well as its relevance for different users in the Union;
- have no contractual relationship with the Agency, and
- do not receive any EU funding from this particular grant.

If you involve collaborating stakeholders and/or external experts in your project, please list them (20 maximum) (note that it is not mandatory to involve collaborating stakeholders and/or external experts).

Institution	Contact person (First name and last name)	City & Country