



Horizon Europe Programme

Standard Application Form (HE CSA)

Application form (Part A)
Project proposal – Technical description (Part B)

Version 11.0 16 December 2024 Application form (Part A)





Horizon Europe Programme

Standard Application Form (HE CSA)

Application form (Part A)

Version 2.0 21 January 2022

Disclaimer

This document is aimed at informing potential applicants for Horizon Europe funding. It serves only as an example. The actual Web forms and templates, provided in the online submission system under the Funding and Tenders Portal, might differ from this example.

App	lication	Forms
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Proposal ID XXXXXXXX

Acronym XXXXXXX

Structure of the Proposal

The proposal contains two parts:

- Part A of the proposal is generated by the IT system. It is based on the information entered by the participants through the submission system in the Funding & Tenders Portal. The participants can update the information in the submission system at any time before final submission.
- Part B of the proposal is the narrative part that includes three sections that each correspond to an evaluation criterion. Part
 B needs to be uploaded as a PDF document following the templates downloaded by the applicants in the submission system
 for the specific call or topic. The templates for a specific call may slightly differ from the example provided in this document.

The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal. The submission process consists of 6 steps:

- Step 1: Logging in the Portal
- Step 2: Select the call, topic and type of action in the Portal
- Step 3: Create a draft proposal: Title, acronym, summary, main organisation and contact details
- Step 4: Manage your parties and contact details: add your partner organisations and contact details.
- Step 5: Edit and complete web forms for proposal part A and upload proposal part B
- Step 6: Submit the proposal
- > Instructions and footnotes in green will not appear in the text generated by the IT system.
- For options [in square brackets]: the option that applies will be automatically shown in the IT system (Part A) or included in the template of Part B offered by the IT system or you must select the appropriate value from a predefined list.
- For fields in [grey in square brackets] (even if they are part of an option as specified in the previous item): enter the appropriate data in the IT system.
- Data in coloured fields will be prefilled by the IT tool.

HISTORY OF CHANGES		
Version	Publication date	Changes
1.0	24.03.2021	Initial version
1.1	19.04.2021	Formatting and alignment
2.0	21.01.2022	Added definitions for role of participants

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Proposal ID XXXXXXXXX	Acronym XXXXXXX

Application Forms

Please check our wiki for help on navigating the form.

Horizon Europe

Application forms (Part A)

Topic:

Type of action:

Type of Model Grant Agreement:

Proposal number:

Proposal acronym:

Table of contents

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Ethics and security	
5	Other questions	

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

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1 - General information

ection 1 provides basionts are marked in blue	c data on the proposal. It can be filled in by contacts of the coordinator. Other participants may view this so	ection only. I	Read-only
Topic	Type of action		
Call	Type of Model Grant Agreement		
Acronym	Acronym is mandatory		
Proposal title	Max 200 characters (with spaces). Must be understandable for non-specialists in years.	our field.	
_	Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be	e removed:	<>" &
Duration in months	Estimated duration of the project in full months.		
Fixed keyword			
Г			
Fixed keyword			
Free keywords	Enter any words you think give extra detail of the scope of your proposal (max 200 spaces).	character	s with
Abstract	X X O		
the Work Programme. programme managerr information. Use plain	rovide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, a This summary will be used as the short description of the proposal in the evaluation process and in comment committees and other interested parties. It must therefore be short and precise and should not contain typed text, avoiding formulas and other special characters. If the proposal is written in a language other the training of this abstract in the Part B (technical description) of the proposal.	nunications in confidentia	to the I
for proposals un	al (or a very similar one) been submitted in the past 2 years in response to a call der any EU programme, including the current call? A 'similar' proposal or contract is one current one in minor ways, and in which some of the present consortium members are involved.	O Yes	○ No
Please give the	proposal reference or contract number	XXXXX-	X

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Declarations

These declarations can be filled in by any coordinator contact(s). All declarations are mandatory.

1)	We declare to have the explicit consent of all applicants on their participation and on the content of this proposal.	
2)	We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).	
3)	We declare: - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046 - to have the financial and operational capacity to carry out the proposed project.	G
4)	We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the <u>Funding & Tenders Portal Terms & Conditions</u> .	
5)	We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).	
6)	We declare that the proposal complies with ethical principles (including the highest standards of research integrity as set out in the ALLEA European Code of Conduct for Research Integrity, as well as applicable international and national law, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Appropriate procedures, policies and structures are in place to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct.	
7)	We declare that the proposal has an exclusive focus on civil applications (activities intended to be used in military application or aiming to serve military purposes cannot be funded). If the project involves dual-use items in the sense of Regulation 2021/821 , or other items for which authorisation is required, we confirm that we will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used).	
8)	We confirm that the activities proposed do not aim at human cloning for reproductive purposes; intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer. lead to the destruction of human embryos (for example, for obtaining stem cells) ese activities are excluded from funding.	
9)	We confirm that for activities carried out outside the Union, the same activities would have been allowed in at least one EU Member State.	
10)	[Additional option for LUMP SUM Grants: For Lump Sum Grants with a detailed budget table: We understand and accept that the EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see <u>AGA — Annotated Grant Agreement, art 6</u>) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into account best value for money and must be free of conflict of interest.]	

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the

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Participant short name: XXXX

information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

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2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country
1		
2		90
3		XO

Coordinator contacts have the rights to:

- add, delete, edit and re-order partners in the consortium
- add, delete, edit and re-order contact points for those organisations
- edit all sections of the administrative forms
- upload, delete, view and download Part B and Annexes (when required for the call)
- submit the proposal

Participant contacts may:

- view all the information in this screen, but not edit it
- edit only the section for their organisation in the administrative forms (including budget)
- view the entire administrative forms
- view/download the Part B and other Annexes

You can manage the list of organisations and access rights of persons at Step 4 of the submission process. You may identify and give access to as many contact persons of the selected organisations as you wish. The identification is based upon the e-mail address of the person. When you add a contact person, you will be prompted to supply the contact details: name, e-mail, phone.

Person in charge of the proposal (main contact person): Each organisation needs to have one main contact person identified; the main contact person will have to fill in full contact details in the administrative form. The 'Main Contact Person' for the coordinating organisation (Participant no. 1) will become the primary contact person for the Services. Other contact persons may also be identified and may receive read-only or full access rights. Contact persons with full access rights of the coordinator (Participant no. 1) will be called 'Coordinator contacts' in the Funding & Tenders Portal, while for the other participants 'Participant Contacts'; contact persons with read-only rights will be called 'Team Members'. Other contact persons are listed with basic details in the administrative form.

Access rights: The main contact person and contact persons of the coordinator with full access rights have the same level of rights: they can manage the list of participants and contacts, edit any part of the administrative part of the proposal and upload any attachments (eg. Part B - technical description), and submit the proposal. Contact persons with read-only rights can only view/download the information. Participant contacts with full access rights can only edit their section of the administrative form and view all proposal data.

Access rights can be revoked by the Coordinating Organisation contacts. The person who created the proposal cannot be deleted.

<u>Invitation</u>: All contacts will receive an e-mail and a notification to the Portal about the invitation to the proposal upon saving the data at Step 4 of the submission process.

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Organisation data

The section shows the administrative data of the participating organisation as registered and/or validated in the central registry of organisations of the European Commission, linked to the given PIC number. Data in blue is read-only, modification is not possible in the proposal forms. For more information on how to modify this information, please visit the online manual on the participant register.

PIC	Legal name
Short name	\
Address of the organ	nisation
Street	
Town	
Postcode	
Country	
Webpage	
Specific legal status	es Communication of the commun
Read more about legal status	<u>98.</u>
Publicunknown	unknown Legal person
	unknown
	unknown
	of European interest unknown
	ation establishment unknown
Research organisation	unknown
SME status	
	ganisation is taken from the Participant Register. Changes to the self-declared or self-assessed SME data can be not or by the LEAR (Legal Entity Appointed Representative) in the Participant Register.
SME self-declaration statu	sunknown
SME self-assessment	unknown
Based on the above details	of the Participant Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

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Departments carrying of The information serves mainly state account.	out the proposed work istical purposes. For determining the eligibility of the proposal, the official address of the organisation is taken in	into
Department 1		
Department name	not applicable	
Street	Same as organisation address Please enter street name and number	
Town		
Postcode		
Country		
Links with other participa	ants encies with other participants of the proposal.	
Two participants (legal entities) are o	dependent on each other where there is a controlling relationship between them: rect or indirect control as another legal entity; or controls another legal entity; or	
shareholders or associates of B, or	if: than 50% of the nominal value of the issued share capital or a majority of the voting rights of the	
(a) the same public investment corportions the nominal value of the issued st	legal entities shall not in themselves be deemed to constitute controlling relationships: oration, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % hare capital or a majority of voting rights of the shareholders or associates; owned or supervised by the same public body.	
Type of link	Participant	
[Same group]	Select one participant from the list of participants	
[Controls]		
[Is controlled by]		

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Main contact person			
This will be the person the EU services will contact or results, convocation to start grant preparation). The cedited in step 'Participants' of the submission wizard.	lata in blue is read-only. Details (n		
Title	Gender	O Woman O N	lan O Non binary
First name E-mail		Last name	Xe
Position in org.	Please indicate the position	n of the person	3
Department	☐ Same as organisation a	address	☐ Same as organisation
Street			
Town	, O	Post code	
Country			
Website			
Phone 1	Phone 2		
Other contact persons			
First name	Last name	e-mail	Phone
10			

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Researchers involved in the proposal

Include only the researchers involved in the proposal, (see below definition of 'researcher'). You do not need to include in the table the identity of other persons involved in the proposal who are not researchers.

'Researchers are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, models, techniques instrumentation, software or operational methods. (Frascati Manual 2015)'

Include also the person in charge of the proposal if a researcher.

Title	First Name	Last Name	Gender	Nationality	E-mail	Career stage ¹	Role of researcher (in the project)	Reference Identifier	Type of identifier
			[Woman]			[Category A – Top grade researcher]	[Leading]		[ORCID]
			[Non-binary]			[Category B – Senior researcher]	[Team member]		[Researcher Id]
					~0	[Category C – Recognised researcher]			[Other - specify]
				×		[Category D – First stage researcher]			

Category D – First stage researcher: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. Examples: 'PhD students' or 'junior researchers' (without a PhD).

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¹ Career stages as defined in Frascati 2015 manual:

Category A – Top grade researcher: the single highest grade/post at which research is normally conducted. Example: 'Full professor' or 'Director of research'.

Category B – Senior researcher: Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates (IsCED level 8). Examples: 'associate professor' or 'senior researcher' or 'principal investigator'.

Category C – Recognised researcher: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. Examples: 'assistant professor', 'investigator' or 'post-doctoral fellow'.

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Role of participating organisation in the project Applicants may select more than one option.		Definitions
Project management		Click if your organisation will do project management activities (i.e. assigning the tasks, reporting and interface with the EC). These tasks are normally carried out by the coordinator, but other participants can also contribute.
Communication, dissemination and engagement		Click if your organisation will be in charge of communication, dissemination and engagement. This can be centralised by one partner or split across the partners.
Provision of research and technology infrastructure		Click if your organisation is providing a research facility or research equipment.
Co-definition of research and market needs		Click if your organisation will be involved in the co-defining the research and market needs. Usually it is a company that intends to later use the research results, or a NGO that will use the solution. This will help the project further tailor its results to respond to specific needs of the end user.
Civil society representative		Click if your organisation belongs to civil society (NGO, association, organisation, consumer group, community group, charity, etc.).
Policy maker or regulator, incl. standardisation body		Click if your organisation is a policy maker (local, regional, national, European level), regulator or a standardisation body.
Research performer		Click if your organisation is in charge of performing the research during the project.
Technology developer		Click if your organisation is in charge of developing the technology during or after the project.
Testing/validation of approaches and ideas		Click if your organisation is in charge of testing/validating the approach and ideas.
Prototyping and demonstration		Click if your organisation is in charge of developing the prototypes and performing demonstrations.
IPR management incl. technology transfer		Click if your organisation is in charge of IPR management including technology transfer at the end of the grant.
Public procurer of results		Click if your organisation (public authority, hospital, university, local government, etc) will be using the results afterwards.
Private buyer of results	XD	Click if your organisation (from the private sector) will be using the results afterwards.
Finance provider (public or private)		Click if your organisation will be providing the financing for the exploitation during or after the end of the project.
Education and training		Click if your organisation is in charge of educating and training researchers.
Contributions from the social sciences or/and the humanities		Click if your organisation is in charge of contributing to the social sciences or/and the humanities dimension to the research project.
Other Specify (50 character limit):		

List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.

Type of achievement	Short description
[Publication] [Dataset]	Key elements of the achievement, including a short qualitative assessment of its impact and (where available) its digital object identifier (DOI) or other type of persistent identifier (PID).
[Software]	Publications, in particular journal articles, are expected to be open access. Datasets are expected to be FAIR and 'as open as possible, as closed as necessary'.

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[Good]				
[Service]				
[Other achievement]				
			.(2)	
List of up to 5 most re	elevant previous projects or activities, c	onnected to the subject of thi	s propo	sal
Name of Project or Activity	Short description	40,		
•				
		~0.		
	<u> </u>	10		
Description of any sig the proposed work	gnificant infrastructure and/or any major	r items of technical equipmen	t, releva	ent to
Name of infrastructure or	Short description			
equipment				
	\O_1^			
Gender equality	plan			
organisations from Member S	n is an eligibility criterion for Public bodies, Higher educat. States and Associated Countries. Be aware that if the prop ry before the grant agreement signature (applicable on ca	posal is selected, having a Gender		
Does the organisation h	nave a Gender Equality Plan (GEP) covering	the elements listed below?	O Yes	O No
1	ated requirements (building blocks) for a			
management	document published on the institution's web			
	es: commitment of resources and gender ex d monitoring: sex/gender disaggregated dat	·		
for establishments	concerned) and annual reporting based on inc	dicatore `		

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Acronym XXXXXXX

Participant short name: XXXX

 Training: Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.

Content-wise, recommended areas to be **covered** and addressed via concrete measures and targets are:

- work-life balance and organisational culture;
- gender balance in leadership and decision-making;
- gender equality in recruitment and career progression;
- integration of the gender dimension into research and teaching content;
- measures against gender-based violence including sexual harassment.

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3 – Budget for the proposal

			Esti								stimated income						
				Estimated expenditure Re						Requ	uested EU conf	ribution	Revenues		ources of noing		
Estimated eligible costs						EU cor	ntribution to elig					Total estimate d income					
			A. Personnel costs/€	B. Subcontracti ng costs/€		Purchase co		D. Other cost categories	E. Indirect costs/€ (e) = 25% *	Total eligible costs	Funding rate	Maximum EU contributio n to	Requested EU contributio n to	Income generated by the	Financial contributi ons	Own resource s	(s)=(n)
No	Participant name	Country	(a1)	(b)	C.1 Travel and subsiste nce/€	C.2 Equipm ent/€ (c2)	C.3 Other goods, works and services	D.X [specific cost category] /€ (dx)	[(a1) + (c1) + (c2) + (c3) + (d7)]	(h) = (a1) + (b) + (c1) + (c2) + (c3) + (d) + (e)	(U)	eligible costs (I) = (U) * (h)	eligible costs/€ (Requeste d grant amount)	action (o)	(p)	(r)	+(o)+(p)+ (q) + (r)
					(c1)		/€ (c3)						(m) (n)				
1	Participant 1	NL						X									
2	Participant 2	LB						<u> </u>									
	Affiliated Entity	LB															
3	Participant 3	DE															
	Associated Partner	AR															
	Total				R												

Possible 'Other cost categories' for Horizon Europe

Estimated project expenditure

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oposal ID X	xxxxxxx		Acro	onym XXXXX	ΧX								
							Esti	imated eligible co	sts		6	·	
							D. C	Other cost categor	ries	>			
No	Participant name	Count	D.1 Financial support to third parties (Actual costs) (d1)	D.2 Internally invoiced goods and services (Unit costs - usual accounting practices)	[D.3 Transnation al access to research infrastructure s (Unit costs)	[D.4 Virtual access to research infrastructure s (Unit costs)	[D.5 PCP/PPI procurement costs (Actual costs) (d5)]	/D.6 Euratom Cofund staff mobility costs (Unit costs) (d6)]	(D.7 ERC additional funding (Actual costs)	/D.8 ERC additional funding (subcontracting, FSTP and internally invoiced goods and services) (Actual costs)			
1	Participant 1	NL											
2	Participant 2	LB						0,					
	Affiliated Entity	LB											

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3

Participant 3

Associated

Total

Partner

DE

AR

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4 – Ethics and Security

Ethics issues table

This table should be completed as an essential part of your proposal. Please go through the table and indicate which elements concern your proposal by answering 'Yes' or 'No'. If you answer 'Yes' to any of the questions,

indicate in the adjacent box at which page in your full proposal further information relating to that ethics issue can be found, and
 provide additional information on that ethics issue in the Ethics Self-Assessment section.
 For more information on each of the ethics issues and how to address them, including detailed legal references, see the guidelines 'How to Complete your Ethics Self-Assessment'.

1. HUMAN	EMBRYONIC STEM CELLS AND HUMAN EMBRYOS		Page
Does this a	ctivity involve Human Embryonic Stem Cells (hESCs)?	O Yes O No	
If YES:	Will they be directly derived from embryos within this project?	C Yes C No	
	Are they previously established cells lines?	○ Yes ○ No	
	Are the cell lines registered in the European registry for human embryonic stem cell lines?	O Yes O No	
Does this a	ctivity involve the use of human embryos?	○ Yes ○ No	
If YES:	Will the activity lead to their destruction?	O Yes O No	
2. HUMANS	s XO		Page
Does this a	ctivity involve human participants?	O Yes O No	
If YES:	Are they volunteers for nonmedical studies (e.g. social or human sciences research)?	O Yes O No	
	Are they healthy volunteers for medical studies?	O Yes O No	
	Are they patients for medical studies?	CYes O No	
	Are they potentially vulnerable individuals or groups?	O Yes O No	
	Are they children/minors?	O Yes O No	
	Are they other persons unable to give informed consent?	O Yes O No	
Does this a treatments,	ctivity involve interventions (physical also including imaging technology, behavioural etc.) on the study participants?	O Yes O No	
If YES:	Does it involve invasive techniques?	O Yes O No	
	Does it involve collection of biological samples?	O Yes O No	

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Regulation	(EU 536/201	e conducting a clinical study as defined by the Clinical Trial 4)? (using pharmaceuticals, biologicals, radiopharmaceuticals, or cinal products)	O Yes O No	
If YES:	Is it a clinic	al trial?	O Yes O No	
	Is it a low-i	ntervention clinical trial?	O Yes O No	
3. HUMAN	CELLS / TISS	UES (not covered by section 1)		Page
Does this a	ctivity involve	the use of human cells or tissues?	O Yes O No	
If YES:	Are they hu	man embryonic or foetal cells or tissues?	O Yes O No	
	Are they ava	ailable commercially?	C Yes O No	
	Are they obt	tained within this project?	O Yes O No	
	Are they obt	tained from another project, laboratory or institution?	O Yes O No	
	Are they obt	tained from biobank?	O Yes O No	
4. PERSON	AL DATA	100		Page
Does this a	ctivity involve	processing of personal data?	O Yes O No	
If YES:		lve the processing of special categories of personal data (e.g.: sexual inicity, genetic, biometric and health data, political opinion, religious or al beliefs)?	O Yes O No	
	If YES:	Does it involve processing of genetic, biometric or health data?	O Yes O No	
	large scale	live profiling, systematic monitoring of individuals, or processing of of special categories of data or intrusive methods of data processing urveillance, geolocation tracking etc.)?	O Yes O No	
		ther processing of previously collected personal data (including use of rces, merging existing data sets)?	O Yes O No	
ls it planned	to export perso	nal data from the EU to non-EU countries?	○Yes ○No	
If YES:	Specify the ty	pe of personal data and countries involved:		
	to import perso EU country?	onal data from non-EU countries into the EU or from a non-EU country to	O Yes O No	
If YES:	Specify the type	pe of personal data and countries involved		
Does this ac	tivity involve the	e processing of personal data related to criminal convictions or offences?	O Yes O No	

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5. ANIMALS	S		Page
Does this a	ctivity involve animals?	O Yes O No	
If YES:	Are they vertebrates?	O Yes O No	
	Are they non-human primates (NHP)?	O Yes O No	
	Are they genetically modified?	O Yes O No	
	Are they cloned farm animals?	O Yes O No	
	Are they endangered species?	O Yes O No	
6. NON-EU	COUNTRIES	(0)	Page
Will some o	of the activities be carried out in non-EU countries?	Yes O No	
If YES:	Specify the countries:		
	n-EU countries are involved, do the activities undertaken in these countries raise hics issues?	O Yes O No	
If YES:	Specify the countries:		
	d to use local resources (e.g. animal and/or human tissue samples, genetic material, s, human remains, materials of historical value, endangered fauna or flora samples,	O Yes O No	
	d to import any material (other than data) from non-EU countries into the EU or from ountry to another non-EU country? For data imports, see section 4.	O Yes O No	
If YES:	Specify material and countries involved:		
	d to export any material (other than data) from the EU to non-EU countries? For data e section 4.	O Yes O No	
If YES:	Specify material and countries involved:		
	ctivity involve low and/or lower-middle income countries? (if yes, detail the benefitions planned in the self-assessment)	O Yes O No	
Could the s	ituation in the country put the individuals taking part in the activity at risk?	O Yes O No	
7. ENVIRO	NMENT, HEALTH and SAFETY		Page
environmer	ctivity involve the use of substances or processes that may cause harm to the nt, to animals or plants (during the implementation of the activity or further to the use ts, as a possible impact)?	O Yes O No	
Does this a	ctivity deal with endangered fauna and/or flora / protected areas?	O Yes O No	
			-

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	nces or processes that may cause harm to humans, ng the implementation of the activity or further to the	ĈYes ĈNo	
8. ARTIFICIAL INTELLIGENCE			Page
Does this activity involve the development, based systems? (if yes, detail in the self-ast related to human rights and values and details	OYes ONo		
9. OTHER ETHICS ISSUES		7	Page
Are there any other ethics issues that shoul	d be taken into consideration?	Yes No	,
Please specify: (Maximum number of chara	acters allowed: 1000)	6,	

I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines 'How to Complete your Ethics Self-Assessment'.

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Acronym XXXXXXX

ETHICS SELF-ASSESSMENT

If you have entered any issues in the ethics issue table, you must perform an ethics self-assessment in accordance with the guidelines 'How to Complete your Ethics Self-Assessment' and complete the table below

Ethical dimension of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to:

- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Compliance with ethical principles and relevant legislations

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

Security issues table

Please go through the table and indicate which elements concern your proposal by answering YES or NO. If you answer YES to any of the questions:

- indicate in the adjacent box at which page in your full proposal further information relating to that security issue can be found, and
- provide additional information on this security issue in the Security self-assessment section below.

For more information on potential security issues and how to address them, see the guidance <u>How to handle security-sensitive projects</u> and the programme-specific guidelines <u>Classification of information in Horizon Europe projects</u>.

1. EU classified information (EUCI) ²		Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	O Yes O No	

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² According to the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information, "European Union classified information (EUCI) means any information or material designated by an EU security classification, the unauthorised disclosure of which could cause varying degrees of prejudice to the interests of the European Union or of one or more of the Member States".

Application Forms			
Proposal II	XXXXXXXX Acronym XXXXXXX		
If YES:	Is the activity going to use classified information as background ³ information?	O Yes O No	
	Is the activity going to generate EU classified foreground ⁴ information as results?	O Yes O No	
Does this a	ctivity involve participants from non-EU countries which need to have access to	O Yes O No	
If YES:	Do the non-EU countries concerned have a security of information agreement with the EU?	O Yes O No	
2. MISUSE		7	Page
Does this a	ctivity have the potential for misuse of results?	O Yes O No	
If YES:	Does the activity provide knowledge, materials and technologies that could be channelled into crime and/or terrorism?	O Yes O No	
	Could the activity result in the development of chemical, biological, radiological or nuclear (CBRN) weapons and the means for their delivery?	Yes O No	
3. OTHER	SECURITY ISSUES		Page
Does this activity involve information and/or materials subject to national security restrictions?			
If yes, ple	ase specify: (Maximum number of characters allowed: 1000)		
Are there a	ny other security issues that should be taken into consideration?	O Yes O No	
If yes, ple	ase specify: (Maximum number of characters allowed: 1000)		
		- 1	
SECURIT	Y SELF-ASSESSMENT		
information,	answered YES for one or more of the questions indicated above, describe the measures you intend to see the guidelines Classification of information in Horizon Europe projects, Classification of information of information in EDF projects.		
Please sp	ecify (Maximum number of characters allowed: 5000)		
Į			

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³ Classified background information is information that is already classified by a country and/or international organisation and/or the EU and is going to be used by the project. In this case, the project must have in advance the authorisation from the originator of the classified information, which is the entity (EU institution, EU Member State, third state or international organisation) under whose authority the classified information has been generated.

⁴ EU classified foreground information is information (documents/deliverables/materials) planned to be generated by the project and that needs to be protected from unauthorised disclosure. The originator of the EUCI generated by the project is the European Commission.

Applica	tion Forms			
Proposal	ID XXXXXXXX	Acronym XXXXXXX		
– Otl	ner questions			
vo-sta	ge calls			
	re-2 proposal must be consistics addressing the concepts of	ent with the short outline proposal submitted to the stage 1 – in particular with respect to f excellence and impact.	the propo	sal
Are there substantial differences compared to the stage-1 proposal?			O No	
	showed only in answer is Yes: st the substantial differenc	es, and indicate the reasons	A	
	Partnership	List the substantial differences and indicate the reasons	List the substantial differences and indicate the reasons	
	Budget	List the substantial differences and indicate the reasons	List the substantial differences and indicate the reasons	
	Approach	List the substantial differences and indicate the reasons		

Application Forms

Proposal ID XXXXXXXXX Acronym XXXXXXXX

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Project proposal - Technical description (Part B)





Horizon Europe Programme

Standard Application Form (HE CSA)

Project proposal – Technical description (Part B)

Version 4.0 16 December 2024

Structure of the Proposal

The proposal contains two parts:

- Part A of the proposal is generated by the IT system. It is based on the information entered by the participants through the submission system in the Funding & Tenders Portal. The participants can update the information in the submission system at any time before final submission.
- Part B of the proposal is the narrative part that includes three sections that each correspond to an evaluation criterion. Part B needs to be uploaded as a PDF document following the templates downloaded by the applicants in the submission system for the specific call or topic. The templates for a specific call may slightly differ from the example provided in this document.

The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal. The submission process consists of 6 steps:

- Step 1: Logging in the Portal
- Step 2: Select the call, topic and type of action in the Portal
- Step 3: Create a draft proposal: Title, acronym, summary, main organisation and contact details
- Step 4: Manage your parties and contact details: add your partner organisations and contact details.
- Step 5: Edit and complete web forms for proposal part A and upload proposal part B
- Step 6: Submit the proposal

HISTORY OF CHANGES			
Version	Publication date	Changes	
1.0	24.03.2021	■ Initial version	
1.1	19.04.2021	 Formatting and alignment Clarification on the indicative number of pages in section 2.2 is for sections 2.2 and 2.3 Added the name of the award criterion in section 3 	
1.2	25.05.2021	Addition of a table in section 3.1 about in-kind contributions	
2.0	21.01.2022	Changes in tables on section 3 avoiding duplication of information Reorder of points in 'Impact' section	
3.0	11.07.2022	Consolidation, formatting and layout changes. Tags added	
3.1	08.09.2022	Added instructions on Artificial intelligence	
3.2	14.11.2022	Added page limit for topics using lump sum funding	
3.3	12.04.2023	 Added instructions on Financial Support to Third Parties Aligned table 3.1c in the part of the template with instructions and in the structure of the template without instructions. 	
3.4	21.06.2023	Reformulated paragraph on "Other countries and international organisations" in section 3.2	
3.5	27.09.2023	Guidance on the use of AI for the preparation of the proposal	
3.6	04.04.2024	Additional information on how to describe the activities per work package	
4.0	16.12.2024	Removed references to Do No Significant Harm principle and AI robustness and simplification of requirements on data management plan	

Proposal template Part B: technical description

(for full proposals: single stage submission procedure and 2nd stage of a two-stage submission procedure)

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 title, list of participants and sections 1, 2 and 3, together, should not be longer than 30 pages. For topics using lump sum funding, the limit is 33 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 number of pages included in each section of this template is only indicative.

The page limit will be applied automatically. At the end of the document, you can see the structure of the actual proposal that you need to submit, please remove all instruction pages that are watermarked.

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 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. This applies to the body text, including text in tables.

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).

This document is tagged. Do not delete the tags; they are needed for our internal processing of information, mostly for statistical gathering. In that light, please do not move, delete, re-order, alter tags in any way, as they might create problems in our internal processing tools. Tags do not affect or influence the outcome of your application.

DEFINITIONS			
Critical risk	A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.		
	Level of likelihood to occur (Low/medium/high): The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.		
	Level of severity (Low/medium/high): The relative seriousness of the risk and the significance of its effect.		
Deliverable	A report that is sent to the Commission or Agency providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements).		
Impacts	Wider long term effects on society (including the environment), the economy and science, enabled by the outcomes of R&I investments (long term). It refers to the specific contribution of the project to the work programme expected impacts described in the destination. Impacts generally occur some time after the end of the project. Example: The deployment of the advanced forecasting system enables each airport to increase maximum passenger capacity by 15% and passenger average throughput by 10%, leading to a 28% reduction in infrastructure expansion costs.		
Milestone	Control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, 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. The achievement of a milestone should be verifiable.		
Objectives	The goals of the work performed within the project, in terms of its research and innovation content. This will be translated into the project's results. These may range from tackling specific research questions, demonstrating the feasibility of an innovation, sharing knowledge among stakeholders on specific issues. The nature of the objectives will depend on the type of action, and the scope of the topic.		
Outcomes	The expected effects, over the medium term, of projects supported under a given topic. The results of a project should contribute to these outcomes, fostered in particular by the dissemination and exploitation measures. This may include the uptake, diffusion, deployment, and/or use of the project's results by direct target groups. Outcomes generally occur shortly after the end of the project. Example: 9 European airports adopt the advanced forecasting system demonstrated during the		
	project.		
Pathway to impact	Logical steps towards the achievement of the expected impacts of the project over time, in particular beyond the duration of a project. A pathway begins with the projects' results, to their dissemination, exploitation and communication, contributing to the expected outcomes in the work programme topic, and ultimately to the wider scientific, economic and societal impacts of the work programme destination.		
Research output	Results generated by the action to which access can be given in the form of scientific publications, data or other engineered outcomes and processes such as software, algorithms, protocols and electronic notebooks.		

Results	What is generated during the project implementation. This may include, for example, know-how, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, guidelines, prototypes, demonstrators, databases and datasets, trained researchers, new infrastructures, networks, etc. Most project results (inventions, scientific works, etc.) are 'Intellectual Property', which may, if appropriate, be protected by formal Intellectual Property Rights. Example: Successful large-scale demonstrator: trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.		
Technology Readiness Level	See Work Programme General Annexes B		

Guidance on the use of generative AI tools for the preparation of the proposal

When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilized.

Specifically, applicants are required to:

- Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies.
- Provide a list of sources used to generate content and citations, including those generated by the Al tool. Double-check citations to ensure they are accurate and properly referenced.
- Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.
- Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

⚠ Fill in the title of your proposal below.

TITLE OF THE PROPOSAL

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

[This document is tagged. Do not delete the tags; they are needed for processing.] #@APP-FORM-HECSA@#

List of participants [e.g. 1 page]

Participant No. *	Participant organisation name	Country
1 (Coordinator)		~0
2		XO
3		3

^{*} Please use the same participant numbering and name as that used in the administrative proposal forms.

1. Excellence #@REL-EVA-RE@#

Excellence – aspects to be taken into account.

- Clarity and pertinence of the project's objectives
- Quality of the proposed coordination and/or support measures including soundness of methodology.
- The following aspects will be taken into account only to the extent that the proposed work is within the scope of the work programme topic.
- **1.1 Objectives** #@PRJ-OBJ-PO@# [e.g. 1 pages]
 - Briefly describe the objectives of your proposed work. Why are they pertinent to the work programme topic? Are they measurable and verifiable? Are they realistically achievable?

#§PRJ-OBJ-PO§#

1.2 Coordination and/or support measures and methodology #@CON-MET-CM@# #@COM-PLE-CP@# [e.g. 6 pages]

- Describe and explain the coordination and/or support measures and the overall methodology, including
 the concepts, models and assumptions that underpin your work. Explain how this will enable you to
 deliver your project's objectives. Refer to any challenges you may have identified in the chosen
 methodology and how you intend to overcome them. [e.g., 4.5 pages]
 - 1 This section should be presented as a narrative. The detailed tasks and work packages are described below under 'Implementation'.
- Describe how appropriate open science practices are implemented as an integral part of the proposed methodology. Show how the choice of practices and their implementation are adapted to the nature of your work, in a way that will increase the chances of the project delivering on its objectives [e.g. 1 page, including research data management]. If you believe that none of these practices are appropriate for your project, please provide a justification here.
 - Open science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in the process. Open science practices include early and open sharing of research (for example through preregistration, registered reports, preprints, or crowd-sourcing); research output management; measures to ensure reproducibility of research outputs; providing open access to research outputs (such as publications, data, software, models, algorithms, and workflows); participation in open peer-review; and involving all relevant knowledge actors including citizens, civil society and end users in the co-creation of R&I agendas and contents (such as citizen science).
 - Proposals selected for funding under Horizon Europe will need to develop a detailed data management plan (DMP) for making their data/research outputs findable, accessible, interoperable and reusable (FAIR) as a deliverable by month 6 and revised towards the end of a project's lifetime. The DMP should describe how research outputs (especially research data) generated and/or collected during the project will be managed so as to ensure that they are findable, accessible, interoperable and reusable.
 - Please note that this question does not refer to outreach actions that may be planned as part of communication, dissemination and exploitation activities. These aspects should instead be described below under 'Impact'.



🔔 For guidance on open science practices and research data management, please refer to the relevant section of the HE Programme Guide on the Funding & Tenders Portal.

#\$CON-MET-CM\$# #\$COM-PLE-CP\$# #\$REL-EVA-RE\$#

2. Impact #@IMP-ACT-IA@#

Impact – aspects to be taken into account.

- Credibility of the pathways to achieve the expected outcomes and impacts specified in the work programme, and the likely scale and significance of the contributions due to the project.
- Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities.

The results of your project should make a contribution to the expected outcomes set out for the work programme topic over the medium term, and to the wider expected impacts set out in the 'destination' over the longer term.

In this section you should show how your project could contribute to the outcomes and impacts described in the work programme, the likely scale and significance of this contribution, and the measures to maximise these impacts.

2.1 **Project's pathways towards impact** [e.g. 4 pages]

- Provide a narrative explaining how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. The narrative should include the components below, tailored to your project.
 - (a) Describe the unique contribution your project results would make towards (1) the outcomes specified in this topic, and (2) the wider impacts, in the longer term, specified in the respective destinations in the work programme.
 - Be specific, referring to the effects of your project, and not R&I in general in this field.
 - State the target groups that would benefit. Even if target groups are mentioned in general terms in the work programme, you should be specific here, breaking target groups into particular interest groups or segments of society relevant to this project.
 - The outcomes and impacts of your project may be:
 - Scientific, e.g. contributing to specific scientific advances, across and within disciplines, creating new knowledge, reinforcing scientific equipment and instruments, computing systems (i.e. research infrastructures);
 - Economic/technological, e.g. bringing new products, services, business processes to the market, increasing efficiency, decreasing costs, increasing profits, contributing to standards' setting, etc.
 - Societal, e.g. decreasing CO_2 emissions, decreasing avoidable mortality, improving policies and decision making, raising consumer awareness.

Only include such outcomes and impacts where your project would make a significant and direct contribution. Avoid describing very tenuous links to wider impacts. However, include any potential negative environmental outcome or impact of the project. Where relevant, explain how the potential harm can be managed.

- (b) Give an indication of the scale and significance of the project's contribution to the expected outcomes and impacts, should the project be successful. Provide quantified estimates where possible and meaningful.
 - 'Scale' refers to how widespread the outcomes and impacts are likely to be. For example, in terms of the size of the target group, or the proportion of that group, that should benefit over time; 'Significance' refers to the importance, or value, of those benefits. For example, number of additional healthy life years; efficiency savings in energy supply.
 - Explain your baselines, benchmarks and assumptions used for those estimates. Wherever possible, quantify your estimation of the effects that you expect from your project. Explain assumptions that you make, referring for example to any relevant studies or statistics. Where appropriate, try to use only one methodology for calculating your estimates: not different methodologies for each partner, region or country (the extrapolation should preferably be prepared by one partner).
 - 4 Your estimate must relate to this project only the effect of other initiatives should not be taken into account.
- (c) Describe any requirements and potential barriers arising from factors beyond the scope and duration of the project that may determine whether the desired outcomes and impacts are achieved. These may include, for example, other R&I work within and beyond Horizon Europe; regulatory environment; targeted markets; user behaviour. Indicate if these factors might evolve over time. Describe any mitigating measures you propose, within or beyond your project, that could be needed should your assumptions prove to be wrong, or to address identified barriers.
 - Note that this does not include the critical risks inherent to the management of the project itself, which should be described below under 'Implementation'.
- **Measures to maximise impact Dissemination, exploitation and communication** #@COM-DIS-VIS-CDV@# [e.g. 5 pages, including section 2.3]
 - Describe the planned measures to maximise the impact of your project by providing a first version of your 'plan for the dissemination and exploitation including communication activities'. Describe the dissemination, exploitation and communication measures that are planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large).
 - Please remember that this plan is an admissibility condition, unless the work programme topic explicitly states otherwise. In case your proposal is selected for funding, a more detailed 'plan for dissemination and exploitation including communication activities' will need to be provided as a mandatory project deliverable within 6 months after signature date. This plan shall be periodically updated in alignment with the project's progress.
 - <u>Communication</u>^{1,} measures should promote the project throughout the full lifespan of the project. The aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens. Activities must be strategically planned, with clear objectives, start at the outset and continue through the lifetime of the project. The description of the communication activities needs to state the main messages as well as the tools and channels that will be used to reach out to each of the chosen target groups.
 - All measures should be proportionate to the scale of the project, and should contain concrete actions to be implemented both during and after the end of the project, e.g. standardisation activities. Your plan should give due consideration to the possible follow-up of your project, once it

¹ For further guidance on communicating EU research and innovation for project participants, please refer to the Online Manual on the Funding & Tenders Portal

is finished. In the justification, explain why each measure chosen is best suited to reach the target group addressed. Where relevant, and for innovation actions, in particular, describe the measures for a plausible path to commercialise the innovations.

- If exploitation is expected primarily in non-associated third countries, justify by explaining how that exploitation is still in the Union's interest.
- ⚠ Describe possible feedback to policy measures generated by the project that will contribute to designing, monitoring, reviewing and rectifying (if necessary) existing policy and programmatic measures or shaping and supporting the implementation of new policy initiatives and decisions.
- Outline your strategy for the management of intellectual property, foreseen protection measures, , such as patents, design rights, copyrights, trade secrets, etc., and how these would be used to support exploitation.
 - If your project is selected, you will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, research data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project.
 - If your project is selected, you must indicate the owner(s) of the results (results ownership list) in the final periodic report.

#§COM-DIS-VIS-CDV§#

2.3 Summary

Provide a summary of this section by presenting in the canvas below the key elements of your project impact pathway and of the measures to maximise its impact.

KEY ELEMENT OF THE IMPACT SECTION

SPECIFIC NEEDS

What are the specific needs that triggered this project?

Example 1

Most airports use process flow-oriented models based on static mathematical values limiting the optimal management of passenger flow and hampering the accurate use of the available resources to the actual demand of passengers.

Example 2

Electronic components need to get smaller and lighter to match the expectations of the end-users. At the same time there is a problem of sourcing of raw materials that has an environmental impact.

EXPECTED RESULTS

What do you expect to generate by the end of the project?

Example 1

Successful large-scale demonstrator: Successful large-scale demonstrator:

Trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.

Algorithmic model:

Novel algorithmic model for proactive airport passenger flow management.

Example 2

Publication of a scientific discovery on transparent electronics.

New product: More sustainable electronic circuits.

Three PhD students trained.

D & E & C MEASURES

What dissemination, exploitation and communication measures will you apply to the results?

Example 1

Exploitation: Patenting the algorithmic model.

Dissemination towards the scientific community and airports: Scientific publication with the results of the large-scale demonstration.

Communication towards citizens: An event in a shopping mall to show how the outcomes of the action are relevant to our everyday lives.

Example 2

Exploitation of the new product: Patenting the new product; Licencing to major electronic companies.

Dissemination towards the scientific community and industry:

Participating at conferences; Developing a platform of material compositions for industry; Participation at EC project portfolios to disseminate the results as part of a group and maximise the visibility vis-àvis companies.

TARGET GROUPS

Who will use or further up-take the results of the project? Who will benefit from the results of the project?

Example 1

9 European airports:

Schiphol, Brussels airport, etc.

The European Union aviation safety agency.

Air passengers (indirect).

Example 2

End-users: consumers of electronic devices.

Major electronic companies: Samsung, Apple, etc.

Scientific community (field of transparent electronics).

OUTCOMES

What change do you expect to see after successful dissemination and exploitation of project results to the target group(s)?

Example 1

Up-take by airports: 9 European airports adopt the advanced forecasting system demonstrated during the project.

Example 2

High use of the scientific discovery published (measured with the relative rate of citation index of project publications).

A major electronic company (Samsung or Apple) exploits/uses the new product in their manufacturing.

IMPACTS

What are the expected wider scientific, economic and societal effects of the project contributing to the expected impacts outlined in the respective destination in the work programme?

Example 1

Scientific: New breakthrough scientific discovery on passenger forecast modelling.

Economic: Increased airport efficiency Size: 15% increase of maximum passenger capacity in European airports, leading to a 28% reduction in infrastructure expansion costs.

Example 2

Scientific: New breakthrough scientific discovery on transparent electronics.

Economic/Technological: A new market for touch enabled electronic devices.

Societal: Lower climate impact of electronics manufacturing (including through material sourcing and waste management).

#§IMP-ACT-IA§#

3. Quality and efficiency of the implementation #@QUA-LIT-QL@##@WRK-PLA-WP@#

Quality and efficiency of the implementation – aspects to be taken into account

- Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall.
- Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise.
- **3.1** Work plan and resources [e.q. 10 pages (13 pages for topics using lump sum funding) including tables]

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);
- graphical presentation of the components showing how they inter-relate (Pert chart or similar).
- detailed work description, i.e.:
 - o a list of work packages (table 3.1a);
 - o a description of each work package (table 3.1b);
 - o a list of deliverables (table 3.1c);
 - ⚠ Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. Each work package should be a substantial part of the work plan, and the number of work packages should be proportionate to the scale and complexity of the project.
 - Structure each work package by breaking it down into tasks. If tasks are not appropriate, work packages can be organised according to other criteria (e.g., according to the type of work or thematically). For each task or element of the work package, describe all activities to be carried out and quantify them (e.g., number of protocols, tests, measurements, combinations, study subjects, conferences, publications, etc.). Provide enough detail to clarify who will do this work and why it is needed for the project, (e.g., the level of qualification and number of person-months for personnel, as well as the requested equipment, consumables, meetings, etc.), to justify the proposed resources and so that progress can be monitored, including by the Commission
 - Resources assigned to work packages should be in line with their objectives and deliverables. You are advised to include a distinct work package on 'project management', and to give due visibility in the work plan to 'data management' 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages.
 - You will be required to update the 'plan for the dissemination and exploitation of results including communication activities', and a 'data management plan', (this does not apply to topics where a 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 Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the application forms, and the number of person months, shown in

the detailed work package descriptions.

- a list of milestones (table 3.1d);
- a list of critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. You will be able to update the list of critical risks and mitigation measures as the project progresses (table 3.1e);
- a table showing number of person months required (table 3.1f);
- a table showing description and justification of subcontracting costs for each participant (table 3.1g)
- a table showing justifications for 'purchase costs' (table 3.1h) for participants where those costs exceed 15% of the personnel costs (according to the budget table in proposal part A);
- if applicable, a table showing justifications for 'other costs categories' (table 3.1i).
- if applicable, a table showing in-kind contributions from third parties (table 3.1j)

3.2 Capacity of participants and consortium as a whole #@con-sor-cs@##@PRI-MGT-PM@# [e.g. 3 pages]

⚠ The individual participants of the consortium are described in a separate section under Part A. There is no need to repeat that information here.

- Describe the consortium. How does it match the project's objectives, and bring together the necessary
 disciplinary and inter-disciplinary knowledge. Show how this includes expertise in social sciences and
 humanities, open science practices, and gender aspects of R&I, as appropriate. Include in the description
 affiliated entities and associated partners, if any.
- Show how the partners will have access to critical infrastructure needed to carry out the project activities.
- Describe how the members complement one another (and cover the value chain, where appropriate)
- In what way does each of them contribute to the project? Show that each has a valid role, and adequate resources in the project to fulfil that role.
- If applicable, describe the industrial/commercial involvement in the project 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 project (see section 2.2).

Other countries and international organisations:

Note that for CSAs in Horizon Europe, except when explicitly allowed in the topic, any entity from a non-associated third country and International Organisations (other than International European Research Organisations) can only participate as Associated Partners. There is no difference between entities established in low/middle income countries and developed countries.

- If your topic does not include any specific condition related to non-associated third countries, you do not need to include any information on 'Other countries and international organisations in this section of the proposal.
- If your topic includes a specific condition related to non-associated third countries, note that legal entities established in those countries are only able to participate as beneficiaries or affiliated entities if eligible for funding:
 - because they are from a low/middle income country identified in the Work Programme General Annexes B as automatically eligible for funding;
 - because the call conditions explicitly provide for it;
 - because the participation of the legal entity concerned is deemed essential for implementing the action.

Only in the latter case, explain in this section of the proposal why the participation of the entity in question is essential to successfully carry out the project.

#§CON-SOR-CS§# #§PRJ-MGT-PM§#

Tables for section 3.1

⚠ Use plain text for the tables in section 3.1. If the proposal is invited to start Grant Agreement preparation, these tables will have to be encoded in the grant management IT tool, where no graphics or special formats are supported.

Table 3.1a: List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person- Months	Start Month	End month
					4	

Table 3.1b: Work package description

For each work package:

Work package number	
Work package title	

A Participants involved in each WP and their efforts are shown in table 3.1f. Lead participant and starting and end date of each WP are shown in table 3.1a.)

Objectives				
each task, quantify the a	mount of work. Pro and who will do it.	ovide enough de	o tasks), lead partner and re etail to justify the resource: nked to each WP are listed	s requested and clarify
				2
			~®	
		_x O	Q -	
		5		
	(O)	•		
	5/			

Table 3.1c: List of Deliverables²

Only include deliverables that you consider essential for effective project monitoring.

Number	Deliverable name	Short description	Work package number	Short name of lead participant	Туре	Dissemin ation level	Delivery date (in months)
						4.0	

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.

DATA: Data sets, microdata, etc. DMP: Data management plan

ETHICS: Deliverables related to ethics issues. SECURITY: Deliverables related to security issues

OTHER: Software, technical diagram, algorithms, models, etc.

Dissemination level:

Use one of the following codes:

PU – Public, fully open, e.g. web (Deliverables flagged as public will be automatically published in CORDIS project's page)

SEN – Sensitive, limited under the conditions of the Grant Agreement

Classified R-UE/EU-R - EU RESTRICTED under the Commission Decision No2015/444

Classified C-UE/EU-C - EU CONFIDENTIAL under the Commission Decision No2015/444

Classified S-UE/EU-S – EU SECRET under the Commission Decision No2015/444

Delivery date

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

² You must include a data management plan (DMP) and a 'plan for dissemination and exploitation including communication activities as distinct deliverables within the first 6 months of the project. The DMP will evolve during the lifetime of the project in order to present the status of the project's reflections on data management. A template for such a plan is available in the <u>Online Manual</u> on the Funding & Tenders Portal.

Table 3.1d: 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 project start date (month 1)

Means of verification

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

Table 3.1e: Critical risks for implementation #@RSK-MGT-RM@#

Description of risk (indicate level of (i)	Work package(s)	Proposed risk-mitigation measures
likelihood, and (ii) severity:	involved	
Low/Medium/High)		
	XO	
	X	

Definition critical risk:

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

Level of likelihood to occur: Low/medium/high

The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.

Level of severity: Low/medium/high

The relative seriousness of the risk and the significance of its effect.

#§RSK-MGT-RM§#

Table 3.1f: 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 personmonth figure in bold.

	WPn	WPn+1	WPn+2	Total Person- Months per Participant
Participant				
Number/Short Name				
Participant Number/				
Short Name				
Participant Number/				×O
Short Name				
Total Person Months				
				-0)

Table 3.1g: 'Subcontracting costs' items

For each participant describe and justify the tasks to be subcontracted (please note that core tasks of the project should not be sub-contracted).

Participant Number/Short Name						
	Cost (€)	Description of tasks and justification				
Subcontracting						

Table 3.1h: 'Purchase costs' items (travel and subsistence, equipment and other goods, works and services)

Please complete the table below for each participant if the purchase costs (i.e. the sum of the costs for 'travel and subsistence', 'equipment', and 'other goods, works and services') exceeds 15% of the personnel costs for that participant (according to the budget table in proposal part A). The record must list cost items in order of costs and starting with the largest cost item, up to the level that the remaining costs are below 15% of personnel costs.

Participant Number/Short Name					
	Cost (€)	Justification			
Travel and subsistence					
Equipment					
Other goods, works and					
services					
Remaining purchase					
costs (<15% of pers.					
Costs)					
Total					

Table 3.1i: 'Other costs categories' items (e.g. internally invoiced goods and services)

Please complete the table below for each participant that would like to declare costs under other costs categories (e.g. internally invoiced goods and services), irrespective of the percentage of personnel costs.

Participant Number/Short Name						
	Cost (€)	Justification				
Internally invoiced						
goods and services						
•••						

Table 3.1j: 'In-kind contributions' provided by third parties

Please complete the table below for each participant that will make use of in-kind contributions (non-financial resources made available free of charge by third parties). In kind contributions provided by third parties free of charge are declared by the participants as eligible direct costs in the corresponding cost category (e.g. personnel costs or purchase costs for equipment).

Participant Number/Sho	Participant Number/Short Name						
Third party name	Category	Cost (€)	Justification				
	Select between						
	Seconded personnel		<i>O</i> 1				
	Travel and subsistence						
	Equipment						
	Other goods, works and services	×C					
	Internally invoiced goods and services						

#§QUA-LIT-QL§# #§WRK-PLA-WP§#

ANNEXES TO PROPOSAL PART B

Some calls may ask to upload annexes to proposal part B. The annexes must be uploaded as separate documents in the submission system. The most common annexes to be uploaded in Horizon Europe are (standard templates are published in the Funding & Tenders portal):

- **FINANCIAL SUPPORT TO THIRD PARTIES:** Annex with information on financial support to third parties. 'Please upload the dedicated annex "Information on Financial Support to Third Parties" (a .rtf template is provided under 'download templates' in the upload section for Part B and Annexes).'
- CALLS FLAGGED AS SECURITY SENSITIVE: Annex with information on security aspects.
- **ETHICS:** ethics self-assessment should be included in proposal part A. However, in calls where several serious ethics issues are expected, the character limited in this section of proposal part A may not be sufficient for participants to give all necessary information. In those cases, participants may include additional information in an annex to proposal part B.

Proposal template Part B: technical description

TITLE OF THE PROPOSAL

[This document is tagged. Do not delete the tags; they are needed for processing.] #@APP-FORM-HECSA@#

List of participants

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

- 1. Excellence #@REL-EVA-RE@#
- 1.1 Objectives #@PRJ-OBJ-PO@#

Insert here text for your proposal

#§PRJ-OBJ-PO§#

1.2 Coordination and/or support measures and methodology #@con-MET-CM@# #@com-PLE-CP@#

Insert here text for your proposal

#\$CON-MET-CM\$# #\$COM-PLE-CP\$# #\$REL-EVA-RE\$#

- 2. Impact
- 2.1 Project's pathways towards impact

Insert here text for your proposal

2.2 Measures to maximise impact - Dissemination, exploitation and communication #@COM-DIS-VIS-CDV@#

Insert here text for your proposal

#§COM-DIS-VIS-CDV§#

2.3 Summary

KEY ELEMENT OF THE IMPACT SECTION

		×V)
SPECIFIC NEEDS	EXPECTED RESULTS	D & E & C MEASURES
What are the specific needs that triggered this project?	What do you expect to generate by the end of the project?	What dissemination, exploitation and communication measures will you apply to the results?
Insert here text for your proposal	Insert here text for your proposal	Insert here text for your proposal
		S CO,
	CO, YC	
	Wille,	

TARGET GROUPS

Who will use or further up-take the results of the project? Who will benefit from the results of the project?

Insert here text for your proposal

OUTCOMES

What change do you expect to see after successful dissemination and exploitation of project results to the target group(s)?

Insert here text for your proposal

IMPACTS

What are the expected wider scientific, economic and societal effects of the project contributing to the expected impacts outlined in the respective destination in the work programme?

Insert here text for your proposal

#§IMP-ACT-IA§#

- 3. Quality and efficiency of the implementation #@QUA-LIT-QL@##@WRK-PLA-WP@#
- 3.1 Work plan and resources

Insert here text for your proposal

3.2 Capacity of participants and consortium as a whole #@con-sor-cs@##@prj-mgt-pm@#

Insert here text for your proposal

#§CON-SOR-CS§# #§PRJ-MGT-PM§#

Tables for section 3.1

Table 3.1a: List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person- Months	Start Month	End month
						XO
						3

Table 3.1b: Work package description

For each work package:

Work package number	
Work package title	
Objectives	

Description of work	CO.
	60
	100
	~0

Table 3.1c: List of Deliverables

Number	Deliverable name	Short description	Work package number	Short name of lead participant	Туре	Dissemi nation level	Delivery date (in months)
						×C	

Table 3.1d: List of milestones

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

Table 3.1e: Critical risks for implementation #@RSK-MGT-RM@#

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

#§RSK-MGT-RM§#

Table 3.1f: Summary of staff effort

	WPn	WPn+1	WPn+2	Total Person- Months per Participant
Participant Number/Short Name				•
Participant Number/ Short Name				
Participant Number/ Short Name				
Total Person Months				

Table 3.1g: 'Subcontracting costs' items

Participant Number/Short Name					
	Cost (€)	Description of tasks and justification			
Subcontracting					

Table 3.1h: 'Purchase costs' items (travel and subsistence, equipment and other goods, works and services)

Participant Number/Sho	Participant Number/Short Name				
	Cost (€)	Justification			
Travel and subsistence					
Equipment					
Other goods, works					
and services					
Remaining purchase					
costs (<15% of pers.					
Costs)					
Total					

Table 3.1i: 'Other costs categories' items (e.g. internally invoiced goods and services)

Participant Number/Short Name			
	Cost (€)	Justification	
Internally invoiced			
goods and services			
•••			

Table 3.1j: 'In-kind contributions' provided by third parties

Participant Number/Sh	Participant Number/Short Name				
Third party name	Category	Cost (€)	Justification		
	Select between	(
	Seconded personnel				
	Travel and subsistence				
	Equipment				
	Other goods, works and services				
	Internally invoiced goods and services				

#§QUA-LIT-QL§# #§WRK-PLA-WP§#