This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates provided in the Participant Portal Electronic Submission System might differ from this example. Proposals (and annexes and supporting documents) must be prepared and submitted directly inside the Participant Portal Electronic Submission System.
IMPORTANT NOTICE

What is the Application Form?
The Application Form is the template for EU prize applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:
- Part A contains structured administrative information
- Part B is a narrative technical description of the application.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF in the Submission System. The templates to use are available there.

How to prepare and submit it?
The Application Form must be prepared by the Applicant. Once submitted, you will receive a confirmation.

character and page limits:
- page limit: 10 pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Web links can be included. Do not use hyperlinks to show information that is an essential part of your project.

⚠️ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.

⚠️ Please do NOT delete any instructions in the document. The overall page-limit has been raised to ensure equal treatment of all applicants.
ADMINISTRATIVE FORMS (PART A)

Part A of the Application Form must be filled out directly in the Portal Submission Systems screens.
APPLICATION FORM (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

Note: Please take due account of the call conditions published on the Portal. Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT

The project name, acronym and Principal Investigator contact should refer to the present contest application and be those filled-in in Part A.

<table>
<thead>
<tr>
<th>Project name:</th>
<th>[title]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Acronym:</td>
<td>[acronym]</td>
</tr>
<tr>
<td>Coordinator (ERC Principal Investigator) contact:</td>
<td>[name NAME], [organisation name]</td>
</tr>
</tbody>
</table>

ERC funded project

Please provide the number, acronym and title of the ERC funded project linked to your public engagement activities.

<table>
<thead>
<tr>
<th>ERC Project Number</th>
<th>[number]</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERC Project Acronym</td>
<td>[acronym]</td>
</tr>
<tr>
<td>ERC Project Title</td>
<td>[title]</td>
</tr>
</tbody>
</table>

PARTICIPANTS

Please use the same numbering as in Part A of the Application Form.
List all applicants

<table>
<thead>
<tr>
<th>Number</th>
<th>Role</th>
<th>Short name</th>
<th>Legal name</th>
<th>Country</th>
<th>PIC</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>COO</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BEN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>BEN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 For ease of reference and consistency on the Funding & Tenders Portal, the terms ‘call’, ‘project’, ‘proposal’, ‘coordinator’ or ‘beneficiary’ (or other project-related acronyms like COO or BEN) are used as equivalent to ‘contest’, ‘application’ or ‘contestants/applicant’.
1. SUMMARY

Summary (max 2000 characters)

Provide an overall description of your prize application. This summary should give readers a clear idea of what it is about. It should be written as a stand-alone text.

!!! Please use the same text here and in Part A (Abstract).!!!

2. DETAILED DESCRIPTION

Please describe how you meet the award criteria set out in the Rules of Contest and mentioned below. Please stick to facts (maximum characters allowed per window: 4000 – with spaces and line breaks included).

Award criterion 1 – STRATEGY AND IMPLEMENTATION (40%)

Describe the strategy that you developed for your public engagement activity. (please reply to each question).

2 Please note that the Agency may publish for the communication purposes the summary of the applications of winners and finalists.
1. What did you want to achieve?
2. Who was the target audience?
3. Describe the non-financial resources that you used to implement your activity.
4. Which tools or channels did you use and why?
5. How did you implement your strategy (description of the completed implementation plan)?
   You can include up to two hyperlinks to additional information that illustrate or support your application.

### Award criterion 2 – CREATIVITY and RISK TAKING (20%)

Describe how the activity unfolded with a focus on the creative and risk-taking aspects to your public engagement activity, for example:

1. Have you used unconventional methods or creative communication tools in the context of the activity presented, the scientific discipline(s) of the project and/or the country or region where the activity took place?
2. Evidence of risk-taking: for example did you go out of your comfort zone to reach out beyond your natural audiences? Regardless of the outcome, evidence of risk taking will be favourably considered.
3. Evidence of creativity: When unexpected difficulties arose (organisational, resources, outcome), what original solutions were put in place to overcome these obstacles?

You can include up to two hyperlinks to additional information that illustrate or support your application.

### Award criterion 3 – IMPACT (40%)

Describe the impact of your public engagement activity (please reply to each question)

1. What were the benefits of the activity for you and for your audience?
2. Describe the qualitative evidence of the activity’s success in achieving its own public engagement objectives.
3. Describe the quantitative evidence of the activity’s success in achieving its own public engagement objectives.
4. Were there lessons learnt by the research team on how to successfully engage with the public?

You can include up to two hyperlinks to additional information that illustrate or support your application.

### 3. OTHER

#### 3.1 ETHICS

**Ethics**

Describe ethics issues linked to your application (if any) and the measures you took/intend to take to solve/avoid them. If not, please indicate n/a.

Insert text
3.2 SECURITY

Security

Describe security issues linked to your application (if any) and the measures you took/intend to take to solve/avoid them.

Indicate if any of the information is/should be EU-classified (Decision 2015/444).

Insert text

4. DECLARATIONS

Double funding

Information concerning other prizes for this project

⚠️ Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies calls). Applications that have already received an EU prize cannot receive a second prize for the same activities.

We confirm that to our best knowledge neither the application as a whole nor any parts of it have benefited from any other EU prize.

We confirm that to our best knowledge neither the application as a whole nor any parts of it are (nor will be) submitted for any other EU prize.

<table>
<thead>
<tr>
<th>VERSION</th>
<th>PUBLICATION DATE</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>28.10.2021</td>
<td>Initial version (new MFF).</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>