Horizon Europe Programme

Standard Application Form (HE PPI)

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

Version 8.0
16 December 2024

Application form (Part A)

Horizon Europe Programme

Standard Application Form (HE PCP and PPI)

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.

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	07.05.2021	▪ Initial version
2.0	21.01.2022	▪ Added definitions for role of participants

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 using the templates available in the Submission System. Some data fields in the forms are pre-filled based on the previous steps in the Submission wizard.

1 – General information

Section 1 provides basic data on the proposal. It can be filled in by contacts of the coordinator. Other participants may view this section only. Read-only parts are marked in blue.

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 your field.*

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

Duration in months	*Estimated duration of the project in full months.*
Fixed keyword	
Fixed keyword	
Free keywords	*Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract

The abstract should provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Use plain typed text, avoiding formulas and other special characters. If the proposal is written in a language other than English, please include an English version of this abstract in the Part B (technical description) of the proposal.

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? *A `similar' proposal or contract is one that differs from the current one in minor ways, and in which some of the present consortium members are involved.*	○ Yes	○ No
Please give the proposal reference or contract number	XXXXX-X	

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.	☐
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 Funding & Tenders Portal Terms & Conditions.	☐
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) These 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 *AGA — Annotated Grant Agreement, art 6*) 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 information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

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

2 – Participants

List of participating organisations

#	Participating Organisation Legal Name	Country
1		
2		
3		

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.

Invitation: 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.

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 organisation

Street

Town

Postcode

Country

Webpage

Specific legal statuses

Read more about legal statuses.

Public ..... unknown Legal person ..... unknown

Non-profit ..... unknown

International organisation..... unknown

International organisation of European interest..... unknown

Secondary or Higher education establishment..... unknown

Research organisation..... unknown

SME status

The enterprise data of the organisation is taken from the Participant Register. Changes to the self-declared or self-assessed SME data can be performed by the self-registrant or by the LEAR (Legal Entity Appointed Representative) in the Participant Register.

SME self declared status ..... unknown

SME self-assessment ..... unknown

SME validation sme ..... unknown

Based on the above details of the Participant Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

Departments carrying out the proposed work

The information serves mainly statistical purposes. For determining the eligibility of the proposal, the official address of the organisation is taken into account.

Department 1

Department name		☐ not applicable
	☐ Same as organisation address	
Street	*Please enter street name and number*	
Town		
Postcode		
Country		

Links with other participants

Please indicate if there are dependencies with other participants of the proposal.
Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:
** A legal entity is under the same direct or indirect control as another legal entity;or*
** A legal entity directly or indirectly controls another legal entity;or*
** A legal entity is directly or indirectly controlled by another legal entity.Control:*

Legal entity A controls legal entity B if:
** A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, or*
** A, directly or indirectly, holds in fact or in law the decision-making powers in B.*

The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:
(a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;
(b) the legal entities concerned are owned or supervised by the same public body.

Type of link	***Participant***	
*[*Same group*]* *[*Controls*]* *[*Is controlled by*]*	*Select one participant from the list of participants*	

Main contact person

This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant preparation). The data in blue is read-only. Details (name, first name and e-mail) of Main Contact persons should be edited in step 'Participants' of the submission wizard.

Title Gender ○ Woman ○ Man ○ Non binary

First name Last name

E-mail

Position in org. *Please indicate the position of the person*

Department ☐ Same as organisation

☐ Same as organisation address

Street

Town Post code

Country

Website

Phone 1 Phone 2

Other contact persons

First name	Last name	e-mail	Phone

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 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*]* *[*Man*]* *[*Non-binary*]*			*[*Category A – Top grade researcher*]* *[*Category B – Senior researcher*]* *[*Category C – Recognised researcher*]* *[*Category D – First stage researcher*]*	*[*Leading*]* *[*Team member*]*		*[*ORCID*]* *[*Researcher Id*]* *[*Other - specify*]*

[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'.
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).

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	☐	*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*]* *[*Software*]* *[*Good*]* *[*Service*]*	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). 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'.

*[*Other achievement*]*	

List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal

Name of Project or Activity	**Short description**

Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work

Name of infrastructure or equipment	**Short description**

Gender equality plan

Having a gender equality plan is an eligibility criterion for Public bodies, Higher education establishments and Research organisations from Member States and Associated Countries. Be aware that if the proposal is selected, having a Gender Equality Plan will be necessary before the grant agreement signature (applicable on calls with deadlines in 2022 and beyond). Does the organisation have a Gender Equality Plan (GEP) covering the elements listed below? **Minimum process-related requirements (building blocks) for a GEP** – **Publication:** formal document published on the institution's website and signed by the top management – **Dedicated resources:** commitment of human resources and gender expertise to implement it. – **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators. – **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: o work-life balance and organisational culture; o gender balance in leadership and decision-making; o gender equality in recruitment and career progression;	○ Yes	○ No

o integration of the gender dimension into research and teaching content; o measures against gender-based violence including sexual harassment.		

3 – Budget for the proposal

Please read carefully the following instructions before filling in the budget table.

In PCP actions, there are two types of eligible costs: the 'PCP procurement costs' and 'non-PCP procurement costs'. Please note that:

- The 'PCP procurement costs' includes only the costs that the buyers group estimates to spend on the PCP procurement to buy R&D services from providers on the market (also called the PCP contractors below).

- The 'additional costs', i.e. the' costs for those cost categories other than the cost category D.5 PCP/PPI procurement costs, are eligible only up to 50% of the total estimated eligible costs of the action. The 'PCP procurement costs' (in column D.5) must thus amount to minimum 50% of the total estimated costs of the action (in column h) in the budget table, and all 'additional costs' can thus amount to maximum 50% of the total estimated costs of the action.

- 'additional costs' include all costs needed for the preparation, implementation and follow-up of the PCP procurement (including testing of solutions by the lead procurer, members of the buyers group, or other end-users) and further activities to embed the PCP into a wider set of demand-side activities. This includes for example dissemination of results, removing obstacles for introducing the solutions in the market (e.g. contribution to standardisation, regulation and certification), awareness raising, experience sharing/training, preparing further cooperation among stakeholders and procurers for future PCPs or PPIs. All types of 'additional costs' must be included under the cost categories in the budget table that are not the category D.5 PCP procurement costs: for example, personnel costs of the lead procurer, buyers group and other consortium participants under column A, subcontracting costs (e.g. for design of the website/publicity campaign to promote the procurement) under column B, purchase costs (e.g. for travel tickets, equipment needed by the buyers group to test solutions delivered by the providers that win the PCP contracts) under column C, financial support to third parties (e.g. to award a prize to the solution provider(s) that performed best in the PCP) under column D1 and internally invoices goods and services under column D2. Other cost categories D.3, D.4 and D.6 to D.11 are not applicable to PCP actions.

A PCP action can support the implementation, under coordination of a lead procurer, of one joint PCP procurement implemented by a transnational buyers' group.

In both cases, there are two options for allocating the PCP procurement costs:
- Option 1: If the consortium chooses to have all selected PCP contractors paid by the lead procurer, then only the lead procurer must complete category D.5 and enter there the total estimated PCP procurement costs,
- Option 2: If the consortium chooses to have all selected PCP contractors paid pro rata by each procurer in the buyers group according to the share of the individual contribution of each procurer to the total PCP procurement costs of the project, then each procurer in the buyer group must enter in category D.5 his individual share of the total estimated PCP procurement costs of the project.

The estimated PCP procurement costs entered in D.5 shall include the related duties, taxes and charges, such as non-deductible, non-refundable value added tax (VAT). Different duties, taxes and charges (in particular also a different VAT rate) may apply, depending on whether the consortium chooses to have all selected PCP tenderers paid by the lead procurer or paid pro rata by each procurer in the buyers group. It is up to the consortium to verify the applicable duties, taxes and charges, including VAT rates, with the responsible national authorities of the countries of the lead procurer and/or the buyers group, depending on whether option 1 or 2 is chosen.

Please note that the lead procurer and members of the buyers group must be beneficiaries. Participants that are not beneficiaries (e.g. affiliated entities, associated partners, third parties giving in-kind contributions to the action, recipients of financial support to third parties and subcontractors) must therefore not enter any costs under category D.5 PCP procurement costs.

			Estimated expenditure								Estimated income					
											Requested EU contribution			Revenues	Other sources of financing		
			Estimated eligible costs								EU contribution to eligible costs						
No	Participant name	Country	A. Personnel costs/€ (a1)	B. Subcontracting costs/€ (b)	C. Purchase costs			D. Other cost categories	E. Indirect costs/€ (e) = 25% * [(a1) + (c1) + (c2) + (c3) + (d7)]	Total eligible costs (h) = (a1) + (b) + (c1) + (c2) + (c3) + (d) + (e)	Funding rate (U)	Maximum EU contribution to eligible costs (l) = (U) * (h)	Requested EU contribution to eligible costs/€ (Requested grant amount) (m) (n)	Income generated by the action (o)	Financial contributions (q)	Own resources (r)	Total estimated income (s)=(n)+(o)+(p)+(q) + (r)
					C.1 Travel and subsistence/€ (c1)	C.2 Equipment/€ (c2)	C.3 Other goods, works and services /€ (c3)	D.X [specific cost category] /€ (dx)									
1	Participant 1	NL															
2	Participant 2	LB															
	Affiliated Entity	LB															
3	Participant 3	DE															
	Associated Partner	AR															
Total																	

Possible ‘Other cost categories’ for Horizon Europe

			Estimated project expenditure									
			Estimated eligible costs									
			D. Other cost categories									
No	Participant name	Country	D.1 Financial support to third parties (Actual costs) (d1)	D.2 Internally invoiced goods and services (Unit costs - usual accounting practices) (d2)	[D.3 Transnational access to research infrastructures (Unit costs) (d3)]	[D.4 Virtual access to research infrastructures (Unit costs) (d4)]	[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) (d7)]	[D.8 ERC additional funding (subcontracting, FSTP and internally invoiced goods and services) (Actual costs) (d8)]		
1	Participant 1	NL										
2	Participant 2	LB										
	Affiliated Entity	LB										
3	Participant 3	DE										
	Associated Partner	AR										
Total												

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

Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014)? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)		○ Yes ○ No	
If **YES**:	Is it a clinical trial?	○ Yes ○ No	
	Is it a low-intervention clinical trial?	○ Yes ○ No	
3. HUMAN CELLS / TISSUES (not covered by section 1)			Page
Does this activity involve the use of human cells or tissues?		○ Yes ○ No	
If **YES**:	Are they human embryonic or foetal cells or tissues?	○ Yes ○ No	
	Are they available commercially?	○ Yes ○ No	
	Are they obtained within this project?	○ Yes ○ No	
	Are they obtained from another project, laboratory or institution?	○ Yes ○ No	
	Are they obtained from biobank?	○ Yes ○ No	
4. PERSONAL DATA			Page
Does this activity involve processing of personal data?		○ Yes ○ No	
If **YES**:	Does it involve the processing of special categories of personal data (e.g.: sexual lifestyle, ethnicity, genetic, biometric and health data, political opinion, religious or philosophical beliefs)?	○ Yes ○ No	
	If **YES**: Does it involve processing of genetic, biometric or health data?	○ Yes ○ No	
	Does it involve profiling, systematic monitoring of individuals, or processing of large scale of special categories of data or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)?	○ Yes ○ No	
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?		○ Yes ○ No	
Is it planned to export personal data from the EU to non-EU countries?		○ Yes ○ No	
If **YES**:	Specify the type of personal data and countries involved:		
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country?		○ Yes ○ No	
If **YES**:	Specify the type of personal data and countries involved		

Does this activity involve the processing of personal data related to criminal convictions or offences?		○ Yes ○ No	
5. ANIMALS			Page
Does this activity involve animals?		○ Yes ○ No	
If **YES**:	Are they vertebrates?	○ Yes ○ No	
	Are they non-human primates (NHP)?	○ Yes ○ No	
	Are they genetically modified?	○ Yes ○ No	
	Are they cloned farm animals?	○ Yes ○ No	
	Are they endangered species?	○ Yes ○ No	
6. NON-EU COUNTRIES			Page
Will some of the activities be carried out in non-EU countries?		○ Yes ○ No	
If **YES**:	Specify the countries:		
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?		○ Yes ○ No	
If **YES**:	Specify the countries:		
Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?		○ Yes ○ No	
Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.		○ Yes ○ No	
If **YES**:	Specify material and countries involved:		
Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.		○ Yes ○ No	
If **YES**:	Specify material and countries involved:		
Does this activity involves low and/or lower-middle income countries? (if yes, detail the benefit-sharing actions planned in the self-assessment)		○ Yes ○ No	
Could the situation in the country put the individuals taking part in the activity at risk?		○ Yes ○ No	
7. ENVIRONMENT, HEALTH and SAFETY			Page

Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)?	○ Yes ○ No	
Does this activity deal with endangered fauna and/or flora / protected areas?	○ Yes ○ No	
Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity (during the implementation of the activity or further to the use of the results, as a possible impact)?	○ Yes ○ No	
8. ARTIFICIAL INTELLIGENCE		Page
Does this activity involve the development, deployment and/or use of Artificial Intelligence based systems? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).	○ Yes ○ No	
9. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration?	○ Yes ○ No	
Please specify: (Maximum number of characters allowed: 1000)		

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'. ☐

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

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 How to handle security-sensitive projects and the programme-specific guidelines Classification of information in Horizon Europe projects.

1. EU classified information (EUCI)[2]			Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?		○ Yes ○ No	
If **YES**:	Is the activity going to use classified information as background[3] information?	○ Yes ○ No	
	Is the activity going to generate EU classified foreground[4] information as results?	○ Yes ○ No	
Does this activity involve participants from non-EU countries which need to have access to EUCI?		○ Yes ○ No	
If **YES**:	Do the non-EU countries concerned have a security of information agreement with the EU?	○ Yes ○ No	
2. MISUSE			Page
Does this activity have the potential for misuse of results?		○ Yes ○ No	
If **YES**:	Does the activity provide knowledge, materials and technologies that could be channelled into crime and/or terrorism?	○ Yes ○ No	
	Could the activity result in the development of chemical, biological, radiological or nuclear (CBRN) weapons and the means for their delivery?	○ Yes ○ No	
3. OTHER SECURITY ISSUES			Page
Does this activity involve information and/or materials subject to national security restrictions?		○ Yes ○ No	

[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".
[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.

If yes, please specify: *(Maximum number of characters allowed: 1000)*		
Are there any other security issues that should be taken into consideration?	○ Yes ○ No	
If yes, please specify: (Maximum number of characters allowed: 1000)		

SECURITY SELF-ASSESSMENT

If you have answered YES for one or more of the questions indicated above, describe the measures you intend to take to solve/avoid them. For more information, see the guidelines Classification of information in Horizon Europe projects, Classification of information in Digital Europe projects, Classification of information in EDF projects.

Please specify *(Maximum number of characters allowed: 5000)*

5 – Other questions

[Calls with clinical trials: Essential information to be provided for proposals including clinical trials / studies / investigations

Clinical study means, for the purpose of this document, any systematic prospective or retrospective collection and analysis of health data obtained from individual patients or healthy persons in order to address scientific questions related to the understanding, prevention, diagnosis, monitoring or treatment of a disease, mental illness, or physical condition. It includes but it is not limited to clinical studies as defined by Regulation 536/2014 (on medicinal products), clinical investigation and clinical evaluation as defined by Regulation 2017/745 (on medical devices), performance study and performance evaluation as defined by Regulation 2017/746 (on in vitro diagnostic medical devices.

Are clinical studies / trials / investigations included in the work plan of this project?	○ Yes ○ No

Please upload the dedicated annex 'Essential information for clinical studies / trials / investigations' (a Word template is provided under 'download templates' in the up-load section for Part B and Annexes).

This document should include the relevant information of each clinical study / trial / investigation included in the work plan of this project.

Please give a short title, an acronym or a unique identifier to each clinical study / trial / investigation, to be used as a reference / identifier in the other parts of the proposal	Add Remove

]

Project proposal – Technical description (Part B)

Horizon Europe Programme

Standard Application Form (HE PPI)

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	07.05.2021	▪ Initial version
1.1	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	27.09.2023	▪ Guidance on the use of AI for the preparation of the proposal
3.3	10.11.2023	▪ Links to HE PCP/PPI model tender documents added
3.4	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 45 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 this 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 during or 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 AI 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-HEPPI@#

List of participants *[e.g. 1 page]*

Participant No. *	Participant organisation name	Country
1 (Coordinator)		
2 (Lead procurer)		
3 (Member of the buyers group)		
4		

* 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 objectives and the extent to which they are ambitious, and go beyond the state of the art in terms of the degree of innovation that is needed to satisfy the procurement need.
- Soundness of the proposed methodology, taking into account the underlying concepts and assumptions.

⚠ *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 and ambition #@PRJ-OBJ-PO@# *[e.g. 4 pages]*

Objectives

- 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?
- Describe in particular the 'common challenge' that is the proposed focus/objective for the joint PPI procurement or the coordinated PPI procurements and identify the type of innovative solutions to be delivered. The common challenge is the procurement need that is commonly identified and shared by all procurers in the buyers group and that requires the procurement of innovative solutions.

  ⚠ *The buyers group has the choice to implement either one joint or several separate but coordinated public procurements of innovative solutions. In what follows both options are referred to as 'the PPI'.*

  ⚠ *The buyers group will use common specifications to explain the procurement need to the market (these may be used already during the open market consultation). However these are not necessarily the tender specifications for the PPI(s). In case of one joint PPI, the PPI procurement will use 'common' tender specifications. However in case of coordinated PPIs, the different PPI procurements may use 'different' tender specifications that are based on the common specification of the need but tuned to the local procurement needs of each member of the buyers group. Addressing the common challenge in different countries may require deployment, and where applicable also conformance testing, of local functionality or adaption of solutions for each procurer because of any differences in the local context.*

- Describe how the common challenge addresses a concrete unmet need: describe any preparatory analysis, in particular the analysis of the procurement needs of the buyers group and the needs of other potential end-users of the innovative solutions that motivates the start of the PPI(s). Clarify why existing solutions do not meet the procurement need any more and the purchase of innovative solutions is needed. Your answer could also refer to the cost / benefit analysis of the buyers group to undertake the PPI(s), benchmarking of solutions. Clarify also if the unmet need for innovative solutions is driven by internal motivations of the procurers to obtain quality and/or efficiency improvements in the area of public interest and/or by regulatory requirements that require the procurers to look for innovative solutions.

Ambitions / progress beyond the state-of-the art

- Describe how your project goes beyond the state-of-the-art in terms of the degree of innovation that is needed to satisfy the procurement need, and the extent the proposed work is ambitious. Describe how ambitious are the quality and/or efficiency improvements in public services that the PPI aims to achieve compared to the public services that are currently widely offered/operated by procurers in the market. Describe how demanding is the degree of innovation that the supply side will need to perform to satisfy the procurement need and reach the quality/efficiency improvements targeted by the PPI(s).

- Where relevant, illustrate the advance beyond the state-of-the art by referring to products and services already widely available on the market. Refer to any prior art search carried out. In case the project intends to contribute to standardisation, certification and/or regulatory activities, illustrate the advance beyond the state-of-the art by referring to applicable standardisation, certification, regulatory initiatives.

⚠ *PPI procurements are not limited to the purchase of innovative solutions that are completely new to the EU internal market (first of a kind deployment). PPI procurements can also focus on the early adoption of significantly improved solutions that may be nearly or already in small quantity on the market, but which have not been widely adopted yet (i.e. not yet adopted by more than the first 20% of customers on the EU Internal market). A PPI action can include conformance testing but not the procurement of R&D. For the complete PPI definition, see work programme General Annex H.*

1.2 Methodology #@CON-MET-CM@# #@COM-PLE-CP@# *[e.g. 14 pages]*

- Describe and explain 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, distinguishing as appropriate specific activities requested in the relevant section(s) of the work programme. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them. *[e.g. 12 pages]*

⚠ *This section should be presented as a narrative. The detailed tasks and work packages are described below under 'Implementation'.*

- Clarify if the consortium intends to carry out **one joint PPI procurement or several separate but coordinated PPI procurements**. Confirm that the PPI(s) will be implemented in compliance with the specific requirements for the implementation of PPIs, defined in Work Programme General Annex H and in the Model Grant Agreement. Explain in this section mainly additional **implementation aspects specific for your project** that were not specified in the above Annex or Grant Agreement.

- Identify which beneficiary is proposed to be the **lead procurer** and which beneficiaries constitute the **buyers group** (indicate which of them are public procurers versus, if applicable, additional private or NGO type procurers that share the same procurement need). If applicable identify third parties associated to beneficiaries that are involved in carrying out the PPI procurement.

⚠ *The lead procurer is the procurer that is appointed by the buyers group in an action to coordinate and lead the joint or coordinated PPI procurement activities for the buyers group.*

⚠ *The buyers group is the group of procurers in an action that provides the financial commitments for undertaking together the PPI procurement(s) during the action.*

⚠ *Third parties providing in-kind contributions can be actively involved in carrying out the joint or coordinated PPI procurement(s) e.g. by providing test resources or equipment to the buyers group and/or lead procurer that are needed to carry out the procurement.*

- Describe the **coordinated approach for the preparation stage** of the action, in particular for the open market consultation and for the development of the common specifications on which the PPI procurement(s) are based.

- Describe the **consortium's initial plans for the selection of providers of innovative solutions** for the PPI(s). Indicate how the evaluation of offers based on best value for money award criteria will be organised (e.g. using external experts or not to assist in the evaluation of offers).

⚠ *If the specific call conditions restrict participation to the PPI procurement(s) to bidders that are established in and/or controlled from specific countries due to security reasons, impose a specific place of performance obligation or impose other requirements to safeguard EU strategic autonomy, ensure that the selection process(es) for the PPI procurement(s) meet(s) these restrictions.*

- Describe clearly **the proposed set-up of the PPI procurement process**: in particular the plans regarding how many procurements will be carried out by which procurers, the expected number of contracts to be awarded, the expected budget and duration per contract, the proposed procurement procedure(s).

  ⚠ *In case the PPI(s) follow(s) an FP7, Horizon 2020 or Horizon Europe funded PCP procurement, clarify if the negotiated procedure without publication will be used to purchase the innovative solutions that resulted from the preceding PCP*

  ⚠ *In case of one joint PPI procurement, describe whether the consortium expects all contracts for all procurers in the buyers group to be awarded by the lead procurer on behalf of the buyers group, or whether the consortium expects to work with framework contracts / agreements awarded by the lead procurer on behalf of the buyers group with the specific contracts for different lots being awarded by the individual procurers in the buyers group.*

  ⚠ *In case of several coordinated PPI procurements, describe which type of the coordination will be implemented to maximise impacts.*

  ⚠ *In case of lots or in case of several coordinated PPI procurements, describe the expected focus and size of the different lots / procurements and explain the need for different lots / procurements (e.g. differences in characteristics of goods / services to be procured, difference in time by when individual procurers in the buyers group expect to start deployment of solutions, optimising synergies between different EU and / or national funding programmes for different lots/procurements).*

- Describe briefly the **expected outcome of the PPI procurement(s):** Describe which procurers expect to deploy which type and amount of innovative solutions by when and clarify whether any conformance testing, quality labelling and / or certification of solutions is foreseen before committing to deploy.

- Describe how the **monitoring of the solution providers** will be organised (which project partners are involved) during the action to ensure deployment of solutions according to plan to reach the expected outcomes. Explain how the consortium plans to conduct the **ex-post evaluation of the results of having operated the procured solutions in real-life operational conditions** with a duration (define the expected duration) that allows for appropriate evaluation of the impact of the innovative solutions on the conversion into permanent service.

- Describe, if applicable, proposed **additional activities for removing barriers for wide market introduction of the targeted innovative solutions** (e.g. contribution to standardisation, regulation, certification, awareness raising and experience sharing, preparing the ground for cooperation in future PCPs or PPIs).

  ⚠ *Where relevant, include how the project methodology complies with the 'do no significant harm' principle as per Article 17 of Regulation (EU) No 2020/852 on the establishment of a framework to facilitate sustainable investment (i.e. the so-called 'EU Taxonomy Regulation'). This means that the methodology is designed in a way it is not significantly harming any of the six environmental objectives of the EU Taxonomy Regulation.*

- Identify any **other national or international activities or initiatives** (e.g. other on-going or planned PCP or PPI projects, other research and innovation, standardisation, certification, regulation or policy activities) whose results will feed into the project, and how that link will be established; *[e.g. 1/2 pages]*

- Describe how the **gender dimension** (i.e. sex and/or gender analysis) is taken into account in the project's research and innovation content *[e.g. 1/2 page].*

  ⚠ *Note: This section is mandatory except for topics which have been identified in the work programme as not requiring the integration of the gender dimension into the R&I content of the PPI procurement(s).*

  ⚠ *Remember that that this question relates to the content of the planned research and innovation activities, and not to gender balance in the teams in charge of carrying out the project.*

⚠ *Sex and gender analysis refers to biological characteristics and social/cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to* https://ec.europa.eu/info/news/gendered-innovations-2-2020-nov-24_en

- Explain how the choice of Open Science practices and their implementation are adapted to the nature of your work to increase the chances of the project delivering on its objectives. 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, pre-prints, 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.*

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

#§CON-MET-CM§# #§COM-PLE-CP§#

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.
- Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation* plan, including communication activities.

* For PCP actions and PPI actions, the exploitation of results by the beneficiaries means primarily the usage of the innovative solutions by the procurers/end-users, as the manufacturing and sales of the innovative solutions is performed by the suppliers of the solutions which are not beneficiaries but subcontractors.

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 in the work progamme, 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/tecnological, e.g. strenghtening the competitive position of businesses, speeding up the modernisation of the public sector, improving EU resilience and strategic autonomy, by bringing new products, services, business processes to the market, acceleration the adoption of innovative solutions, increasing efficiency, decreasing costs, increasing profits, triggering further financial investments in business growth, removing barriers to market entry by contributing for example to standards' setting, certification of solutions 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 including when expected results are brought at scale (such as at commercial level). 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).*
- *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'.*

2.2 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).

  - Regarding **communication and dissemination**:
    - Describe in particular how the procurers will encourage Europe-wide industrial interest and involvement in the PPI(s). Describe how the consortium intends to maximise the interest of providers from across all Europe to participate in the open market consultation (to refine the scope of the procurement based on feedback from potential providers about ongoing industrial developments) and to send in sufficient amount of good quality offers to the PPI procurement(s).
    - Describe also the proposed measures for communicating about the project results and impacts, in particular about the benefits of the innovation solutions developed during the PPI(s) (quality / efficiency improvements obtained by procurers and new technical advances / commercialisation benefits achieved by providers).

  - Regarding **exploitation of results**:
    - Describe to what extent the consortium is willing to act as early adopters for the providers participating in the PPI: Highlight in how many procurers' sites the solutions are planned to be deployed (and possibly also conformance tested, quality labelled, certified). Describe in particular the plans/commitments of the buyers group to continue using innovative solutions resulting from the PPI after the project ends.
    - Describe planned measures to encourage other procurers and end-users on the market to also adopt the innovative solutions. Where relevant, describe how the consortium will ensure coherence and interoperability across borders of the innovative solutions purchased/deployed during the PPI to facilitate wider uptake.
    - Describe also any measures foreseen to help the providers that participate in the PPI(s) to further commercialise results and grow their business (e.g. facilitating contacts with financial investors or other companies, joining the providers in promoting their solutions towards other customers e.g. at fairs, awarding an award to the best performing provider(s) that participate in the PPI(s) etc.).

  ⚠ *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.*

  ⚠ *Communication[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 and other professional end-users (e.g. other public buyers and other businesses on the market). 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.*

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

⚠ *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. deployment / procurement of newly developed solutions, standardisation / certification activities. Your plan should give due consideration to the possible follow-up of your project, once it 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, copyright, trade secrets, etc., and how these would be used to support exploitation.

  - Confirm compliance with the specific IPR allocation requirements for PPIs defined in work programme General Annex H and the Model Grant Agreement: in order to encourage fair and wide exploitation of results, ownership of IPR rights should be assigned to the party generating the IPR, except in duly justified cases *(e.g. when that party is not able to exploit them)*. PPI(s) should thus be organized so that solution providers retain the ownership of their background and foreground IPR and procurers retain sufficient access rights to use results generated by the solution providers

  - Describe any additional IPR related specificities of your project: e.g. whether the project plans to allow other specific buyers outside the project to piggy-back on the results of the procurement.

  ⚠ *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.). A clear agreement will need to be included on how the buyers group will decide as a group about the licensing rights and the rights to require transfer of IPR. Where relevant, these aspects 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	EXPECTED RESULTS	D & E & C MEASURES
What are the specific needs that triggered this project? Example 1 The buyers group, a group of hospitals, airports, schools and other public buildings, is looking for efficient solutions to reduce the spreading of viruses in its buildings. Past pre-commercial procurements developed automatic disinfection robots that can kill 99,99% of all viruses and bacteria. First deployments of the robots have been a success in fighting the spreading of COVID-19, but they are not used widely enough yet to have large scale impact of killing the bugs 'everywhere'. Example 2 The buyers group, a group of transport ministries and traffic management centers, needs to reduce carbon emissions and traffic congestions on its roads. Demonstrators have shown that AI based solutions can optimize traffic management to prevent traffic jams and reduce Co2 but they not used in full commercial operation yet.	What do you expect to generate by the end of the project? Example 1 Successful **wider scale deployment** of disinfection robots developed in Europe across 3 different market segments across 10 European countries.. **Measurable improvement in safety and efficiency in the participating hospitals, schools, airports**… **Publication of the key PPI results** Example 2 Successful **first adoption at commercial scale** of predictive, automated learning enabled traffic management systems**.** **Measurable decrease in traffic jams, accidents and CO2 emissions** resulting from the use of the AI solution. **Ten additional traffic management authorities across Europe are trained on** AI based traffic management**.** **The buyers group acts as the first customer reference** for the suppliers that participated in the procurement. **Publication of the key PPI results** including publication of the collected evidence about the positive impacts and implementation experience with the AI solution.	What dissemination, exploitation and communication measures will you apply to the results? Example 1 **Exploitation:** Patenting, design protection and certification of novel product modifications / extensions for use in new market segments; Direct sales and agreements with distributors. **Dissemination towards the scientific, education, transport, health community and industry**: (Scientific) publication with results, product promotion at trade fairs / end-user events. **Communication towards citizens:** A demonstration event in hospitals, airports, schools to show how the robots improve aspects of our everyday lives. Example 2 **Exploitation:** Copyrighting new software, trademarking the new product; Standardising inter-domain connections; Attracting financial investors to grow business of the AI suppliers; Direct sales or licensing to or acquisition by major transport companies **Dissemination towards the scientific, transport community and industry:** Participating at conferences; Product demonstration to financial investors, traffic managers associations and large industry players / customers at fairs.

TARGET GROUPS	OUTCOMES	IMPACTS
Who will use or further up-take the results of the project? Who will benefit from the results of the project? Example 1 **End-users: other major airports, schools, universities, hospitals**: Schiphol, Brussels airport, Sorbonne, Politenico di Milan, Erasmus hospital, Aachen clinic. **The European Union aviation safety agency, Associations of European universities and hospital managers.** **Air passengers, students and teachers, hospital staff and patients (indirect)..** Example 2 **End-users**: other major local, regional, national traffic management centers. **Major traffic management companies**: Kapsch etc. **Scientific community** (field of AI). **Car drivers across Europe** (indirect).	*What change do you expect to see after successful dissemination and exploitation of project results to the target group(s)?* Example 1 **Wider up-take by airports, schools / universities, hospitals:** The success of the deployments done in the project create a further knock on effect, encouraging other public buyers across Europe and possibly also the rest of the world to deploy. **Steady growth** of European robotics companies. Export expansion of companies to wider markets. **Products continue to be improved and produced in larger quantities** in Europe. Example 2 **Wider scale modernization** of traffic management centers with advanced AI solutions across Europe. **Major traffic management companies** incorporate AI based solutions into their standard product portfolio. **Enlarged knowledge and experience base** of AI practitioners in Europe.	*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/Technological:** Mainstreaming of the use of innovative robotics solutions in safeguarding the quality and safety of our daily life. Technological spin-offs to other market segments. **Economic:** Increased resilience against future pandemics, faster economic recovery. Continuously improving quality/price ratio of robots as production increases. Strengthened global EU position in robotics **Societal**: Drastic 99% drop in infection spreading rates. Citizens benefit as public environments are again safe places to meet many other people. Example 2 **Scientific/Technological:** The success of the project deployments solutions increase the trust of other buyers in AI worldwide and result in AI solutions going mainstream. Scientific AI community is inspired to use the project learnings in other research or innovation initiatives **Economic:** A growing market for AI based solutions, economic gains of wasting less time in traffic jams. **Societal:** Contribution to green deal and traffic safety. Citizens benefit from accident, traffic jam and CO2 free roads and highways.

#§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.g. 14 pages – including tables]*

Work plan

Regarding the work plan, 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.:
  - a list of work packages (table 3.1a);
  - a description of each work package (table 3.1b);

    Please include distinct work packages for

    - 'Preparation of the procurement' (detailing the planned activities to prepare the launch of the call for tender(s) – such as open market consultation, preparation of procurement specifications and joint procurement agreement – in compliance with the specific requirements for PPI actions in work programme General Annex H).
    - 'Execution and follow-up of the procurement' (detailing the tendering and evaluation process that will select the best value for money offers across the different phases in compliance with the Model Grant Agreement and work programme General Annex H, how the lead procurer/buyers group will cooperate in the management of the procurement procedure, how/where the innovative solutions will be tested by which members of the buyers group, how providers that participate in the PPI(s) will be monitored/paid by which members of the buyers group)

    ⚠ *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.) justify the proposed resources to be allocated and also quantified information 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.*

⚠ *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 deliverables (table 3.1.c);
- a list of milestones (table 3.1.d);

⚠ *Every PPI action consists of a preparation stage and an execution stage, for which there are mandatory deliverables and milestones defined in* work programme General Annex H*.*

For the preparation stage of the action, include the following mandatory deliverables (D)/milestones (M):

- Before starting the open market consultation:
  - (D) The prior information notice for the open market consultation (based on the Horizon Europe PCP/PPI model tender documents), to be submitted to the granting authority minimum 5 days before submission for publication to OJEU at the latest 50 days before the start of the first open market consultation meeting
  - (M) Publication of the prior information notice for the open market consultation in TED

- By the end of the preparation stage, to be submitted to the granting authority with the second pre-financing payment request:
  - (D) A report on the outcome of the preparation phase of the procurement (including the result of the open market consultation, the prior art analysis, and any other key preparatory activities (e.g. standardization, regulatory activities) and their impact on the call for tender
  - (D) The completed call for tender documents based on the Horizon Europe PPI model tender documents, including the contract notice, invitation to tender, procurement contracts: at the latest 30 days before its submission to the OJEU
  - (M) The signed joint procurement agreement confirming the final collaboration modus, including the financial commitment of the buyers group for the PPI(s), and final confirmation of the lead procurer.

For the Execution stage of the action, include the following mandatory deliverables (D)/milestones (M):

- (M) Publication of the contract notice in TED, remaining open for at least 60 days for potential tenderers to submit offers
- (D) A copy of the contract award notice (based on the Horizon Europe PCP/PPI model tender documents) published in TED: to be submitted to the granting authority, at the latest 48 days after the award of contracts
- At the end of the evaluation of tenders a deliverable with the following elements, to be submitted to the granting authority:

- (D) Information on the total number of bids received (submitted using the Horizon Europe template), in particular the data on the winning tenderer(s) and abstracts of the winning tenders for publication and evaluation purposes
- (D) Final ranking list of the selected projects, final scores and qualitative assessment per evaluation criterion for each received bid, minutes of the evaluation meeting

- At the end of the action:
  - (D) Conclusions of the assessment and validation by the buyers group of the results that were achieved by each participating tenderer (submitted using the Horizon Europe template)
  - (M) A demonstration to the granting authority of the deployed innovative solutions

⚠ *Exceptions from the publication obligations for the TED notices are: 1) If the PPI(s) are using the negotiated procedure without publication to deploy products that were developed during a preceding PCP that was funded by FP7, Horizon 2020 or Horizon Europe. 2) If the purchase concerns low-value PPI(s) below the national procurement thresholds. For more information, see General H to the work programme.*

- 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);

Resources

Regarding the resources to be committed to the action, please provide the following:

For the 'PPI procurement costs':

- a table showing the contribution of each member of the buyer group to the total PPI procurement costs (table 3.1.f)

For the 'Additional costs' (i.e. all costs that are not the PPI procurement costs):

- a table showing number of person months required (table 3.1g);
- a table showing description and justification of subcontracting costs for each participant (table 3.1h);
- a table showing justifications for 'purchase costs' (table 3.1i) 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 3.1j).
- if applicable, a table showing in-kind contributions from third parties (table 3.1k)

⚠ *For PPI actions, tables 3.1g, 3.1h, 3.1i, 3.1j and 3.1k only include costs that are NOT the PPI procurement costs: Table 3.1g includes for example the person months needed by each participant to prepare, implement and follow up the procurement(s), to implement the project management and dissemination activities; Table 3.1h can include for example subcontracting costs for designing the website/publicity campaign to promote the PPI procurement(s); Table 3.1i can include for example costs incurred by the buyers group to buy test equipment (i.e. tools that the buyers group needs to do the performance testing of the innovative solutions proposed by potential providers before committing to buy them); Table 3.1j can include for example internally invoiced goods and services which are provided directly for the action within the organisation of one of the buyers.*

3.2 Capacity of participants and consortium as a whole #@CON-SOR-CS@# #@PRJ-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 skills and knowledge. 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
- 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.
- Please be aware that in order to avoid conflicts of interest, there can be no participants in the consortium that are potential providers of solutions for the PPI (see *work programme General Annex H*).
- **Other countries and international organisations**: If one or more of the participants requesting EU funding is based in a country or is an international organisation that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in the Work Programme General Annexes B are automatically eligible for EU funding), explain 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

Table 3.1b: Work package description

For each work package:

Work package number	
Work package title	

⚠ *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

Description of work (where appropriate, broken down into tasks), lead partner and role of participants. For each task, quantify the amount of work. Provide enough detail to justify the resources requested and clarify why the work is needed and who will do it. Deliverables linked to each WP are listed in table 3.1c (no need to repeat the information here).

Deliverables (brief description and month of delivery)

Table 3.1c: List of Deliverables[2]

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

Number	Deliverable name	Short description	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)

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 Online Manual 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) likelihood, and (ii) severity: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures

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: Total committed budget for the PPI procurement(s)

Please complete the Table below with the individual financial commitments that each member the buyers group contributes to the total PPI procurement cost, to show the breakdown of the PPI procurement costs (that are declared in D.5 in the budget table) across the different beneficiaries that are members of the buyers group. The commitments in column (a) of the Table express the intention of the procurers in the buyers group to make available the corresponding financial resources in due course by the time the PPI procurement(s) will be launched during the action. These are provisional commitments subject to the present proposal being selected for funding and to the successful completion of the preparation stage of the action. Via the deliverable/milestone to be submitted at the end of the preparation stage (see section 3.1), the concerned beneficiaries will provide their final confirmation of their individual financial commitments that will be contributed to the total budget necessary to finance the PPI procurement(s), the total committed budget for the PPI procurement(s), from which all tenderers that are selected as a result of the joint or coordinated PPI call for tender(s) will be paid by the consortium.

Participant Number / Short Name	Country	(a) EU contribution from Horizon Europe program to the PPI procurement costs [€] (min d * max 50%)	(b) Additional contribution from participant's own resources to the PPI procurement costs [€] (max d* max 50%)	(c) Additional EU contribution from other EU programs to the PPI procurement costs [€] (optional)	(d) Minimum total committed budget for the PPI procurement(s) = Maximum amount of PPI procurement costs that can be eligible for funding by Horizon Europe [€] (a + b)	(e) Maximum total committed budget for the PPI procurement(s) [€] (a + b + c)
Total						

In case there are participants that plan to mobilise additional funding from other EU programs to increase the total budget available for the PPI procurement(s), then please complete for those participants the column (c) with the additional contribution of these participants to the total budget for payment of the PPI contracts that is funded by other EU programs and indicate also the name of the other EU program (such as the EU Structural and Investment Funds). Please split clearly for each participant the part of the PPI procurements costs that is proposed to be funded by Horizon Europe from the other part of the PPI procurement costs that is proposed to be funded from other EU programs, in order to avoid double funding (As explained for example by ESIF regulation, it is not possible to fund one and the same expenditure incurred by the same participant by different EU programs[3]). ESIF funding can thus not be used to replace the participant's own contribution to the part of the PPI procurement costs that is funded by Horizon Europe. The same prohibition applies also in the other direction to the use of Horizon Europe funds to cover the applicant's contribution to a project funded by ESIF.

[3] Article 57(9) of Council Regulation COM/2018/375 final - 2018/0196 on the ERDF. Article 57(9) provides that "*An operation may receive support from …one or more programmes and from other Union instruments. In such cases expenditure declared in a payment application for one of the Funds shall not be declared for support from another Fund or Union instrument*". Separating PPI procurement costs funded by Horizon Europe from PPI procurement costs funded by ESIF can be implemented by requesting separate invoices for both.

Table 3.1g: 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 person-month figure in bold.

	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 3.1h: '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 3.1i: '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 3.1j: '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 3.1k: '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/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§#

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):

- **CLINICAL TRIALS:** Annex with information on clinical trials.
- **FINANCIAL SUPPORT TO THIRD PARTIES:** Annex with information on financial support to third parties.
- **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-HERIAIA@#

List of participants

Participant No. *	Participant organisation name	Country
1 (Coordinator)		
2 (Lead procurer)		
3 (Member of the buyers group)		
…		

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

1.1 Objectives and ambition #@PRJ-OBJ-PO@#

Insert here text for your proposal

#§PRJ-OBJ-PO§#

1.2 Methodology #@CON-MET-CM@# #@COM-PLE-CP@#

Insert here text for your proposal

#§CON-MET-CM§# #§COM-PLE-CP§# #§REL-EVA-RE§#

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

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

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

TARGET GROUPS	OUTCOMES	IMPACTS
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	*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	*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

Table 3.1b: Work package description

For each work package:

Work package number	
Work package title	

Objectives

Description of work

Table 3.1c: List of Deliverables

Number	Deliverable name	Short description	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)

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

#§RSK-MGT-RM§#

Table 3.1f: Total committed budget for the PPI procurement

Participant Number / Short Name	Country	(a) EU contribution from Horizon Europe program to the PPI procurement costs [€] (min d * max 50%)	(b) Additional contribution from participant's own resources to the PPI procurement costs [€] (max d* max 50%)	(c) Additional EU contribution from other EU programs to the PPI procurement costs [€] (optional))	(d) Minimum total committed budget for the PPI procurement(s) = Maximum amount of PPI procurement costs that can be eligible for funding by Horizon Europe [€] (a + b)	(e) Maximum total committed budget for the PPI procurement(s) [€] (a + b + c)
Total						

Table 3.1g: 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 3.1h: 'Subcontracting costs' items

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

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

Participant Number/Short Name

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

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

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

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

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§#