



Programme for the Environment and Climate Action (LIFE)

Application Form

Administrative Forms (Part A)
Technical Description (Part B)

(LIFE TA CAP, TA-R, PLP and BEST)

Version 3.0
01 April 2024

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.



IMPORTANT NOTICE

What is the Application Form?

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

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

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

Part B needs to be uploaded as PDF (+ annexes) in the Submission System.

How to prepare and submit Part B?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

The templates to use are available inside the Submission System. Please note that not using the correct template may lead to the inadmissibility of your proposal


To ensure a proper evaluation of your project, the appropriate sections of the template must be filled in depending on whether the call has one or two submission stages. For stage 1 (concept note), some sections are not applicable (noted as n/a); for stage 2 (full proposal), all sections must be completed.


You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application.

Character and page limits:

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

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified page limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants. Removing the instructions may result in your proposal being considered inadmissible.**

 **This document is tagged. Be careful not to delete the tags; they are needed for the processing.**

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (LIFE TA CAP, TA-R, PLP and BEST): V3.0 – 01.04.2024

ADMINISTRATIVE FORMS (PART A)

Part A of the Application Form must be filled out directly in the Portal Submission System screens.

Example, not to complete

Call:

()

Topic:

Type of Action:

()

Proposal number:

Proposal acronym:

Type of Model Grant Agreement:

Table of contents

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Other questions	

[How to fill in the forms](#)

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 steps in the submission wizard.

Application forms

Proposal ID

Acronym

1 - General information

Field(s) marked * are mandatory to fill.

Topic	Type of Action
Call	Type of Model Grant Agreement
Structured Proposal Reference	

Acronym

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 1

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract

Example, not to complete

Remaining characters

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?

Yes No

Please give the proposal reference or contract number.

Previously submitted proposals should be with either 6 or 9 digits.

Application forms

Proposal ID

Acronym

Declarations

Field(s) marked * are mandatory to fill.

- 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 and 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).

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.

Application forms

Proposal ID

Acronym

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1				

Example, not to complete

Application forms

Proposal ID

Acronym

Short name

Organisation data

PIC	Legal name
Short name:	
Address	
Street	
Town	
Postcode	
Country	
Webpage	
Specific Legal Statuses	
Legal person	unknown
Public body	unknown
Non-profit	unknown
International organisation	unknown
Secondary or Higher education establishment	unknown
Research organisation	unknown
SME Data	
Based on the below details from the Participant Registry the organisation is unknown (small- and medium-sized enterprise) for the call.	
SME self-declared status.....	unknown
SME self-assessment	unknown
SME validation sme	unknown

Application forms

Proposal ID

Acronym

Short name

Departments carrying out the proposed work

Department 1

Department name *Name of the department/institute carrying out the work.*

not applicable

Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Postcode *Area code.*

Country *Please select a country*

Example, not to complete

Application forms

Proposal ID

Acronym

Short name

Main contact person

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title _____

Gender Woman Man Non Binary

First name

Last name

E-Mail

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

Department *Name of the department/institute carrying out the work.*

Same as organisation name

Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Post code *Area code.*

Country *Please select a country*

Website *Please enter website*

Phone *+xxx xxxxxxxxxx*

Phone 2 *+xxx xxxxxxxxxx*

Application forms

Proposal ID

Acronym

3 - Budget

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers/ EUR	Personnel costs - volunteers/ EUR	Personnel costs - ESS Personnel costs based on time/ EUR	Personnel costs - ESS Personnel costs based on deliverables/ EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/ EUR	Financial contributions/ EUR	Own resources/ EUR	Total estimated project income/ EUR
1								0.00					0.00
Total													

No	Name of Beneficiary	Country	Requested grant amount
1			0.00
Total			0.00

No.	Name of beneficiary	Country	Contributions for scholarships	Institutional contributions	Contributions for special needs	Total estimated EU contributions	Requested grant amount	Income generated by the action	In kind contributions	Financial contributions	Own resources	Total estimated project income
1			0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total												

Example, not to complete

Application forms

Proposal ID

Acronym

4 - Other questions

Ethics Issues Table

1. Human embryonic stem cells and human embryos		Page
Does this activity involve human embryonic stem cells (hESCs)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. Humans		Page
Does this activity involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, tracking and tracing etc.) on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> 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)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Human cells / tissues		Page
Does this activity involve the use of human cells or tissues (not covered by section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. Personal data		Page
Does this activity involve processing of personal data?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to export personal data from the EU to non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
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?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve the processing of personal data related to criminal convictions or offences?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Animals		Page
Does this activity involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
6. Non-EU countries		Page
Will some of the activities be carried out in non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
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.)?	<input type="radio"/> Yes <input checked="" type="radio"/> 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? <i>For data imports, see section 4.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to export any material (other than data) from the EU to non-EU countries? <i>For data exports, see section 4.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve low and/or lower middle income countries , (if yes, detail the benefit-sharing actions planned in the self-assessment)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the activity at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
7. Environment, health and safety		Page

Application forms

Proposal ID

Acronym

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?

Yes No

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.

9. Other ethics issues

Page

Are there any other ethics issues that should be taken into consideration? Yes No

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](#)

Application forms

Proposal ID

Acronym

Ethics Self-Assessment

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.)

Remaining characters

5000

Compliance with ethical principles and relevant legislation

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 country, they should also be allowed in at least one EU Member State.

Remaining characters

5000

Application forms

Proposal ID

Acronym

Security issues table

1. EU Classified Information (EUCI) ²		Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve non-EU countries which need to have access to EUCI?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. Misuse		Page
Does this activity have the potential for misuse of results?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Other Security Issues		Page
Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Security self-assessment

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

Remaining characters 5000

²According 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".

³Classified 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.

⁴EU 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.

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section

Description

The form has not yet been validated, click "Validate Form" to do so!

Example, not to complete

TECHNICAL DESCRIPTION (PART B)**COVER PAGE**

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

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#@APP-FORM-LIFETACAPPLPBEST@#

#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

PROJECT SUMMARY

Project summary
See Abstract (Application Form Part A).

#\$PRJ-SUM-PS\$# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

1. RELEVANCE

1.1 Background and project objectives

Background and project objectives <i>Describe the specific objectives of your project (clear, measurable, realistic and achievable within the duration of the project).</i> <i>For BEST: Provide a clear and quantified description of the conservation issues and threats targeted, as well as relevant background information and quantified figures defining the baseline to justify the planned interventions and their location.</i> <i>For TA-R: Provide a clear and concise description of the preceding project and explain the need for additional funding.</i>
Insert text

1.2 Compliance with the call topic

Compliance with the call topic <i>Indicate the call topic to which your proposal relates, and explain how the proposed project addresses the scope of the topic description in the Call document.</i>
Insert text

#\$PRJ-OBJ-POS\$# #@CON-MET-CM@#

1.3 Concept and methodology

Concept and methodology <i>Describe the overall intervention logic of the project, including the main idea and assumptions (i.e. how are the proposed activities and steps of your project expected to lead to the intended changes in terms of outcomes and impacts).</i> <i>Explain the methodology, i.e. the main tools, techniques, methods and procedures you will use to implement the technical part of your project. Justify why the proposed methodology is the most suitable for achieving the project's objectives</i> <i>For BEST:</i> <i>Explain how the methodology guarantees the maximum level of coordination and coherence between the individual small grants (especially when operating in the same geographical area), logical continuity of interventions and long</i>

term impact.

Describe the selection process of the small grants (including the criteria for selection).

Insert text

#§CON-MET-CM§# #@COM-PLE-CP@#

1.4 Upscaling results of other EU funded projects

Upscaling results of other EU funded projects *(n/a for TA CAP and PLP)*

Explain if and how the proposal builds on or up-scales results of other EU funded projects.

Insert text

1.5 Complementarity with other actions

Complementarity with other actions *(n/a for TA CAP and PLP)*

Explain how the project is complementary to other regional, national or international initiatives/activities/projects. How will it integrate the results from these other actions?

Insert text

1.6 Synergies and co-benefits with other EU policy areas

Synergies and co-benefits with other EU policy areas *(n/a for TA CAP and PLP)*

Describe the synergies and positive spillover effects (co-benefits) with other EU policy areas (for example agriculture, health, civil protection, jobs and growth, etc.). If possible, quantify the contribution.

Identify the activities/tasks that address these other EU policy objectives.

Insert text

#§COM-PLE-CPS# #§REL-EVA-RES# #@IMP-ACT-IA@#

2. IMPACT

2.1 Ambition and credibility of the impacts

Ambition and credibility of the impacts

Identify and quantify the effects of the project. Wherever possible, use quantified indicators and targets.

Insert text

#@SUS-CON-SC@#

2.2 Sustainability of project results

Sustainability of project results

Describe your strategy to sustain the project's results after the EU funding ends. Consider the following aspects:

- How will the project impact be ensured and sustained? Which tasks will you carry out during the project to ensure that?
- Which parts of the project should be continued or maintained? How will this be achieved and which resources will be necessary?

Insert text

#§SUS-CON-SC§#

2.3 Exploitation of project results

Exploitation of project results (n/a for TA CAP)

Do you foresee other ways of exploiting the project's results ? Who are the targeted users?

Insert text

#§IMP-ACT-IA§# # @QUA-LIT-QL@# # @WRK-PLA-WP@#

3. IMPLEMENTATION

3.1 Work plan

Work plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

Insert text

Example, not to complete

3.2 Work packages and activities

WORK PACKAGES

Work packages

This section concerns a detailed description of the project activities.

Group your activities into work packages. A work package means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.

The number of work packages should be proportionate to the scale and complexity of the project. WP1 should cover the project management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc.) and all the activities which are cross-cutting and therefore difficult to assign to just one specific work package (do not try splitting these activities across different work packages). WP2 (and further WPs) should be used for the other project activities. You can create as many work packages as needed by copying the structure of WP1.

Include a mandatory work package called 'Sustainability, replication and exploitation of project results'.

For Nature and Biodiversity, include also a mandatory work package on 'Monitoring and evaluation'.

In addition, ensure your work packages cover also the following activities:

- dissemination and communication, including networking with other LIFE projects (n/a for TA CAP and TA-R)
- impact monitoring and evaluation (n/a for TA CAP)
- reporting of (estimated and actually achieved) key-performance indicators (KPIs) in the [LIFE KPI web tool](#) at the end of the project (n/a for TA CAP, TA-R and PLP)

Work packages covering financial support to third parties ⚠ only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).

Mandatory deliverables:

- dedicated project page on the beneficiaries' websites
- After-LIFE Conservation Plan' (n/a for TA CAP, TA-R and PLP)
- extract of the project data from the LIFE KPI webtool (n/a for TA CAP, TA-R and PLP)

⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).

⚠ Ensure consistency with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)

Objectives and results

List the specific objectives to which the work package is linked and expected results.

Activities and division of work (WP description)

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. The tasks should be numbered continuously, linked to the WP they relate to (e.g. T.1.1, T.1.2, T.2.1, etc.).

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them for major outputs or achievements expected during the project time, and not only at the end. Please limit the number of milestones by work package.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

Milestones have a continuous numbering not linked to their WP (e.g. MS1, MS2, etc).

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

Deliverables a continuous numbering linked to their WP, (e.g. D1.1 in WP1, D2.1 in WP2, etc).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (⚠ automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

Work Package 1

Work Package 1: [Name, e.g. Project management and coordination]

Duration:	MX - MX	Lead Beneficiary:	1-Short name				
Objectives and results							
▪							
Activities and division of work (WP description)							
<p>T.1.1 [Task Name] (Participant X, Participant Y, etc.): Description...</p> <p>T.1.2 [Task Name] (Participant X, Participant Y, etc.): Description...</p>							
Milestones and deliverables (outputs/outcomes)							
Mile-stone No	Milestone Name	WP No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
MS2		1					
Deliverable No	Deliverable Name	WP No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites,	[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU		

				patent filings, videos, etc.] [DATA — data sets, microdata, etc.] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]	Classified/ [S-UE/EU-S — EU Classified]		
D1.2		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc.] [DATA — data sets, microdata, etc.] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]	[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified]		

Work Package ...

To insert work packages, copy WP1 as many times as necessary.

Timetable

Timetable (projects up to 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: Use the project month numbers instead of calendar months. Month 1 always marks the start of the project. In the timeline you should indicate the timing of each activity per WP.

ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
WP1 - ...																								
Task 1.1 - ...																								
Task 1.2 - ...																								
Task ...																								

Timetable (projects of more than 2 years)
 Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.
Note: Use the project months/years instead of calendar months/years. Month 1 always marks the start of the project. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	M 1	M 4	M 7	M 10	M 13	M 16	M 19	M 22	M 25	M 28	M 31	M 34	M 37	M 40	M 43	M 46	M 49	M 52	M 55	M 58	M 61	M 64	M 67	M 70
WP1 - ...																								
Task 1.1 - ...																								
Task 1.2 - ...																								
Task ...																								

#\$WRK-PLA-WP\$#

3.3 Stakeholder engagement

Stakeholder engagement <i>Identify any key stakeholders outside the consortium that are required to ensure the success of the project. How will you mobilise them to contribute to your project activities or participate in these? Annex letters of support to demonstrate the type and level of commitment already secured (if any).</i>
Insert text

#@PRJ-MGT-PM@#

3.4 Impact monitoring and reporting

Impact monitoring, evaluation and reporting strategy (n/a for TA CAP) <i>Describe your overall approach to monitor and evaluate the impact of your project.</i>
Insert text

#\$PRJ-MGT-PM\$# #@COM-DIS-VIS-CDV@#

3.5 Communication, dissemination and visibility

Communication, dissemination and visibility of funding <i>Define your target audience(s). Describe the planned communication and dissemination activities to promote the action and its results and maximise the impact (to whom, which format, how many copies, etc.). Clarify how you intent to reach each target audience, and explain the choice of the dissemination channels. Describe the methods and indicators (quantitative and qualitative) to monitor and evaluate the outreach and coverage of the communication and dissemination activities and results. Describe how the visibility of EU funding will be ensured.</i>
Insert text

#\$COM-DIS-VIS-CDV\$# #@CON-SOR-CS@#

4. RESOURCES

4.1 Consortium set-up

Consortium cooperation and division of roles (if applicable) <i>Describe the consortium composition. How will all the partners together bring the necessary expertise? In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role. Fill out the participant information (annex) with more details on the participants and their project teams (key staff).</i>
Insert text

#\$CON-SOR-CS\$# #@PRJ-MGT-PM@#

4.2 Project management

Project management, quality assurance and monitoring of progress <i>Describe the management structures and decision-making mechanisms within the consortium. Explain how decisions will be taken and how regular and effective communication will be ensured.</i>

Describe the measures and methods planned to ensure good quality, monitoring, planning and control of project implementation (including the small grants, if applicable).

Insert text

4.3 Green management

Green management

Describe the measures proposed to reduce the environmental impact of your project, for example through the use of green procurement, environmental management systems, etc.

Insert text

#§PRJ-MGT-PM§# #@FIN-MGT-FM@#

4.4 Budget

Estimated budget — Resources

See detailed budget table/calculator (annex 1 to Part B).

#§FIN-MGT-FM§# #@RSK-MGT-RM@#

4.5 Risk management

Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

Describe any barriers/obstacles and framework conditions (such as regulation and standards) that may be a risk for the achievement of the project's objectives/impacts.

Note: *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.*

Risk No	Description	Work package No	Proposed risk-mitigation measures

#§RSK-MGT-RM§# #§QUA-LIT-QL§# #@ETH-ICS-EI@#

5. OTHER

Ethics

Not applicable


#§ETH-ICS-EI§# #@SEC-URI-SU@#

5.1 Security

Security
Not applicable

#§SEC-URI-SU§# #@DEC-LAR-DL@#

6. DECLARATIONS

Double funding	
Information concerning other EU grants for this project	YES/NO
<p> Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).</p>	
<p>We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc.). If NO, explain and provide details.</p>	
<p>We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc.). If NO, explain and provide details.</p>	

Financial support to third parties (if applicable) (n/a for TA CAP and BEST)
<i>If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.</i>
Insert text

#§DEC-LAR-DL§#

Example, not to be completed

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory*

Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*

Special

Other annexes (annex X to Part B) — *mandatory, if required in the Call document*

Example, not to complete

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.12.2021	Initial version (new MFF).
2.0	01.05.2022	Clarifications in the Important Notice (language, font size, concept notes, etc). Minor adaptation of structure (section 3.2 becomes section 3.3). Minor clarifications regarding other sections. Consolidation, formatting and layout changes. Tags added.
3.0	01.04.2024	Extension to TA-R actions. Editorial correction and clarifications in some sections.

Example, not to complete