Research Fund for Coal and Steel (RFCS)

Application Form

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

(RFCS Standard)

Version 2.0
01 June 2022

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. The templates to use are available there.

How to prepare and submit it?

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

Character and **page limits**:

- page limit normally **70** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. 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 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.**

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

ADMINISTRATIVE FORMS (PART A)

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

Call:

()

Topic:

Type of Action:

()

Proposal number:

Proposal acronym:

Type of Model Grant Agreement:

Table of contents

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.

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 Add

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

Abstract

Remaining characters 2000

Application forms

Proposal ID

Acronym

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.	Remove

A specific grant agreement (SGA) implements a concrete action/work programme under a valid framework partnership agreement (FPA).

The reference or the contract number of the linked FPA is needed for the assessment of the SGA proposal. *xxxxxx(xxx)*

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.

Proposal ID

Acronym

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1			

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

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*	

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 XXXXXXXXX*

Phone 2 *+XXX XXXXXXXXX*

Proposal ID

Acronym

3 - Budget

?

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers / EUR	Personnel costs – volunteers / EUR	Subcontracting costs/ EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/ EUR	Purchase costs - Other goods, works and services/ EUR	Indirect costs/ EUR	Total eligible costs/ EUR	Estimated eligible contributions/ EUR	Ineligible costs/ EUR	Total estimated project costs and contributions/ EUR	Maximum EU contribution to eligible costs/ EUR	Requested EU contribution to eligible costs/ 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	0	0	0	0	0			0	0	0		0.00	0.00	0	0	0	0	0.00
	Total																					

Proposal ID

Acronym

4 - Other questions

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

GHG Emission

Absolute GHG emission avoidance (in tCO2e) 0

Result of the GHG emission avoidance calculation. Explanation is provided in application form part B question 2.1

Relative GHG emission avoidance (as a %) 0.00

Result of the GHG emission avoidance calculation. Explanation is provided in application form part B question 2.2

In which Member State(s) and/or associated countries will the project be implemented?	

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!

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]

TABLE OF CONTENTS

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

PROJECT SUMMARY

See Abstract (Application Form Part A).

#§PRJ-SUM-PS§# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

1. EXCELLENCE

Excellence — aspects to be taken into account

- *Clarity and pertinence of the project's objectives, and the extent to which the proposed work is ambitious and goes beyond the state of the art.*
- *Extent to which they match the themes, priorities and objectives of the Call and of the Research Programme;*
- *Soundness of the proposed methodology, including the underlying concepts, models, assumptions, inter-disciplinary approaches*

⚠ *The following aspects will be taken into account only to the extent that the proposed work is within the scope of the Research objectives of the Research Fund for Coal and Steel.*

1.1 Objectives and ambition *(e.g. 4 pages)*

- Briefly describe the objectives of your proposed work. Why are they pertinent to the research objectives of the RFCS for the sectors Coal or Steel and the call topic? Are they measurable and verifiable? Are they realistically achievable?
- Describe how your project goes beyond the state-of-the-art, and the extent the proposed work is ambitious. Indicate any breakthrough technologies, R&I, novel concepts and approaches, new products, services or business and organisational models. Where relevant, illustrate the advance by referring to products and services already available on the market. Refer to any patent or publication search carried out.
- Describe where the proposed work is positioned in terms of R&I maturity (i.e. where it is situated in the spectrum from 'idea to application', or from 'lab to market'). Where applicable, provide an indication of the Technology Readiness Level (TRL), if possible distinguishing the start and by the end of the project.
    - *Please bear in mind that advances beyond the state of the art must be interpreted in the light of the positioning of the project. Expectations will not be the same for Research Projects at lower TRL, compared with Pilot and Demonstration Projects at high TRLs.*

#§PRJ-OBJ-PO§# #@CON-MET-CM@# #@COM-PLE-CP@#

1.2 Methodology *(e.g. 15 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. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them *(e.g. 10 pages)*.

- *This section should be presented as a narrative. The detailed tasks and work packages are described below under 'Quality and efficiency of the implementation'.*
- *Where relevant, include how the project methodology complies with the 'do no significant harm' principle under Article 17 of the EU Taxonomy Regulation 2020/852[1] (meaning that the methodology is designed in a way that does not significantly harm any of the six environmental objectives set out in this Regulation).*

- Describe any national or international research and innovation activities whose results will feed into the project, and how that link will be established *(e.g. 1 pages)*.
- Explain how expertise and methods from different disciplines will be brought together and integrated in pursuit of your objectives. If you consider that an inter-disciplinary approach is unnecessary in the context of the proposed work, please provide a justification *(e.g. 1/2 page)*.
- For topics where the Call document indicates the need for the integration of social sciences and humanities, such as for supporting the just transition of the coal sector and/or regions, improving health and safety, or management of work force and working conditions, show the role of these disciplines in the project or provide a justification if you consider that these disciplines are not relevant to your project *(e.g. 1/2 page)*.

#§CON-MET-CM§# #§COM-PLE-CP§# #§REL-EVA-RE§# #@IMP-ACT-IA@#

2. IMPACT

Impact — aspects to be taken into account

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

The results of your project should make a contribution to the expected outcomes set out in the Information Package or Call topic over the medium term and over the longer term.

In this section you should show how your project could contribute to the outcomes and impacts described in the Information Package or Call topic, 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:
  - Describe the unique contribution your project results would make towards (1) the **outcomes** and (2) the **wider impacts**, in the longer term, specified in the Call document.

---

[1] Regulation (EU) 2020/852 of the European Parliament and of the Council of 18 June 2020 on the establishment of a framework to facilitate sustainable investment, and amending Regulation (EU) 2019/2088 (OJ L 198, 22.6.2020, p. 13).

   - *Be specific, referring to the impacts of your project, and not R&I in general in this field.*
   - *State the target groups that would benefit. You should be specific here, breaking target groups into particular interest groups or segments of society relevant to the project.*
   - *The outcomes and impacts of your project may generate benefits:*
     - *scientific, e.g. contributing to specific scientific advances, across and within disciplines, creating new knowledge, reinforcing scientific equipment and instruments, computing systems (i.e. digital twins for downstream processes in steel plants)*
     - *industrial/economic/technological, e.g. bringing new products, services, business processes to the market, increasing efficiency, decreasing costs, increasing profits, optimising industrial processes, contributing to standards' setting, etc.*
     - *societal and environmental, e.g. decreasing CO_2 emissions, decreasing avoidable occupational health cases and 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.*

- 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 can be achieved. These may include, for example, other R&I work within and beyond RFCS funding; regulatory environment; targeted markets; user behaviour, etc. Indicate if these factors might evolve over time. Describe any mitigating measures you propose, within or beyond your project.
   - *Note that this does not include the critical risks inherent to the management of the project itself , which should be described below under 'Quality and efficiency of implementation'.*

- Give an indication of the scale and significance of the project's contribution to the expected outcomes and impacts.
   - ***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 the estimates. Wherever possible, quantify your estimation of the expected effects. Explain assumptions, 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 only to your project* **—** *the effect of other initiatives should not be taken into account.*

#@COM-DIS-VIS-CDV@#

2.2 Measures to maximise impact — Dissemination, exploitation and communication *(e.g. 5 pages)*

- Describe the planned measures to maximise the impact of your project by providing a first version of your communication and dissemination plan. Describe the dissemination and communication measures planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large). Describe the exploitation measures planned.

    - *In case your proposal is selected for funding, a more detailed communication and dissemination plan', setting out the objectives, key messaging, target audiences, communication channels, social media plan, planned budget and relevant indicators for monitoring and evaluation, will need to be provided as a mandatory project deliverable.*

      This plan must be periodically updated in alignment with the project's progress.

    - *Communication measures should promote the project throughout the full lifespan of the project. The aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens. Activities must be strategically planned, with clear objectives, start at the outset and continue through the lifetime of the project. The description of the communication activities needs to state the main messages, as well as the tools and channels that will be used to reach out to each of the chosen target groups. For more details on communication in R&I projects, see Horizon Europe Programme Guide.*

    - *All measures should be proportionate to the scale of the project and should contain concrete actions to be implemented both during and after the end of the project, e.g. standardisation activities. Your plan should give due consideration to the possible follow-up of your project, once it is finished. In the justification, explain why each measure chosen is best suited to reach the target group addressed. Where relevant, and for Pilot and Demonstration projects, in particular, describe the measures for a plausible path to commercialise the innovations.*

    - *Describe possible feedback to policy generated by the project (i.e. activities 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, planned protection measures, such as patents, design rights, copyright, trade secrets, etc., and how these would be used to support exploitation.

    - *If your project is selected, you will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, research data, etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project.*

    - *If your project is selected, you will also have to 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.

SPECIFIC NEEDS	EXPECTED RESULTS	D & E & C MEASURES
What are the specific needs that triggered this project? Example 1 *Most airports use process flow-oriented models based on static mathematical values limiting the optimal management of passenger flow and hampering the accurate use of the available resources to the actual demand of passengers.* Example 2 *Electronic components need to get smaller and lighter to match the expectations of the end-users. At the same time there is a problem of sourcing of raw materials that has an environmental impact.*	What do you expect to generate by the end of the project? Example 1 ***Successful large-scale demonstrator:*** ***Successful large-scale demonstrator:*** *Trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.* **Algorithmic model:** Novel algorithmic model for proactive airport passenger flow management. Example 2 *Publication of a **scientific discovery on transparent electronics.*** ***New product:*** *More sustainable electronic circuits.* ***Three PhD students trained.***	What dissemination, exploitation and communication measures will you apply to the results? Example 1 ***Exploitation:*** *Patenting the algorithmic model.* ***Dissemination towards the scientific community and airports****: Scientific publication with the results of the large-scale demonstration.* ***Communication towards citizens:*** *An event in a shopping mall to show how the outcomes of the action are relevant to our everyday lives.* Example 2 ***Exploitation of the new product:*** *Patenting the new product; Licencing to major electronic companies.* ***Dissemination towards the scientific community and industry:*** *Participating at conferences; Developing a platform of material compositions for industry; Participation at EC project portfolios to disseminate the results as part of a group and maximise the visibility vis-à-vis companies.*

TARGET GROUPS

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

Example 1
9 European airports:
Schiphol, Brussels airport, etc.
The European Union aviation safety agency.
Air passengers (indirect).

Example 2
End-users: *consumers of electronic devices.*
Major electronic companies: *Samsung, Apple, etc.*
Scientific community *(field of transparent electronics).*

OUTCOMES

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

Example 1
Up-take by airports: *9 European airports adopt the advanced forecasting system demonstrated during the project.*

Example 2
High use of the scientific discovery published *(measured with the relative rate of citation index of project publications).*
A ***major electronic company*** *(Samsung or Apple)* ***exploits/uses the new product*** *in their manufacturing.*

IMPACTS

What are the expected wider scientific, economic and societal effects of the project contributing to the expected impacts outlined in the Call document?

Example 1
Scientific: New breakthrough scientific discovery on passenger forecast modelling.
Economic: Increased airport efficiency
Size: 15% increase of maximum passenger capacity in European airports, leading to a 28% reduction in infrastructure expansion costs.

Example 2
Scientific: *New breakthrough scientific discovery on transparent electronics.*
Economic/Technological: *A new market for touch enabled electronic devices.*
Societal: *Lower climate impact of electronics manufacturing (including through material sourcing and waste management).*

#§IMP-ACT-IA§#

#@QUA-LIT-QL@# #@WRK-PLA-WP@#

3. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

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 *(e.g. 1 page)*

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

3.2 Work packages, resources and risk management *(e.g. 20 pages including tables)*

- Please provide the following *(use tables provided below)*:
  - Detailed description of the work packages and 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.*
    - *Projects should normally have a minimum of 2 work packages. WP1 should cover the 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 another 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 WP1.

- *For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name).*
- *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).*

- Overview of the timing of the different work packages and their components (Gantt chart or similar)
- Information on subcontracting
- Your assessment on risk management aspects.

Work Package 1

Work Package 1: [Name, e.g. Project management and coordination]			
Ensure consistence with the detailed budget table			
Duration:	MX - MX	**Lead Beneficiary:**	1-Short name
Objectives *List the specific objectives to which this work package is linked.*			
▪			
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.* *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:*** *In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package.* *The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.* *If there is subcontracting, please also complete the table below.*			

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

Milestones and deliverables (outputs/outcomes)

Milestones *are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.*

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

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. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.*

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).

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.

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1		1				

MS2		1				

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package 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, 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]		
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]		

Estimated budget — Resources

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

Work Package …

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

Staff effort

Staff effort per work package

Fill in the summary on work package information and effort per work package.

Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months
1						
2						
3						
4						
					Total Person-Months	

Staff effort per participant

Fill in the effort per work package and Beneficiary/Affiliated Entity.
Please indicate the number of person/months over the whole duration of the planned work.
Identify the work-package leader for each work package by showing the relevant person/month figure in ***bold****.*

Participant	WP1	WP2	WP…	Total Person-Months
[name]				
[name]				
Total Person-Months				

Subcontracting

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

***Note:** Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.*

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					

Other issues: *If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.*	Insert text

Equipment

Equipment with full-cost option *For calls where full-capitalised costs are exceptionally eligible for listed equipment (see Call document), indicate below the equipment items for which you request the full-cost option, and justify your request. Ensure consistency with the detailed budget table, if any.*				
Equipment Name	Description (including WP, task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is reimbursement at full-cost needed?)	Best-Value-for-Money (how do you intend to ensure it?)

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 marks always 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**
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 actual, calendar years and quarters. 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			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 - …																								
Task 1.2 - …																								
Task …																								

#§WRK-PLA-WP§# #@RSK-MGT-RM@#

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.* ***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§#

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

3.3 Capacity of participants and consortium as a whole *(e.g. 3 pages)*

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

- Describe the consortium. How does it match the project's objectives, and bring together the necessary disciplinary and inter-disciplinary knowledge. Show how this includes expertise in social sciences and humanities, open science practices, as appropriate. Include in the description affiliated entities and associated partners, if any.
- Show how the partners will have access to critical infrastructure needed to carry out the project activities.
- Describe how the members complement one another (and cover the value chain, where appropriate). In what way does each of them contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.
- If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project *(see section 2.2)*.
- Show how you are promoting equal opportunities between men and women in implementing the project and how you aim to achieve, to the extent possible, a gender balance at all levels of the personnel assigned to the project (including at supervisory and managerial level).
- **Other countries and international organisations**: Please note that participants which are based in an RFCS associated country are eligible to participate as beneficiaries or affiliated entities. Participants based in other third countries or international organisations can only participate as associated partners (i.e. without funding) and only if their participation is in the EU interest.

#§CON-SOR-CS§# #§PRJ-MGT-PM§# #§QUA-LIT-QL§# #@ETH-ICS-EI@#

4. OTHER

4.1 Ethics

Ethics *Describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.* *Describe how you will ensure gender mainstreaming and children's rights in the project activities.*
Insert text

#§ETH-ICS-EI§# #@SEC-URI-SU@#

4.2 Security

Security

If the Call document contains a section on security, describe security issues that may arise during the project implementation and the measures you intend to take to solve/avoid them. *Indicate if there is need for EU classification of information (Decision 2015/444) or any other specific security measures.*
Insert text

#§SEC-URI-SU§# #@DEC-LAR-DL@#

5. DECLARATIONS

Double funding	
Information concerning other EU grants for this project ⚠ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*	**YES/NO**
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.	
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.	

Financial support to third parties (if applicable)
Not applicable.

#§DEC-LAR-DL§#

ANNEXES

LIST OF ANNEXES

Standard
Detailed budget table (annex 1 to Part B) —*mandatory* CVs (annex 2 to Part B) — *not applicable*
Annual activity reports (annex 3 to Part B) — *not applicable*
List of previous projects (annex 4 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*

LIST OF PREVIOUS PROJECTS

List of previous projects *Please provide a list of your previous projects for the last 4 years the area of the topic.*					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15.02.2022	Initial version (new MFF).
2.0	01.06.2022	Tags added.