The EU Framework Programme
for Research and Innovation

HORIZON 2020

H2020 Programme

Proposal template 2018-2020

Administrative forms (Part A)
Project proposal (Part B)

Coordination and Support Actions – Lump Sum Option II (CSA-LS2)

Version 1.0
3 July 2019

HISTORY OF CHANGES			
Version	**Date**	**Change**	**Page**
1.0	03.07.2019	▪ Initial version	

Proposal template 2018-2020

Administrative forms (Part A)
Project proposal (Part B)

Coordination and Support Actions – Lump Sum Option II (CSA-LS2)

H2020 Programme

Proposal template 2018-2020

Administrative forms (Part A) / Project proposal (Part B)

Coordination and Support Actions – Lump Sum Option II (CSA-LS2)
Single-stage calls & stage 2 of two-stage calls

Version 1.0
3 July 2019

Proposal Submission Forms

Please check our wiki for help on navigating the form.

Horizon 2020

Call:
()

Topic:
Type of action:
()
Proposal number:

Proposal acronym:

Deadline Id:

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Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	
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How to fill in the forms

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

1 - General information

Topic	Type of Action
Call Identifier	Deadline Id

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	
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

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under Horizon 2020 or any other EU programme(s)?	○ Yes ○ No

Please give the proposal reference or contract number.	
XXXXXX-X	Remove

Proposal Submission Forms

Declarations

1*) We/I declare to have the explicit consent of all participants on their participation and on the content of this proposal.	☐
2) We/I 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.	☐
3) We/I 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/I acknowledge and authorize the collection, use and processing of personal data for the purpose of the evaluation of the proposal and the subsequent management of the grant/prize (if any). We/I acknowledge and authorize that the data may also be used for the monitoring and evaluation of the EU funding programme, the design of future programmes and communication purposes.	☐
6) We/I declare that subcontracts will be best value for money and free of conflict of interest.	☐
7*) We/I declare that all beneficiaries have followed their own accounting practices for the preparation of the budget and have included therein only cost that would be eligible for an actual costs grant, excluding costs that are ineligible under H2020 rules.	☐

The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. If the proposal to be retained for EU funding, the coordinator and each beneficiary will be required to present a formal declaration in this respect.

Note:

For **multi-beneficiary applications**, the coordinator vouches for its own organization and that all other participants confirmed their participation and compliance with conditions set out in the call. If the proposal is retained for funding, each participant will be required to submit a formal declaration of honour confirming this.

False statements or incorrect information may lead to administrative sanctions under the Financial Regulation 2018/1046.

Personal data will be collected, used and processed in accordance with Regulation 2018/1725 and the **Funding & Tenders Portal privacy statement**.

Please be however aware that, to protect EU financial interests, your data may be transferred to other EU institutions and bodies and be registered in the EDES database. Data in the EDES database is also subject to Regulation 2018/1725 and the EDES privacy statement.

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1			

2 - Administrative data of participating organisations

PIC   **Legal name**

_____

Short name:

Address

           Street

           Town

           Postcode

           Country

           Webpage

Specific Legal Statuses

Legal person ....unknown

Public body ....unknown   Industry (private for profit).................unknown

Non-profit ....unknown

International organisation ....unknown

International organisation of European interest ....unknown

Secondary or Higher education establishment ....unknown

Research organisation ....unknown

Enterprise Data

_____

Based on the below details from the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

SME self-declared status... unknown

SME self-assessment .... unknown

SME validation sme... unknown

Department(s) 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*

Dependencies with other proposal participants

Character of dependence	Participant	

Example, not to complete

Proposal Submission Forms

Person in charge of the proposal

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 4 of the submission wizard and save the changes.

Title [   ]   Sex   ○ Male ○ Female

First name   Last name

E-Mail

Position in org.   [*Please indicate the position of the Contact Point above in the organisation.*]

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   [   ]

Phone   [*+XXX XXXXXXXXX*]   Phone 2   [*+XXX XXXXXXXXX*]   Fax   [*+XXX XXXXXXXXX*]

Proposal ID   *Acronym*   **Acronym is mandatory**

3 - Budget

No	Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub-contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of inkind contributions not used on the beneficiary's premises/€	(F) Indirect Costs / € (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs / €	(H) Total estimated eligible costs / € (=A+B+C+D+F +G)	(I) Reimburse-ment rate (%)	(J) Max.EU Contribution / € (=H*I)	(K) Requested EU Contribution/ €
			?	?	?	?	?	?	?	?	?	?	?
1			0	0	0	0	0	0,00	0	0,00	100	0,00	0,00
	Total		0	0	0	0	0	0,00	0	0,00		0,00	0,00

Proposal ID		Acronym	**Acronym is mandatory**

4 - Ethics

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs)?	◯ Yes ⦿ No	
Does your research involve the use of human embryos?	◯ Yes ⦿ No	
Does your research involve the use of human foetal tissues / cells?	◯ Yes ⦿ No	

2. HUMANS		Page
Does your research involve human participants?	◯ Yes ⦿ No	
Does your research involve physical interventions on the study participants?	◯ Yes ⦿ No	

3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section 1)?	◯ Yes ⦿ No	

4. PERSONAL DATA		Page
Does your research involve personal data collection and/or processing?	◯ Yes ⦿ No	
Does your research involve further processing of previously collected personal data (secondary use)?	◯ Yes ⦿ No	

5. ANIMALS		Page
Does your research involve animals?	◯ Yes ⦿ No	

6. THIRD COUNTRIES		Page
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	◯ Yes ⦿ No	
Do you plan 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	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	◯ Yes ⦿ No	
Do you plan to export any material - including personal data - from the EU to non-EU countries?	◯ Yes ⦿ No	
In case your research involves low and/or lower middle income countries, are any benefits-sharing actions planned?	◯ Yes ⦿ No	
Could the situation in the country put the individuals taking part in the research at risk?	◯ Yes ⦿ No	

Proposal Submission Forms

7. ENVIRONMENT & HEALTH and SAFETY		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	○ Yes ● No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	○ Yes ● No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	○ Yes ● No	
8. DUAL USE		Page
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?	○ Yes ● No	
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS		Page
Could your research raise concerns regarding the exclusive focus on civil applications?	○ Yes ● No	
10. MISUSE		Page
Does your research have the potential for misuse of research results?	○ Yes ● No	
11. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	○ Yes ● No	

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents.   ☐

How to Complete your Ethics Self-Assessment

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!

Proposal template: technical annex

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

Coordination and support actions

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**: <u>The title, list of participants and sections 1, 2 and 3, together, should not be longer than 50 pages.</u> 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 page limit will be applied automatically; therefore you must remove this instruction page before submitting.

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 H2020 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.

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).

⚠ *Fill in the title of your proposal below.*

TITLE OF THE PROPOSAL

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

List of participants

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

* Please use the same participant numbering as that used in the administrative proposal forms.

1. Excellence

Your proposal must address a topic set out in the work programme for this call for proposals.

⚠ *This section of your proposal will be assessed only to the extent that it is relevant to that topic.*

1.1 Objectives

- Describe the overall and specific objectives for the project[1], which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project (see section 2).

1.2 Relation to the work programme

- Indicate the work programme topic to which your proposal relates, and explain how your proposal addresses the specific challenge and scope of that topic, as set out in the work programme.

1.3 Concept and methodology; quality of the measures

- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved.

- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project.

- Describe and explain the overall methodology.

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[1] The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation.

- Where relevant, describe how the gender dimension i.e, sex and/or gender analysis is taken into account in the project's content.

⚠️ *Please note that this question does not refer to gender balance in the teams in charge of carrying out the project but to the content of the planned research and innovation activities . 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 http://ec.europa.eu/research/swafs/gendered-innovations/index_en.cfm?pg=home*

2. Impact

2.1 Expected impacts

⚠️ *Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.*

- Describe how your project will contribute to the expected impacts set out in the work programme, under the relevant topic.

- Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)

2.2 Measures to maximise impact

a) Dissemination and exploitation[2] of results

- Provide a draft '**plan for the dissemination and exploitation of the project's results'**. Please note that such a draft plan is an <u>admissibility condition</u>, unless the work programme topic explicitly states that such a plan is not required.

- Show how the proposed measures will help to achieve the expected impact of the project.
- The plan, should be proportionate to the scale of the project, and should contain measures to be implemented both during and after the end of the project.

⚠️ *Your plan for the dissemination and exploitation of the project's results is key to maximising their impact. This plan should describe, in a concrete and comprehensive manner, the **area** in which you expect to make an impact and **who** are the potential users of your results. Your plan should also describe **how** you intend to use the appropriate channels of dissemination and interaction with potential users.*

⚠️ C*onsider the full range of potential users and uses, including research, commercial, investment, social, environmental, policy-making, setting standards, skills and educational training where relevant.*

⚠️ *Your plan should give due consideration to the possible **follow-up** of your project, once it is finished. Its exploitation could require additional investments, wider testing or scaling up. Its exploitation could*

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[2] See the Funding & Tenders Portal FAQ on how to address **dissemination and exploitation** in Horizon 2020.

also require other pre-conditions like regulation to be adapted, or value chains to adopt the results, or the public at large being receptive to your results.

- Include a business plan where relevant.

- As relevant, include information on how the participants will manage the research data generated and/or collected during the project, in particular addressing the following issues:

  o What types of data will the project generate/collect?

  o What standards will be used?

  o How will this data be exploited and/or shared/made accessible for verification and re-use? If data cannot be made available, explain why.

  o How will this data be curated and preserved?

  o How will the costs for data curation and preservation be covered?

⚠ *Actions under Horizon 2020 participate in the extended 'Pilot on Open Research Data in Horizon 2020 ('open research data by default'), except if they indicate otherwise ('opt-out'.)[3].Once the action has started (**not** at application stage) those beneficiaries which do not opt-out, will need to create a more detailed Data Management Plan for making their data findable, accessible, interoperable and reusable (FAIR).*

⚠ *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's results.*

⚠ *The appropriate structure of the consortium to support exploitation is addressed in section 3.3.*

- Outline the strategy for **knowledge management and protection**. Include measures to provide **open access** (free on-line access, such as the 'green' or 'gold' model) to peer-reviewed scientific publications which might result from the project[4].

⚠ *Open access publishing (also called 'gold' open access) means that an article is immediately provided in open access mode by the scientific publisher. The associated costs are usually shifted away from readers, and instead (for example) to the university or research institute to which the researcher is affiliated, or to the funding agency supporting the research. Gold open access costs are fully eligible as part of the grant. Note that if the gold route is chosen, a copy of the publication has to be deposited in a repository as well.*

⚠ *Self-archiving (also called 'green' open access) means that the published article or the final peer-reviewed manuscript is archived by the researcher - or a representative - in an online repository before, after or alongside its publication. Access to this article is often - but not necessarily - delayed ('embargo period'), as some scientific publishers may wish to recoup their investment by selling subscriptions and charging pay-per-download/view fees during an exclusivity period.*

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[3] Opting out of the Open Research Data Pilot is possible, both before and after the grant signature. For further guidance on open research data and data management, please refer to the H2020 Online Manual on the Funding & Tenders Portal.

[4] Open access must be granted to all scientific publications resulting from Horizon 2020 actions (in particular scientific peer reviewed articles). Further guidance on open access is available in the H2020 Online Manual on the Funding & Tenders Portal.

b) Communication activities[5, 6]

- Describe the proposed communication measures for promoting the project and its findings during the period of the grant. Measures should be proportionate to the scale of the project, with clear objectives. They should be tailored to the needs of different target audiences, including groups beyond the project's own community.

3.   Implementation

3.1   Work plan – Work packages and deliverables

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)

- detailed work description, i.e.:

    o a list of work packages (table 3.1a);

    o a description of each work package (table 3.1b)

    o a list of major deliverables (table 3.1c);

- graphical presentation of the components showing how they inter-relate (Pert chart or similar)

⚠ *Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. Include details of the resources to be allocated to each work package. The number of work packages should be proportionate to the scale and complexity of the project. .Resources assigned to work packages should be in line with their objectives and deliverables.*

⚠ *You should give enough detail in each work package to justify the proposed resources to be allocated and also quantified information so that progress can be monitored, including by the Commission.*

⚠ *You are advised to include a distinct work package on 'Management' (see section 3.2), and to give due visibility in the work plan to 'dissemination and exploitation' and 'communication activities', either with distinct tasks, or possibly distinct work packages.*

⚠ *You will be required to include an updated (or confirmed) plan for 'dissemination and exploitation' in both the mid-term and final reports. (This does not apply to topics where a draft plan was not required.) This should include a record of activities related to dissemination and exploitation that have been undertaken, and those still planned. A report of completed and planned communication activities will also be required.*

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5   See Funding & Tenders Portal FAQ on how to address **communication activities** in Horizon 2020

6   For further guidance on communicating EU research and innovation guidance for project participants, please refer to the H2020 Online Manual on the Funding & Tenders Portal.

⚠ *If your project is taking part in the Pilot on Open Research Data, you must include a 'data management plan' as a distinct deliverable within the first 6 months of the project. A template for such a plan is given in the guidelines on data management in the H2020 Online Manual. This deliverable will evolve during the lifetime of the project in order to present the status of the project's reflections on data management.*

Definitions:

'*Work package*' *means a major sub-division of the proposed project*

'*Deliverable*' *means a distinct output of the project, meaningful in terms of the project's overall objectives, and constituted by a report, a document, a technical diagram, a software etc.*

3.2   Management structure and procedures

- Describe the organisational structure and the decision-making (including a list of milestones (table 3.2a));

  Definitions:

  Milestones' means control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, 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.

- Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project;

- Describe, where relevant, how effective innovation management will be addressed in the management structure and work plan;

⚠ *Innovation management is a process which requires an understanding of both market and technical problems, with a goal of successfully implementing appropriate creative ideas. A new or improved product, service or process is its typical output. It also allows a consortium to respond to an external or internal opportunity.*

- Describe any critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. Please provide a table with critical risks identified and mitigating actions (table 3.2b).

3.3   Consortium as a whole

⚠ *The individual members of the consortium are described in a separate section 4. There is no need to repeat that information here.*

- Describe the consortium. How will it match the project's objectives, and bring together the necessary expertise? How do the members complement one another (and cover the value chain, where appropriate)? In what way does each of them contribute to the project? Show that each has a valid role, and adequate resources in the project to fulfil that role.

- If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.2).

- **Other countries and international organisations**: 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 [General Annex A of the work programme](#) are automatically eligible for EU funding), explain why the participation of the entity in question is essential to carrying out the project

3.4   Resources to be committed

⚠️ *Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the administrative proposal forms, and the number of person months, shown in the detailed work package descriptions.*
Please provide the following:

- a table showing number of person months required (table 3.4a);

- a table showing 'other direct costs' (table 3.4b) for participants where those costs exceed 15% of the personnel costs (according to the table in section 3 of the administrative proposal forms).

Tables for section 3.1

Table 3.1 a: List of work packages

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

Table 3.1 b: Work package description

For each work package:

Work package number			Lead beneficiary				
Work package title							
Participant number							
Short name of participant							
Person months per participant:							
Start month				End month			

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

Deliverables (brief description and month of delivery)

Table 3.1 c: List of Deliverables[7]

Deliverable (number)	Deliverable name	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 or final report)
DEC: Websites, patents filing, market studies, press & media actions, videos, etc.
OTHER: Software, technical diagram, etc.

Dissemination level:
Use one of the following codes:

PU = Public, fully open, e.g. web
CO = Confidential, restricted under conditions set out in Model Grant Agreement
CI = Classified, information as referred to in Commission Decision 2001/844/EC.

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

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[7] If your action is taking part in the Pilot on Open Research Data, you must include a data management plan as a distinct deliverable within the first 6 months of the project. This deliverable 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 H2020 Online Manual on the Funding & Tenders Portal.

Tables for section 3.2

Table 3.2 a: 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 3.2b: Critical risks for implementation

Description of risk (indicate level of likelihood: 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.

Tables for section 3.4

Table 3.4a: 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 3.4 b 'Other direct cost' items (travel, equipment, infrastructure, goods and services, large research infrastructure)

Please complete the table below for each participant if the sum of the costs for' travel', 'equipment', and 'goods and services' exceeds 15% of the personnel costs for that participant (according to the budget table in section 3 of the proposal administrative forms).

Participant Number/Short Name	**Cost (€)**	**Justification**
Travel		
Equipment		
Other goods and services		
Total		

Please complete the table below for all participants that would like to declared costs of large research infrastructure under Article 6.2 of the General Model Agreement[8], irrespective of the percentage of personnel costs. Please indicate (in the justification) if the beneficiary's methodology for declaring the costs for large research infrastructure has already been positively assessed by the Commission.

Participant Number/Short Name	**Cost (€)**	**Justification**
Large research infrastructure		

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[8] Large research infrastructure means research infrastructure of a total value of at least EUR 20 million, for a beneficiary. More information and further guidance on the direct costing for the large research infrastructure is available in the H2020 Online Manual on the Funding & Tenders Portal.

Section 4: Members of the consortium

⚠️ *This section is not covered by the page limit.*

⚠️ *The information provided here will be used to judge the operational capacity. Please make sure that you do not include information here that relates to the headings under sections 1 to 3. Experts will be instructed to ignore any information here which appears to have been included to circumvent page limits applying to those sections.*

4.1. Participants (applicants)

Please provide, for each participant, the following (if available):

- a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal;

- a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;

- a list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;

- a list of up to 5 relevant previous projects or activities, connected to the subject of this proposal;

- a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;

- if operational capacity cannot be demonstrated at the time of submitting the proposal, describe the concrete measures that will be taken to obtain it by the time of the implementation of the task.[1]

4.2. Third parties involved in the project (including use of third party resources)

Please complete, for each participant, the following table (or simply state "No third parties involved", if applicable):

Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)	Y/N
If yes, please describe and justify the tasks to be subcontracted	
Does the participant envisage that part of its work is performed by linked third parties[2]	Y/N
If yes, please describe the third party, the link of the participant to the third party, and describe and justify the foreseen tasks to be performed by the third party	

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[1] Please refer to General Annex H Evaluation Rules, Selection Rules, Operational Capacity

[2] A third party that is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action. (Article 14 of the Model Grant Agreement).

Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	Y/N
If yes, please describe the third party and their contributions	
Does the participant envisage that part of the work is performed by International Partners[3] (Article 14a of the General Model Grant Agreement)?	Y/N
If yes, please describe the International Partner(s) and their contributions	

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[3] 'International Partner' is any legal entity established in a non-associated third country which is not eligible for funding under Article 10 of the Rules for Participation Regulation No 1290/2013.

Section 5: Ethics and Security

⚠️ *This section is not covered by the page limit.*

5.1 Ethics

⚠️ *For more guidance, see the [document "How to complete your ethics self-assessment"](#).*

If you have entered any ethics issues in the ethical issue table in the administrative proposal forms, you must:

- submit an ethics self-assessment, which:
    - describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out;
    - explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:
        - research objectives (e.g. study of vulnerable populations, dual use, etc.)
        - research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)
        - the potential impact of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, misuse, etc.).

- provide the documents that you need under national law(if you already have them), e.g.:
    - an ethics committee opinion;
    - the document notifying activities raising ethical issues or authorising such activities

⚠️ *If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).*

⚠️*If you plan to request these documents specifically for the project you are proposing, your request must contain an explicit reference to the project title.*

5.2 Security[4]

Please indicate if your project will involve:

- activities or results raising security issues: (YES/NO)
- 'EU-classified information' as background or results: (YES/NO)

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[4] See article 37 of the [Model Grant Agreement](#). For more information on the classification of Information, please refer to the [Horizon 2020 guidance](#).

The EU Framework Programme
for Research and Innovation

HORIZON 2020

H2020 Programme

Proposal template 2018-2020

Administrative forms (Part A) / Project proposal (Part B)

Coordination and Support Actions – Lump Sum Option II (CSA-LS2)
Stage 1 of two-stage calls

Version 1.0
3 July 2019

Please check our wiki for help on navigating the form.

Horizon 2020

Call:
()

Topic:
Type of action:
()
Proposal number:

Proposal acronym:

Deadline Id:

Table of contents

Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	

How to fill in the forms

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

Proposal ID		*Acronym*	**Acronym is mandatory**

1 - General information

Topic	Type of Action
Call Identifier	Deadline Id

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	
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

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under Horizon 2020 or any other EU programme(s)?	○ Yes ○ No

Please give the proposal reference or contract number.	
XXXXXX-X	Remove

Proposal Submission Forms

Proposal ID		Acronym	**Acronym is mandatory**

Declarations

1*) We/I declare to have the explicit consent of all participants on their participation and on the content of this proposal.	☐
2) We/I 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.	☐
3) We/I 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/I acknowledge and authorize the collection, use and processing of personal data for the purpose of the evaluation of the proposal and the subsequent management of the grant/prize (if any). We/I acknowledge and authorize that the data may also be used for the monitoring and evaluation of the EU funding programme, the design of future programmes and communication purposes.	☐
6) We/I declare that subcontracts will be best value for money and free of conflict of interest.	☐
7*) We/I declare that all beneficiaries have followed their own accounting practices for the preparation of the budget and have included therein only cost that would be eligible for an actual costs grant, excluding costs that are ineligible under H2020 rules.	☐

The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. If the proposal to be retained for EU funding, the coordinator and each beneficiary will be required to present a formal declaration in this respect.

Note:

For **multi-beneficiary applications**, the coordinator vouches for its own organization and that all other participants confirmed their participation and compliance with conditions set out in the call. If the proposal is retained for funding, each participant will be required to submit a formal declaration of honour confirming this.

False statements or incorrect information may lead to administrative sanctions under the Financial Regulation 2018/1046.

Personal data will be collected, used and processed in accordance with Regulation 2018/1725 and the **Funding & Tenders Portal privacy statement**.

Please be however aware that, to protect EU financial interests, your data may be transferred to other EU institutions and bodies and be registered in the EDES database. Data in the EDES database is also subject to Regulation 2018/1725 and the EDES privacy statement.

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1			

Example, not to complete

2 - Administrative data of participating organisations

PIC   **Legal name**

_____   _____

Short name:

Address

        Street

        Town

        Postcode

        Country

        Webpage

Specific Legal Statuses

Legal person ....unknown

Public body ....unknown   Industry (private for profit)................unknown

Non-profit ....unknown

International organisation ....unknown

International organisation of European interest ....unknown

Secondary or Higher education establishment ....unknown

Research organisation ....unknown

Enterprise Data

_____

Based on the below details from the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

SME self-declared status... unknown

SME self-assessment .... unknown

SME validation sme... unknown

Proposal Submission Forms

Department(s) 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*

Dependencies with other proposal participants

Character of dependence	*Participant*	

Example, not to complete

Proposal Submission Forms

Person in charge of the proposal

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 4 of the submission wizard and save the changes.

Title [ ]   Sex   ○ Male   ○ Female

First name   Last name

E-Mail

Position in org.   [*Please indicate the position of the Contact Point above in the organisation.*]

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   [ ]

Phone   [*+XXX XXXXXXXX*]   Phone 2   [*+XXX XXXXXXXX*]   Fax   [*+XXX XXXXXXXX*]

Proposal ID   *Acronym* **Acronym is mandatory**

3 - Budget

Total requested EU contribution for the proposal/ €	0

Validation result

<table>
<tr><td>**Show Error**</td><td>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!</td></tr>
<tr><td>**Show Warning**</td><td>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).</td></tr>
</table>

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

European Commission

Proposal template: technical annex

(1st stage of a two-stage submission procedure)

Coordination and support actions

This template is to be used at the 1st 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 and 2 each correspond to an evaluation criterion for a 1st stage proposal in a two-stage submission procedure.

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.

⚠️ **Page limit**: <u>The page limit for a first stage proposal is 10 pages.</u>

The page limit will be applied automatically; therefore you must remove this instruction page before submitting.

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 H2020 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.

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).

TITLE OF THE PROPOSAL

⚠ *The consortium members are listed in part A of the proposal (administrative forms). Do not repeat this information here.*

1. Excellence

Your proposal must address a topic set out in the work programme for this call for proposals.

⚠ *This section of your proposal will be assessed only to the extent that it is relevant to that topic.*

1.1 Objectives

- Describe the overall and specific objectives for the project[1], which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project (see section 2).

1.2 Relation to the work programme

- Indicate the work programme topic to which your proposal relates, and explain how your proposal addresses the specific challenge and scope of that topic, as set out in the work programme.

1.3 Concept and methodology, quality of the measures

- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved;

- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project;

- Describe and explain the overall methodology.

- Where relevant, describe how the gender dimension, i.e. sex and/or gender analysis is taken into account in the project's content.

⚠ *Please note that this question does not refer to gender balance in the teams in charge of carrying out the project but to the content of the planned research and innovation activities . 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 http://ec.europa.eu/research/swafs/gendered-innovations/index_en.cfm?pg=home*

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[1] The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation.

2. Impact

2.1 Expected impacts

⚠️ *Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.*

- Describe how your project will contribute to the expected impacts set out in the work programme, under the relevant topic.