

HORIZON IMPACT AWARD

EU
RESEARCH
& INNOVATION
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A BETTER
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PRIZE APPLICATION TEMPLATE

Horizon Impact Award
H2020-HIA-Prize-2020

Administrative Forms (Part A)
Application (PART B)

Version 1.0
13 February 2020

Disclaimer:

This document is aimed at informing potential contestants for the horizon prize for Horizon Impact Award. It serves only as an example. The actual web forms and templates, provided in the online submission system under the Funding & Tenders Portal, might differ from this example. Applications must be prepared and submitted via the online submission system.

Horizon 2020

Call:

()

Topic:

Type of action:

()

Proposal number:

Proposal acronym:

Deadline Id:

Wherever in this text the term 'proposal' is used, it shall be understood to refer to an 'application'.

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Section	Title	Action
1	General information	
2	Contestants & Contacts	

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 previous 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

The title should be no longer than 200 characters (with spaces) and should be understandable to the

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

Abstract*

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- o Objectives*
- o Activities*
- o Type and number of persons benefiting from the project*
- o Expected results*
- o Type and number of outputs to be produced*

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.

- Do not include any confidential information.*
- Use plain typed text, avoiding formulae and other special characters.*

If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters

2000

Proposal ID

Acronym **Acronym is mandatory**

Declarations

- 1) In case of several contestants, the lead contestant declares to have the explicit consent of all contestants on their participation and on the content of this application. ☐
- 2) The information contained in this application is correct and complete. ☐
- 3) I hereby declare that:
 - I have fully read and understood and agree to the official Rules of Contest. ☐
 - I am fully eligible and not excluded from participation in accordance with the Rules of Contest. ☐
 - All other contestants have confirmed that they are fully eligible and not excluded from participation in accordance with the Rules of Contest. ☐
- 4) This application complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity[1] — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct). ☐

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection

Your reply to the prize application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your prize application in accordance with the specifications of the prize contest and will be processed solely for that purpose. Details concerning the processing of your personal data are available on the privacy statement at the page:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

Contestants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Proposal ID

Acronym **Acronym is mandatory**

2 - Contestants & Contacts

#	Participant Legal Name	Country	Action
1			

Example, not to complete

Proposal ID

Acronym

Acronym is mandatory

Short name

2 - Administrative data of participating organisations

PIC

Legal name

Short name:

Address of the organisation

Street

Town

Postcode

Country

Webpage

Legal Status of your organisation

Research and Innovation legal statuses

Public bodyunknown

Legal personunknown

Non-profitunknown

International organisationunknown

International organisation of European interestunknown

Secondary or Higher education establishmentunknown

Research organisationunknown

Proposal Submission Forms

Proposal ID

Acronym

Acronym is mandatory

Short name

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 organisation 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**

Validation result

Show Error

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

Show Warning

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

Section

Description

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

Example, not to complete

HORIZON IMPACT AWARD



Horizon 2020 Application (PART B)

Horizon Impact Award

H2020-HIA-Prize-2020

IMPORTANT NOTICE

Applications must be submitted via the Funding and Tenders Portal before the call deadline.

Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

Character and page limits:

- page limit: 6pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 10 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your project, except if you intend to include an online link to an already existing video (see Other Information).

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

⚠ Don't forget to delete this page (it would count to your page limit).

Part B of the application must be filled out by the participants in WORD, assembled and uploaded as PDF in the [Funding and Tenders Portal](#). The template to use is available there.

DETAILS of the FP7 or H2020 PROJECT linked to the application for the Horizon Impact Award*

Please insert information on the FP7 or H2020 funded project that is linked to the application for the Horizon Impact Award

Project number:	[project number]
Acronym:	[acronym]
Title:	[title]
Coordinator contact:	[name NAME], [organisation name]

*INFORMATION RELATED TO FP7 AND H2020 FUNDED PROJECTS ONLY

PARTICIPANTS in the proposal of Horizon Impact Award

- Please use the same numbering as in Part A of the proposal form. The same administrative data must be used across all parts of the application.
- Joint applications by a group of participants are admitted. In this case, the participants must appoint a 'lead participant' to represent them towards the Commission. The participants will be jointly responsible and must all fulfil and respect the conditions set out in the Rules of Contest.
- List all participants (contestants). Please list the lead participant as first entry in the list. Please note that the 'lead participant' refers to the applicant who submits the proposal via the Funding and Tenders Portal using the Participant Identification Code (PIC).
- Please note that the participants applying for the Horizon Impact Award do not need to account for the entire project consortium. Only list the participants who fulfil the entry requirements AND are applying for the Horizon Impact Award.
- Applications must be submitted by the (lead) participant via the Funding and Tenders Portal.

Number	Role	Name	Short name	Country	PIC
1	Lead participant				
2	Participant				
3	Participant				
...					

1. SUMMARY

Summary (max 2000 characters)

Provide an overall description of your prize application. This summary should give readers a clear idea of what it is about.

It should be written as a stand-alone text.

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

Note: The summary must always be in English (even if the rest of your proposal is in another EU language (official EU languages are allowed)).

We may publish this summary for publication/dissemination purposes. Avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).

2. DETAILED DESCRIPTION

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

Award criterion No 1 — FROM RESULTS TO SOCIETAL BENEFITS

- Please describe, in the following paragraph, how your FP7/H2020 research result(s) created a societal benefit i.e. increased policy effectiveness, improved an existing methodology, enhanced the quality of life, or contributed to society by other means?
- Please demonstrate the path from the project result(s) to impact and show how you have directly exploited the R&I result(s) and/or have played an active role in the uptake of the result(s) by third-parties.
- How are the research results linked to a specific user community? Describe the pathway used to engage with relevant stakeholders, such as citizens/local authorities/interested parties.

Award criterion No 2 — IMPACT

- Please describe the delivered impact and concrete achievements generated by the use of research results, resulting in transformative economic, societal, and environmental or policy impacts.
- Please explain which societal issues were addressed through your research results. What is the impact that you have been able to achieve until now?
- How will the current impact evolve in the following years? How will you ensure the follow-up of the effects generated by your projects results? Please mention the expected long-term impact.

ANNEX (COMPULSORY)

Please remember to upload the letter of support from at least one user or user community, stating the importance and impact of the research results and how they were used to create concrete benefits for the specific user-community. The user should not be an academic organization.

Please note that the annex must be uploaded as a separate document in the [application](#).

This is a compulsory requirement.

OTHER INFORMATION (NON-COMPULSORY)

- If you have previously created an audio-visual material (i.e. video) that reflects on how you used the research results to create societal benefits, you may include an online link to this already existing video (max 90 seconds).

Please note that the video will not be evaluated as part of the application but it may be used by the Commission for its communication and publicizing activities in accordance with article 8.2.2. of Rules of Contest.

This is NOT a compulsory requirement.

Insert the link here (non-compulsory)

- In the interest of gathering information on projects that could be used by regional or local authorities for further exploitation, we kindly invite you to fill out an [EU survey](#). This survey

will collect data on the regional relevance of the delivered impact described in this application (if applicable). Please note that the survey will not be evaluated as part of the application.

This is NOT a compulsory requirement.

Example, not to complete