



TEMPLATE FOR APPLICATIONS

Administrative form (Part A)

Description of the solution (Part B)

12 June 2018

Disclaimer

This document is aimed at informing potential applicants for Horizon 2020 funding. It serves only as an example. The actual Web forms and templates, provided in the online proposal submission system under the Participant Portal, might differ from this example. Applications must be prepared and submitted via the online submission system under the Participant Portal.

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 non-specialist*

*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

Example, not to complete

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

Example, not to complete

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

PRIZE APPLICATION TEMPLATE

Description of the solution (Part B)



Instruction Page (to be removed before submitting)

Note: This is for information only.

The definitive templates to be used for submission will be available in the submission system, which you should then use when writing your application.

The structure of this template must be followed when preparing your application. It has been designed to ensure that the important aspects of your solution are presented in a way that will enable the experts to make an effective assessment against the award criteria. Sections 1, 2 and 3 each correspond to an award criterion.

Page limits:

Upon submission, information and documentation must be provided in the application - Part B. The entire part B should not be longer than 150 pages.

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

If you attempt to upload a document longer than the specified limit before the deadline, you will receive an automatic warning and will be advised to shorten and re-upload it. After the deadline, excess pages (in over-long applications) will be automatically made invisible, and will not be taken into consideration by the experts. The application is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the application, 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 applications in a positive light.

The following **formatting conditions** apply:

The reference font for the body text of H2020 applications 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).

PRIZE APPLICATION TEMPLATE

Description of the solution (Part B)



Participant Name	Participant organisation name	Country

TITLE OF APPLICATION:

ACRONYM:

ABSTRACT:

The abstract should provide at a glance a clear understanding of how you excelled in relation to the prize. Briefly explain your concept, technical and service implementation. It must be short and precise and should not contain confidential information. There is a limit of 1000 words.

a. Concept

- Describe and explain the overall concept underpinning the proposed solution (e.g. main ideas, models or assumptions involved);
- Describe potential beneficiaries, added-value compared to existing solutions and the technological input;

b. Implementation

- Describe and explain the overall methodology, distinguishing, as appropriate, activities that correspond to the development and exploitation phases of the proposed solution.
- Describe key elements of the technical achievements and business approach.

PRIZE APPLICATION TEMPLATE

Description of the solution (Part B)



1. EXCELLENCE

Describe the understanding of the challenge and the soundness of the solution notably for what concerns European non-dependence of the capacity to launch and operate.

1.1. Objectives

Describe the overall and specific objectives for the proposed solution, which should be clear, measurable, realistic and achievable.

1.2. Understanding the challenge

Explain how your solution addresses the specific challenge of the prize as set out in the work programme.

1.3 Solution concept and methodology

Describe and explain the overall concept underpinning the proposed solution (e.g. main ideas, models or assumptions involved) and potential beneficiaries, added-value compared to existing solutions and the technological input. In particular, describe how your solution addresses the following:

a. Relevance and soundness of the solution:

Describe how the solution is optimised and customised for the targeted market segment within the EU and in export markets; addresses all technical aspects; corresponds to customer requirements and establishes a new service in the EU competitive in the export markets; is innovative building on developments made through EU and ESA Member States.

b. Technical efficiency of the solution including pertinence for EU non-dependence:

Describe how the solution has optimised options for autonomy in terms of: (i) development of launch system, (ii) production, and (iii) operations including ground segment (e.g. launch from a EU spaceport or other launch facilities, such as in international waters, under EU responsibility and/or ownership).

c. Cost-efficiency of the solution:

Describe how the solution is cost-efficient and enables dedicated low-cost launches with committed schedule and orbit for light satellites.

d. Green space:

Describe how the solution is optimised for the long-term impact on the Earth's atmosphere and environment (e.g. harmful emissions, use of toxic chemicals, space debris).

PRIZE APPLICATION TEMPLATE

Description of the solution (Part B)



2. TECHNICAL IMPLEMENTATION

Describe the state of the technical implementation of the solution in terms of launch system, ground segment and production in particular for the following aspects:

2.1 Implementation of the launch system

Describe the technical implementation of the launch system as follows:

a. Launch system maturity:

Describe the (verification level) in terms of:

- *ground testing of critical sub-systems (propulsion, avionics including GNC, structures);*
- *ground testing of significant part of the system;*
- *suborbital launch;*
- *orbital launch at LEO (200 km);*
- *orbital launch at SSO (600 km).*

b. Ground segment maturity:

Describe the readiness of required ground segment infrastructure in terms of:

- *Readiness level of launch complex including launch pad or alternative solutions;*
- *Readiness level of launch range including alternative solutions.*

c. Production maturity

Describe the readiness level of manufacturing solution for full operation capability predominantly in the EU.

2.2 Management structure

- *Describe the organisational structure and the decision-making. Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the solution.*
- *Describe any critical risks, relating to the deployment, that the stated solution's objectives may not be achieved. Detail any risk mitigation measures.*
- *Describe the cost breakdown, including for the elements addressed under the eligibility criteria of the Rules of Contest, and schedule for the development and deployment of the solution including its operations.*
- *Refer to aspects such as place of execution and/or the origin of (1) goods and services, including outsourced components, (2) human resources employed and (3) production facilities used. Refer to the Union Customs Code as appropriate.*

PRIZE APPLICATION TEMPLATE

Description of the solution (Part B)



3. SERVICE SUSTAINABILITY

Describe the state of implementation of the solution in terms of service sustainability and market viability over time, in particular for the following aspects:

3.1 Implementation of the service

a. Economic viability:

Describe your business plan (e.g. pricing policy, revenues, investment, costs, market share, market forecast, return on investment).

b. Service maturity and quality

Present your customer portfolio and provide evidence through, for instance, launch service intent agreements or commitment contracts.

Describe your service manual and explain to which extent and how it responds to the customer portfolio needs, for instance, in terms of orbit accuracy, customer interfaces, satellite comfort, responsiveness, insurance policy.

c. Service provision

Describe how the solution is designed to optimise exploitation of its results predominantly in the EU throughout the value chain (production, economic operator) while addressing export market potential.

3.2 Management aspects

- *Describe resources and schedule employed for the implementation of the solution so far.*
- *Describe what cost breakdown, including for the elements addressed under the eligibility criteria of the Rules of Contest, schedule, risk mitigation measures should be envisaged to sustain your solution in the future.*
- *Refer to aspects such as place of execution and/or the origin of (1) goods and services, including outsourced components, (2) human resources employed and (3) production facilities used. Refer to the Union Customs Code as appropriate.*

4. ADDITIONAL DOCUMENTS

The following documents shall be uploaded in the supporting documents section.

4.1 Security guarantees

- Fill in and sign the declaration of honour that you comply with the security requirements specified in the rules of context (see Annex I).
- If applicable, provide an official translation in English of your national law(s) equivalent to the security requirements set out in paragraph 4.1.1 of the Rules of Contest.

4.2 Development and deployment of the solution in the EU

- Provide the declaration of honour that you comply with the conditions specified in the rules of contest regarding development and deployment of the solution in the EU (see Annex II).

PRIZE APPLICATION TEMPLATE

Description of the solution (Part B)



Annex I – Declaration of honour: Security guarantees

Date

Name(s) and address (es) of the applicant(s)

I declare that I comply with the security requirements specified in the rules of contest.

(If applicable) I hereby enclose an English version of my national legislation equivalent to the security guarantees set out in the Rules of Contest.

Signature(s)

Example, not to complete

PRIZE APPLICATION TEMPLATE

Description of the solution (Part B)



Annex II – Declaration of honour: Deployment and development of the solution

Date

Name(s) and address (es) of the applicant(s)

I declare that I comply with the conditions specified in the rules of contest regarding development and deployment of the solution in the EU.

Signature(s)

Example, not to complete