



Pilot Project

Grant application form

PPPA-AIPC-2020

Version 1.0
9 July 2020



HISTORY OF CHANGES			
Version	Publication Date	Change	Page
1.0	09.07.2020	▪ Initial version	

Example, not to complete

EMFF

Call:

()

Topic:

Type of action:

()

Proposal number:

Proposal acronym:

Deadline Id:

[Table of contents](#)

<i>Section</i>	<i>Title</i>	<i>Action</i>
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 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	Max 200 characters (with spaces). Must be understandable for non-specialists in your field. <i>Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &</i>
Duration in months	
Free keywords	Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).

Abstract*

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

- o Objectives
- o Activities
- 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) The coordinator declares that the information contained in this proposal is correct and complete.	<input type="checkbox"/>
2) The coordinator confirms:	
- to have carried out the self-check of the financial capacity of the organisation (when applicable)* on https://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html . Where the result was "weak" or "insufficient", the coordinator confirms that the applicants are aware of the measures that may be imposed in accordance with the Call for proposals' documents; and	<input type="radio"/>
- to have explicit consent of all partners - including the coordination organisation - on their participation and the content of this proposal.	<input type="radio"/>
3) The coordinator confirms that:	
- all partners in the proposal are fully eligible in accordance with the exclusion and eligibility criteria set out in the specific call for proposals; and	<input type="checkbox"/>
- that no partners are in one of the situations referred to Article 106(1) and Art 107, 108, 109 of the Regulation (EU, Euratom) NO 966/2012 of the European Parliament and of the Council of 25 October 2012 on financial rules applicable to the general budget of the Union.	<input type="checkbox"/>
- all have the financial and operational capacity to carry out the proposed action; and in particular	<input type="checkbox"/>
- have the professional resources, competences and qualifications required to complete the proposed action.	<input type="checkbox"/>
If the proposal is to be retained for EU funding, the applicant organisation(s) will be required to present a formal declaration in this respect.	

* Participants requesting an EU contribution ≤ 60.000€ and participant(s) being public body/ies are exempt from financial capacity check.

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

The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV), which will be performed 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 grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the purposes and means of the processing of your personal data as well as information on how to exercise your rights are available in the [privacy statement](#). Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the Early Detection and Exclusion system of the European Commission (EDES), the new system established by the Commission to reinforce the protection of the Union's financial interests and to ensure sound financial management, in accordance with the provisions of articles 105a and 108 of the revised EU Financial Regulation (FR) (Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012) and articles 143 - 144 of the corresponding Rules of Application (RAP) (COMMISSION DELEGATED REGULATION (EU) 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012) for more information see the [Privacy statement for the EDES Database](#).

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

2 - Participants & 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

Specific Legal Statuses

Research and Innovation legal statuses

Public bodyunknown

Legal personunknown

Non-profitunknown

International organisationunknown

International organisation of European interestunknown

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

Secondary or Higher education establishmentunknown

Research organisationunknown

Enterprise Data

SME self-declared status..... unknown

SME self-assessment unknown

SME validation sme..... unknown

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

<i>Proposal ID</i>	<i>Acronym</i>	Acronym is mandatory	<i>Short name</i>
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*Department(s) carrying out the proposed work***Department 1**

Department name not applicable

Same as proposing organisation's address

Street

Town

Postcode

Country

Dependencies with other proposal participants

Character of dependence	Participant
<input type="text"/>	<input type="text"/>

Proposal ID	Acronym	Acronym is mandatory	Short name
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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 xxxxxxxxxx

Phone 2

 +xxx xxxxxxxxxx

Fax

 +xxx xxxxxxxxxx

Proposal ID

Acronym **Acronym is mandatory**

3 - Budget for the proposal

No	Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub- contracting/€	(D) Direct costs of providing financial support/€	(E) Indirect Costs / € (=0.07(A+B+C +D))	(F) Total estimated eligible costs / € (=A+B+C+D+E)	(G) Maximum Reimburse- ment rate (%)	(I) Maximum Grant / € (=F*G)	(J) Requested Grant / €
1			0	0	0	0	0,00	0,00	75	0,00	0,00
	Total		0	0	0	0	0,00	0,00		0,00	0,00

*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

PROPOSAL (PART B)


**PILOT PROJECT - DEVELOP ARTIFICIAL INTELLIGENCE FOR
DIAGNOSIS AND TREATMENT OF PAEDIATRIC CANCER**

Example, not to complete

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:** The title, list of participants and Sections 1, 2 and 3, together, should not be longer than **25 pages**. 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 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 form

1. Excellence

Your proposal must address a work programme topic 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, 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.

1.4 Ambition

- Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious.
- Describe the innovation potential (**e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organisational models**) which the proposal represents. Where relevant, refer to products and services already available on the market. Please refer to the results of any patent search carried out.

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:
 - each of the general and specific objectives mentioned in Section 2 of the Call Document
 - any substantial impacts not mentioned in the work programme, that would enhance innovation capacity; create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society
- 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 of results

- Show how the proposed measures will help to achieve the expected impact of the project.
- The activities 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.*

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

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

- What types of data will the project generate/collect?
- What standards will be used?
- How will this data be exploited and/or shared/made accessible for verification and re-use? If data cannot be made available, explain why.
- How will this data be curated and preserved?
- How will the costs for data curation and preservation be covered?

⚠️ 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 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.

⚠️ 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.

b) Communication activities

- 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.:
 - a list of work packages (table 3.1a.);
 - a description of each work package (table 3.1b.)
 - 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.*

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 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.

- 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).

3.4. Resources to be committed

 Please make sure the information in this Section matches the costs as stated in the Annex on Budget, 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.).

Tables for Section 3.1.

Table 3.1a.: List of work packages

Work Package Number	Work Package Title	Lead Participant Number	Lead Participant short name	Person months	Start month	End month
				Total person months		

Table 3.1b.: Work package description

For each work package:

Work package number	Lead beneficiary						
Work package title							
Participant number							
Short name of participant							
Person months pe 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 3.1c.: List of Deliverables

Deliverable (number)	Deliverable (name)	Work Package number	Short name of the 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).

Tables for Section 3.2.

Table 3.2a: 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 3.4b. ‘Other direct cost’ items (travel, equipment, infrastructure, goods and services)


Please complete the table below for each participant.

Participant Number/Short Name	Cost	Justification
Travel		
Equipment		
Other goods and services		
Total		

Example, not to complete

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.

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
<i>If yes, please describe and justify the tasks to be subcontracted</i>	
Does the participant envisage that part of its work is performed by linked third parties ¹ ?	Y/N
<i>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.</i>	
Does the participant envisage the use of contributions in kind provided by third parties?	Y/N
<i>If yes, please describe the third party and their contributions.</i>	

¹ A third party that is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action.

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. Security²

Please indicate if your project will involve:

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

² See article 37 of the [Model Grant Agreement](#). For more information on the classification of Information, please refer to the Horizon 2020 guidance: https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/secur/h2020-hi-guide-classif_en.pdf.