

🇮🇹 LA SETTIMANA HORIZON EUROPE 2021 🇮🇹



Il Template della Proposta (Proposte collaborative)

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PROPOSAL STRUCTURE

- 📌 **Part A** of the proposal is generated by the IT system. It is based on the information entered by the participants through the submission system in the [*Funding & Tenders Portal*](#). The participants can update the information in the submission system at **any time** before final submission
- 📌 **Part B** of the proposal is the narrative part that includes three sections that each correspond to an evaluation criterion. Part B needs to be uploaded as a PDF document following the templates downloaded by the applicants in the submission system



ADMISSIBILITY

- 🔗 Applications must be submitted **before the call deadline**
- 🔗 Applications must be **submitted electronically** via the Funding & Tenders Portal electronic submission system
- 🔗 Applications must be submitted **using the forms** provided inside the electronic submission system
- 🔗 Applications must be **complete** and contain all parts and mandatory Annexes and supporting document
- 🔗 Applications must be **readable, accessible and printable**
- 🔗 Applications must include a **plan for the exploitation and dissemination** of results including communication activities



Page limits

- 🚩 The limit for a full application is 45 pages (RIA and IA)
- 🚩 The limit for 'Coordination and support' actions (CSA) is 30 pages
- 🚩 The limit for 'Programme co-fund' actions is 70 pages
- 🚩 The limit for a first-stage application is 10 pages



Eligibility: Consortium composition

Unless otherwise provided for in the specific call conditions, legal entities forming a consortium are eligible to participate in actions provided that the consortium includes:

- ▣ at least one independent legal entity established in a Member State; and
- ▣ at least two other independent legal entities, each established in different Member States or Associated Countries

Applications for ‘Coordination and support’ actions may be submitted by one or more legal entities, which may be established in a Member State, Associated Country or, in exceptional cases and if provided for in the specific call conditions, in another third country

[List of Participating Countries in Horizon Europe](#)



New features in HE proposals PART A

📄 NEW FIELDS IN PART A

- Researchers table – needed to follow up researchers careers (HE indicator)
- Role participating
- Self-declaration on gender equality plan

📄 FIELDS MOVED FROM PART B TO PART A

- Ethics self-assessment
- Security questionnaire (NEW in all HE proposals)
- Information on participants' previous activities related to the call



New features in HE proposals PART B

1. Excellence

- 1.1 Objectives
- 1.2 Relation to the work programme
- 1.3 Concept and methodology
- 1.4 Ambition

2. Impact

- 2.1 Expected impacts
- 2.2 Measure to maximise impact
 - a) Dissemination and exploitation of results
 - b) Communication activities

3. Quality and efficiency of the implementation

- 3.1 Work plan – work packages, deliverables
- 3.2 Management structure, **milestones** and procedures
- 3.3 Consortium as a whole
- 3.4 Resources to be committed

1. Excellence

- 1.1 Objectives and ambition *[e.g. 4 pages]*
- 1.2 Methodology *[e.g. 15 pages]*

2. Impact

- 2.1 Project's pathways towards impact *[e.g. 4 pages]*
- 2.2 Measures to maximise impact - Dissemination, exploitation and communication *[e.g. 5 pages]*

2.3 Summary (Canvas table)

3. Quality and efficiency of the implementation

- 3.1 Work plan and resources *[e.g. 14 pages – including tables]*
- 3.2 Capacity of participants and consortium as a whole *[e.g. 3 pages]*

OS - DMP



1 Excellence

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

- Briefly describe the **objectives** of your proposed work. Why are they pertinent to the work programme topic? Are they **measurable** and **verifiable**? Are they **realistically achievable**?
- Describe how your project goes **beyond the state-of-the-art**, and the extent the proposed work is ambitious. Indicate any exceptional ground-breaking R&I, novel concepts and approaches, new products, services or business and organisational models. Where relevant, illustrate the advance by referring to products and services already available on the market. Refer to any patent or publication search carried out.
- Describe where the proposed work is positioned in terms of **R&I maturity** (i.e. where it is situated in the spectrum from ‘idea to application’, or from ‘lab to market’). Where applicable, provide an indication of the **Technology Readiness Level**, if possible distinguishing the start and by the end of the project.

Note Please bear in mind that advances beyond the state of the art must be interpreted in the light of the positioning of the project. Expectations will not be the same for RIAs at lower TRL, compared with Innovation Actions at high TRLs.



1 Excellence

1.2 Methodology [e.g. 15 pages]

- Describe and explain the **overall methodology**, including the concepts, models and assumptions that underpin your work. Explain how this will enable you to deliver your project's objectives. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them. [e.g. 10 pages]

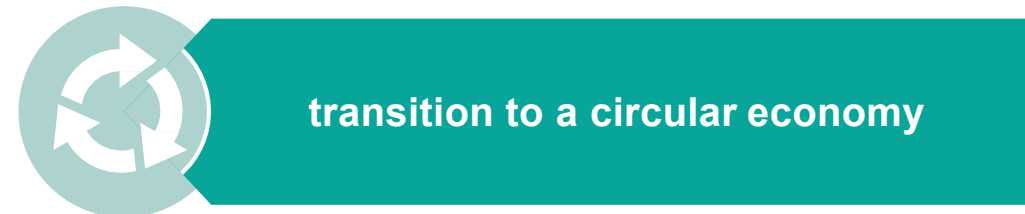
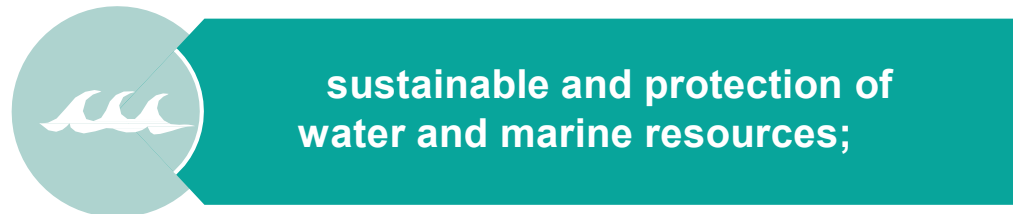
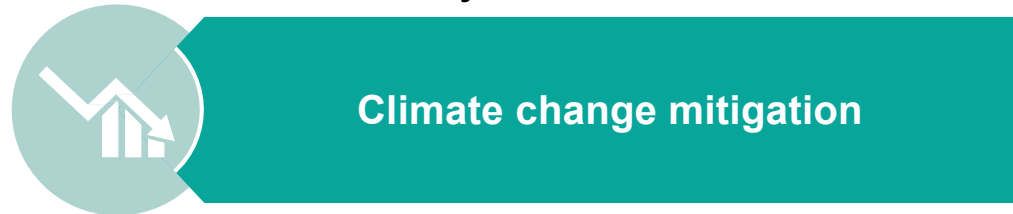
Note This section should be presented as a narrative. The detailed tasks and work packages are described below under 'Implementation'.

Note Where relevant, include how the project methodology complies with the 'do no significant harm' principle as per Article 17 of Regulation (EU) No 2020/852 on the establishment of a framework to facilitate sustainable investment (i.e. the so-called '**EU Taxonomy Regulation**'). This means that the methodology is designed in a way it is not significantly harming any of the **six environmental objectives** of the EU Taxonomy Regulation.



What is the EU taxonomy

- EU Taxonomy regulation defines when an economic activity can be considered sustainable
- Concepts adopted by EU Taxonomy such as “Substantial Contribution” and “Do No Significant Harm”, to be assessed with a life cycle approach, together with the definition of the six environmental objectives:



1 Excellence

1.2 Methodology [e.g. 15 pages]

- Describe any national or international **research and innovation activities whose results will feed into the project**, and how that link will be established; [e.g. 1 pages]
- Explain how expertise and methods from different disciplines will be brought together and integrated in pursuit of your objectives. If you consider that an **inter-disciplinary approach** is unnecessary in the context of the proposed work, please provide a justification. [e.g. 1/2 page]
- For topics where the work programme indicates the need for the **integration of social sciences and humanities**, show the role of these disciplines in the project or provide a justification if you consider that these disciplines are not relevant to your proposed project. [e.g. 1/2 page]
- Describe how the **gender dimension** (i.e. sex and/or gender analysis) is taken into account in the project's research and innovation content [e.g. 1 page]. If you do not consider such a gender dimension to be relevant in your project, please provide a justification.



1 Excellence

1.2 Methodology [e.g. 15 pages]

- **Research data management** and management of other research outputs: Applicants generating/collecting data and/or other research outputs (except for publications) during the project must provide maximum 1 page on how the data/ research outputs will be managed in line with the **FAIR principles** (Findable, Accessible, Interoperable, Reusable), addressing the following (the description should be specific to your project): [1 page]
 - **Types of data/research outputs** (e.g. experimental, observational, images, text, numerical) and their estimated size; if applicable, combination with, and provenance of, existing data.
 - **Findability of data/research outputs**: Types of persistent and unique identifiers (e.g. digital object identifiers) and trusted repositories that will be used.
 - **Accessibility of data/research outputs**: IPR considerations and timeline for open access (if open access not provided, explain why); provisions for access to restricted data for verification purposes.
 - **Interoperability of data/research outputs**: Standards, formats and vocabularies for data and metadata.
 - **Reusability of data/research outputs**: Licenses for data sharing and re-use (e.g. Creative Commons, Open Data Commons); availability of tools/software/models for data generation and validation/interpretation /re-use.
 - **Curation and storage/preservation costs**; person/team responsible for data management and quality assurance.

Note Proposals selected for funding will need to develop a detailed **data management plan (DMP)** for making their data/research outputs FAIR as a deliverable by **month 6** and revised towards the **end of the project**

Note For guidance on open science practices and research data management, please refer to the relevant section of the HE Programme Guide on the Funding & Tenders



2 Impact

2.1 Project's pathways towards impact [e.g. 4 pages]

Provide a narrative explaining how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. The narrative should include the components below, tailored to your project.

- (a) Describe the unique contribution your project results would make towards (1) the **outcomes specified in this topic**, and (2) the **wider impacts, in the longer term, specified in the respective destinations** in the work programme.
- (b) Describe any requirements and **potential barriers** - arising from factors beyond the scope and duration of the project - that may determine whether the desired outcomes and impacts are achieved. These may include, for example, other R&I work within and beyond Horizon Europe; regulatory environment; targeted markets; user behaviour. Indicate if these factors might evolve over time. Describe any mitigating measures you propose, within or beyond your project, that could be needed should your assumptions prove to be wrong, or to address identified barriers.
- (c) Give an indication of the **scale** and **significance** of the **project's contribution to the expected outcomes and impacts**, should the project be successful. Provide quantified estimates where possible and meaningful.



2 Impact

- 📄 **2.2 Measures to maximise impact - Dissemination, exploitation and communication [e.g. 5 pages]**
- Describe the planned measures to maximise the impact of your project by providing a **first version of your ‘plan for the dissemination and exploitation including communication activities’**. Describe the dissemination, exploitation and communication measures that are planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large).
 - Outline your strategy for the **management of intellectual property**, foreseen protection measures, such as patents, design rights, copyright, trade secrets, etc., and how these would be used to support exploitation.



2 Impact

2.3 SUMMARY TABLE

- Provide a summary of this section by presenting in the canvas below the key elements of your project impact pathway and of the measures to maximise its impact.

KEY ELEMENT OF THE IMPACT SECTION

SPECIFIC NEEDS

What are the specific needs that triggered this project?

EXPECTED RESULTS

What do you expect to generate by the end of the project?

D & E & C MEASURES

What dissemination, exploitation and communication measures will you apply to the results?

TARGET GROUPS

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

OUTCOMES

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

IMPACTS

What are the expected wider scientific, economic and societal effects of the project contributing to the expected impacts outlined in the respective destination in the work programme?



3 Quality and efficiency of the implementation

▣ 3.1 Work plan and resources [e.g. 14 pages – including tables]

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)
- graphical presentation of the components showing how they inter-relate (**Pert** chart or similar)
- a **list of work packages** (table 3.1a)
- a **description of each work package** (table 3.1b)
- a **list of deliverables** (table 3.1c)



3 Quality and efficiency of the implementation

3.1 Work plan and resources [e.g. 14 pages – including tables]

Please provide the following:

- a **list of milestones** (table 3.1d)
- a list of **critical risks**, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures (table 3.1e)
- a table showing number of **person months** required (table 3.1f)
- a table showing description and justification of **subcontracting costs** for each participant (table 3.1g)
- a table showing justifications for '**purchase costs**' (table 3.1h) for participants where those costs exceed 15% of the personnel costs (according to the budget table in proposal part A)
- if applicable, a table showing justifications for '**other costs categories**' (table 3.1i)



Note

Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. The number of work packages should be proportionate to the scale and complexity of the project.

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

Resources assigned to work packages should be in line with their objectives and deliverables. You are advised to include a **distinct work package on 'project management'**, and to give **due visibility in the work plan to 'data management' 'dissemination and exploitation' and 'communication activities'**, either with distinct tasks or distinct work packages.

You will be required to update the **'plan for the dissemination and exploitation of results including communication activities'**, and a **'data management plan'**, (this does not apply to topics where a plan was not required.) This should include a record of activities related to dissemination and exploitation that have been undertaken and those still planned.

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



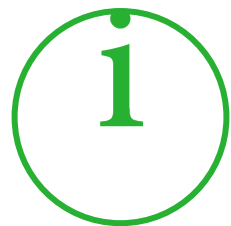
3 Quality and efficiency of the implementation

▣ 3.2 Capacity of participants and consortium as a whole [e.g. 3 pages]

- **Describe the consortium.** How does it match the project's objectives, and bring together the necessary disciplinary and inter-disciplinary knowledge. Show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I, as appropriate.
- Show how the partners will have **access to critical infrastructure** needed to carry out the project activities.
- Describe how the **members complement one another** (and cover the value chain, where appropriate)
- In what way does each of them **contribute to the project**? Show that each has a valid **role**, and adequate **resources** 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 the Work Programme General Annexes B are automatically eligible for EU funding), explain why the participation of the entity in question is essential to successfully carry out the project.



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