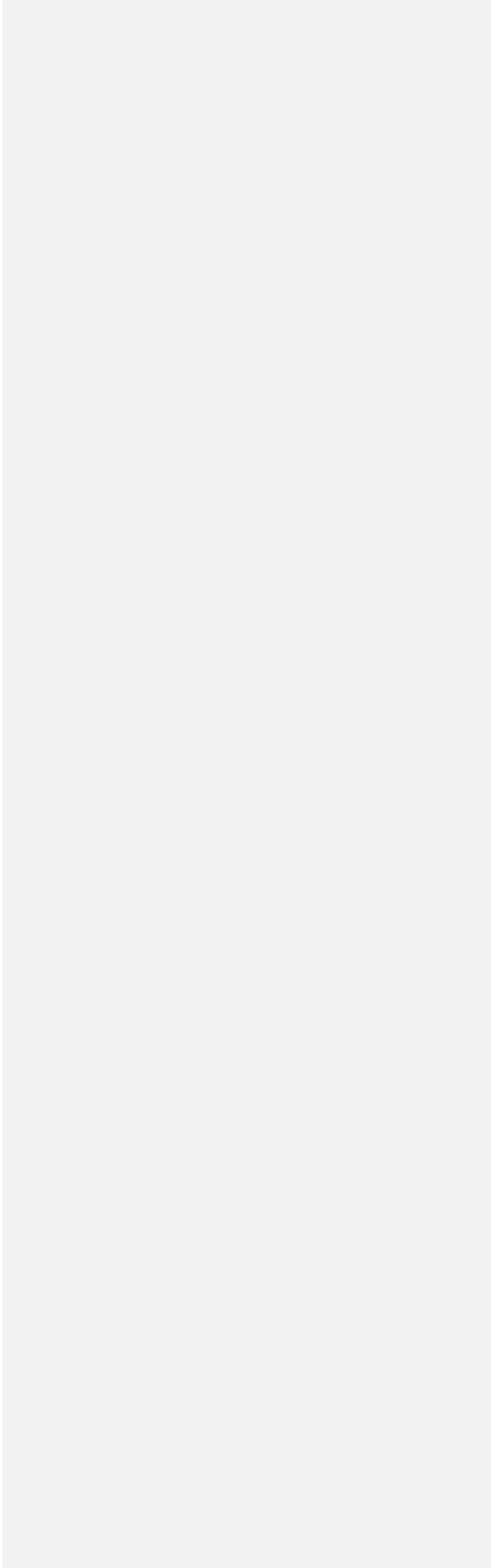


KIT HORIZON EUROPE – PILAR II/ CLUSTERS



Pre-Award Network
IST-ID | IST



History of Changes

Version	Publication Date	Section	Changes
1.0	out.2024		Initial version
1.1	13/10/2024	Pre-Award Support	Updated according to changes in Projects Office Pre-Award contacts update
1.2	11/06/2023	Pre-Award Support	Updated according to changes in Projects Office Pre-Award contacts update
1.3	25/03/2025	Pre-Award Support	Pre-Award contacts update
2	25/03/2025	Resources	Usefull links



KIT Horizon Europe – Pilar II – Thematic Clusters



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KIT Horizon Europe – Pilar II – Thematic Clusters



Pre-Award Support

Mission: to realise the participation of researchers in winning proposals.

Competences and Activities:

1. Searching for, monitoring and optimising funding opportunities through different mechanisms, with special emphasis on funding mechanisms with international reach. This activity includes, namely:
 - Monitoring the R&D strategy of the funding organisations.
 - Identification and lobbying of strategic for a in which it is relevant to energise the IST/IST-ID competences and the participation of researchers.
2. Support to research units and researchers in the use of these mechanisms, namely:
 - Proactive liaison with Units in order to identify strengths, enhance their capacity to intervene in work programmes and participate in identified opportunities/consortia.
 - Technical information on work programmes and their impact for the different mechanisms identified.
 - Searching and lobbying for suitable consortia
 - Supports in the design of the idea and how it fits into the competition topic and application form.
 - Capacity-building (workshop and trainings)

Organisation and Services

Pre-Award Support

DPFC

DP

Lobby and Finding funding Opportunities

- Following European funding agencies' **Strategic Research and Innovation Agendas (SRIA)**
- **Articulating with internal services**, institutional representatives at european initiatives and **IST's cross-sectorial Networks**
- **Finding funding opportunities**
- **Mapping strategic initiatives** for Técnico's R&D Centers ecosystem
- **R&D Centers' participation in European Programs analysis and monitoring**
- **Lobbying**

Support to Research Centers (UI) through Pre-Award Network

- Coordination of **Pre-Award Network**
- General and **Targeted Dissemination**
- **Proposal e WP Intelligence**
- **Strategic Networking**
- **Trainings and Workshops**
- **Exchange of Best Practices**

Support to Researchers through the local manager at each R&D Center

- **Administrative and Financial Support**
- **Targeted Dissemination**
- Funding Calls match
- Proposal Intelligence
- Partner search
- **Application Guidance (Part A, Budget and Part B)**
- Proposal Review

Administrative and financial support

- **Administrative, legal and financial information**
- **Checks application's financial viability**
- Support to the Grant Agreement Preparation

R&I Pre-Award Funding Unit (DPFC) – Marta Candeias; marta.candeias@tecnico.ulisboa.pt

DP – NPI – Margarida Suarez; margarida.suarez@tecnico.ulisboa.pt

Pre-Award Network:

Unidade de Investigação (UI)	Nome	email
CAMGSD - Centro de Análise Matemática, Geometria e Sistemas Dinâmicos	Rita Soares	ritasoares@tecnico.ulisboa.pt
C2TN Centro de Ciências e Tecnologias Nucleares	João Galamba (Presidente)	jgalamba@ctn.tecnico.ulisboa.pt
CENTEC Centro de Engenharia e Tecnologia Naval e Oceânica	Sandra Ponce	Sandra.ponce@tecnico.ulisboa.pt
CEG-IST Centro de Estudos de Gestão do IST	Mariana Santa-Marta Mariana Santos	mariana.santa-marta@tecnico.ulisboa.pt marianabsantos@tecnico.ulisboa.pt
CERENA Centro de Recursos Naturais e Ambiente	Mariana Santa-Marta	mariana.santa-marta@tecnico.ulisboa.pt
CeFEMA Centro de Física e Engenharia de Materias Avançadas	João Seixas (Presidente)	joao.seixas@tecnico.ulisboa.pt
CERIS Instituto de Investigação e Inovação em Engenharia Civil para a Sustentabilidade	Evelina Rodrigues Clara Pereira	evelina.rodrigues@tecnico.ulisboa.pt clara.fernandes.pereira@tecnico.ulisboa.pt
CiTUA Centro para a Inovação em Território, Urbanismo e Arquitetura	Rute Martins	rutemartins@tecnico.ulisboa.pt

CQE Centro de Química Estrutural	Ana Espada	ana.espada@tecnico.ulisboa.pt
iBB Instituto de Bioengenharia e Biociências	Sofia Martins	sofiamartins@tecnico.ulisboa.pt
IN+ Centro de Estudos em Inovação, Tecnologia e Políticas de Desenvolvimento		
IPFN Instituto de Plasmas e Fusão Nuclear	Bruno Gonçalves (Presidente) Susana Muíños	bruno@ipfn.tecnico.ulisboa.pt susana.muinos@tecnico.ulisboa.pt
ISR Instituto de Sistemas e Robótica	Filipa Carvalho	filipa.s.carvalho@tecnico.ulisboa.pt
ITI Instituto de Tecnologias Interativas – Interação Homem-máquina	Raquel Yam Luisa Seixas	Raquel.yam@tecnico.ulisboa.pt Luisa.metelo.seixas@tecnico.ulisboa.pt
MARETEC Centro de Ciência e Tecnologia do Ambiente e do Mar	Nuno Sarmento	nuno.sarmento@tecnico.ulisboa.pt
CEMAT	Claudia Nunes (Membro da Direção)	claudia.nunes@math.tecnico.ulisboa.pt
IDMEC Instituto de Engenharia Mecânica	Vesna Bozanic	vesna.bozanic@tecnico.ulisboa.pt
IT Instituto de Telecomunicações	Fátima Barata Joana Pinto	fatima.barata@lx.it.pt joana.pinto@lx.it.pt
LIP Laboratório de Física e Instrumentação de Partículas	Rita Saraiva	grants.office@lip.pt
INESC-ID	Silvia Castro	silvia.castro@inesc-id.pt
INESC-MN	Paulo Freitas (Presidente)	pfreitas@inesc-mn.pt

Networking

- Your personal contacts
- Publications
- EU Projects
- The Community Research and Development Information Service (CORDIS) is the European Commission's primary source of results from the projects funded by the EU's framework programmes for research and innovation, from FP1 to Horizon Europe.

CORDIS has a rich and structured public repository with all project information held by the European Commission such as project factsheets, participants, reports, deliverables and links to open-access publications.

[CORDIS | European Commission \(europa.eu\)](https://cordis.europa.eu)



- European Networks

CrowdHelix is an Open Innovation platform that forges links between an international network of excellent researchers and innovating companies, so that they can plan, deliver, and exploit pioneering collaborative projects and value chains

[CrowdHelix - collaboration intelligence - CrowdHelix](#)



Partnerships

Each Partnership also has brokerage events and you should look for them in the European association representing the private part of the partnership.

Partnership	European Association	
Made in Europe (FoF) CL4	EFFRA	
Process4Planet (SPIRE) CL4	A.SPIRE	
Clean Steel - Low Carbon Steelmaking - CSP CL4	ESTEP	
Photonics CL4	Photonics21	
AI, Data and Robotics (EU Robotics; DATA) CL4	ADRA	
Batteries Europe CL5	BEPA	

Built4People (EEB)
CL5

[ECTP](#)



Clean Energy Transition (reúne diferentes era-nets)

CL5

[About us | CETPartnership](#)



Clean Hydrogen for Europe (FCH-JU)

CL5

[Hydrogen Europe](#)
[Hydrogen Europe Research](#)



- COST Actions

[Action Networking Tools | COST](#)



- HOP ON call

It allows research institutions from Widening countries to join already ongoing R&I actions under Horizon Europe Pillar 2 and EIC Pathfinder.

[HOP ON Call](#)



- Conferences (organized by European Commission or by the European Networks)

- EU InfoDays

On the research and innovation community platform you can find information about infodays, brokerage events, access exclusive content, widen your network.

[Events | The research and innovation community platform \(europa.eu\)](#)



- Brokerage events

The NCP Portal offers both NCPs and participants access to the vast knowledge, support tools and services that NCP networks develop to support the wide participation in Horizon Europe. You can also find events to promote consortium building.

[Stage | Horizon Europe NCP Portal](#)



- NCP events

- Databases

The Horizon Dashboard is an intuitive and interactive reporting platform, composed of a set of sheets that allows series of views to discover and filter the Horizon 2020 data. The aim is to facilitate data sharing, providing public access to real-time programme data in an easy, flexible and user-friendly manner; search and extract your own statistics and analyses on the research topics, countries, regions, organisations, sectors and even individual projects and beneficiaries.



[Funding & tenders \(europea.eu\)](https://europea.eu)

European Policies

	Proposal Template	Evaluation Criteria
<p>European Policies</p> 	<p>Summary</p> <p>1.1 Objectives and ambition:</p> <ul style="list-style-type: none"> • Objectives, SoA • Innovation/ Beyond SoA • Positioning in the value chain (TRL) 	<p>Clarity and pertinence of the project's objectives, and the extent to which the proposed work is ambitious, and goes beyond the state-of-the-art.</p>
<p>Excellence</p>	<p>1.2 Methodology</p> <ul style="list-style-type: none"> • Concept, methodology, • Link to previous R&D • Integration o SSH • Interdisciplinarity • Gender Dimension in R&D • Open Science, including Data Management • Do no significant harm • Artificial Intelligence 	<p>Soundness of the proposed methodology, including the underlying concepts, models, assumptions, inter-disciplinary approaches, appropriate consideration of the gender dimension in research and innovation content, and the quality of open science practices including sharing and management of research outputs and engagement of citizens, civil society and end users where appropriate.</p>

	Proposal Template	Evaluation Criteria
Impact	2.1 Project's pathways towards impact <ul style="list-style-type: none"> Identify Key Results Link results and Expected outcomes Link results and expected impacts at Destination and Program level (scientific/technologic, economic and social level) Identify other impacts (consortium members, target-groups, relevant sectors, public policies and regulation) Barriers to impacts (effects of results; usually post project) Quantitative indicators (scale and significance) as well as assumptions and calculations to achieve this indicators. 	Credibility of the pathways to achieve the expected outcomes and impacts specified in the work programme, and the likely scale and significance of the contributions due to the project.
	2.2 Measures to maximise impact - Dissemination, exploitation and communication <ul style="list-style-type: none"> Dissemination and Exploitation Plan which should present the rational for dissemination, communication and exploitation measures adequate for each different target group IPR Management 2.3 Impact Canvas	Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities.

	Proposal Template	Evaluation Criteria
Implementation	3.1 Work plan and resources <ul style="list-style-type: none"> Work Plan presentation Gantt Chart WP: Objective; division in tasks with description, duration, KPIs, partners) Management WP, Dissemination and Exploitation WP, Ethics WP, Technical WP Deliverables (D&E Plan, DMP) Milestones Critical Risks (probability and mitigation measures) 	Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall
	3.2 Capacity of participants and consortium as a whole <ul style="list-style-type: none"> Complementarity, interdisciplinarity Adequate profiles to work plan activities (SSH, gender, open access experts) Short overview of relevant competences, infrastructures, technology transfer 	Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise

Proposal application

The proposal contains two parts:

- **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 for the specific call or topic. The templates for a specific call may slightly differ from the example provided in this document.

The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal. The submission process consists of 6 steps:

- Step 1: Logging in the Portal
- Step 2: Select the call, topic and type of action in the Portal
- Step 3: Create a draft proposal: Title, acronym, summary, main organisation and contact details
- Step 4: Manage your parties and contact details: add your partner organisations and contact details.
- Step 5: Edit and complete web forms for proposal part A and upload proposal part B
- Step 6: Submit the proposal

Part A

Version 1.0 – July 2023
IST-ID Pre-Award Network

This annotated template was produced by the IST-ID Pre-Award Network to guide researchers drafting proposals in the scope of Horizon Europe collaborative projects. This template focuses on Research and Innovation Actions (RIA) and Innovation Actions (IA).

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Ethics and security	
5	Other questions	

1. General Information

Topic	Type of action
Call	Type of Model Grant Agreement

Commented [MSGSC1]: Section 1 provides basic data on the proposal. It can be filled in by contacts of the coordinator.

Other participants may view this section only.

Read-only parts are marked in blue

1st part is to be filled in by the **proposal coordinator**.

Acronym	<i>Acronym is mandatory</i>
Proposal title	<i>Max 200 characters (with spaces). Must be understandable for non-specialists in your field.</i>
Duration in months	<i>Estimated duration of the project in full months.</i>
Fixed keyword	
Fixed keyword	
Free keyword	<i>Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).</i>

Abstract

The abstract should provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme.

This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties.

It must therefore be short and precise and should not contain confidential information.

Use plain typed text, avoiding formulas and other special characters

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?	Yes	No
Please give the proposal reference or contract number	XXXXX-X	

Commented [MSGSC2]: A 'similar' proposal or contract is one that differs from the current one in minor ways, and in which some of the present consortium members are involved

Declarations *Fill in all the declarations on behalf of the consortia*

Participants: *Ask participants for the following info to add them to the proposal*

Commented [MSGSC3]: You should choose the organization to which you have a legal contract with, or one of the following Técnico's third parties: IST-ID, INESC-ID, IDMEC, IT, LIP.

Organisation legal name*	Instituto Superior Técnico Associação do Instituto Superior Técnico para a Investigação e o Desenvolvimento
Short name proposed (8 characters max.)*	IST IST-ID INESC-ID IDMEC
PIC number*	999992983 954983722 999613325 998907068

Commented [MSGSC4]: Choose

Commented [MSGSC5]: IST

Commented [MSGSC6]: IST-ID

Commented [MSGSC7]: INESC-ID

Commented [MSGSC8]: IDMEC

2. Organisation Data

Link with participant(s)

Please indicate if there are any dependencies with other participants of the proposal.

Are there dependencies between your organisation and (an)other participant(s) in this proposal?*	Choose an item.
--	-----------------

Commented [MSGSC9]: In case IST and any of its third parties participate in the same proposal, the choice should be YES.

if Yes:



KIT Horizon Europe – Pilar II – Thematic Clusters



Type of link	Participant
Choose an item.	Select one participant from the list of the consortium participants

Departments carrying out the proposed work

Add your department/faculty address in case it is different from your legal address provided with the ECAS registration.

Department name (1)	
Street	
Town	
Postcode	
Country	
Department name (2)	
Street	
Town	
Postcode	
Country	

Commented [MSGSC10]: Name of the Research Center if IST-ID.

Main contact person

This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant preparation).

Family name*		Gender*	Choose an item.
First Name(s)*			
Title*	Choose an item.		
Position in the organisation*			
Department*			
Street*			
Town*			
Post code*			
Country*			

Commented [MSGSC11]: Usually the Researcher/Professor

Phone number*	+
E-mail*	
Website	

Other contact persons (no more than 5 people !)

Family name*	<i>Margarida</i>
First Name(s)*	<i>Suarez</i>
E-mail*	<i>Margarida.suarez@tecnico.ulisboa.pt</i>
Phone number	+

Family name*	
First Name(s)*	
E-mail*	
Phone number	+

Commented [MSGSC12]: *Research Manager from the Research Center*
 If you don't have one, please include Marta Candeias;
 marta.candeias@tecnico.ulisboa.pt

Family name*	
First Name(s)*	
E-mail*	
Phone number	+

Family name*	
First Name(s) *	
E-mail*	
Phone number	+

Include only the researchers involved in the proposal, (see below definition of 'researcher').

Include also the person in charge of the proposal if a researcher.

You do not need to include in the table the identity of other persons involved in the proposal who are not researchers. ‘

Researchers involved in the proposal										
Title	First name	Last name	Gender	Nationality	E-mail	Career stage	Role of researcher in the project	Reference Identifier	Type of identifier	Other type of identifier
Choose an item.			Choose an item.			Choose an item.	Choose an item.		Choose an item.	
Choose an item.			Choose an item.			Choose an item.	Choose an item.		Choose an item.	
Choose an item.			Choose an item.			Choose an item.	Choose an item.		Choose an item.	
Choose an item.			Choose an item.			Choose an item.	Choose an item.		Choose an item.	
Choose an item.			Choose an item.			Choose an item.	Choose an item.		Choose an item.	

Researchers are professionals engaged in the conception or creation of new knowledge.

They conduct research and improve or develop concepts, theories, models, techniques instrumentation, software or operational methods.

Career stages as defined in Frascati 2015 manual:

Category A – Top grade researcher: the single highest grade/post at which research is normally conducted. Example: ‘Full professor’ or ‘Director of research’.

Category B – Senior researcher: Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates (IsCED level 8). Examples: ‘associate professor’ or ‘senior researcher’ or ‘principal investigator’.

Category C – Recognised researcher: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. Examples: ‘assistant professor’, ‘investigator’ or ‘post-doctoral fellow’.

Category D – First stage researcher: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. Examples: ‘PhD students’ or Example, ‘junior researchers’ (without a PhD)

<i>Role of participating organisation in the project</i> <i>Applicants may select more than one option.</i>		<i>Definitions</i>
Project management	<input type="checkbox"/>	Click if your organisation will do project management activities (i.e. assigning the tasks, reporting and interface with the EC). These tasks are normally carried out by the coordinator, but other participants can also contribute.
Communication, dissemination and engagement	<input type="checkbox"/>	Click if your organisation will be in charge of communication, dissemination and engagement. This can be centralised by one partner or split across the partners.
Provision of research and technology infrastructure	<input type="checkbox"/>	Click if your organisation is providing a research facility or research
Co-definition of research and market needs	<input type="checkbox"/>	Click if your organisation will be involved in the co-defining the research and market needs. Usually it is a company that intends to later use the research results, or a NGO that will use the solution. This will help the project further tailor its results to respond to specific needs of the end user.
Civil society representative	<input type="checkbox"/>	Click if your organisation belongs to civil society (NGO, association,
Policy maker or regulator, incl. standardisation body	<input type="checkbox"/>	Click if your organisation is a policy maker (local, regional, national,
Research performer	<input type="checkbox"/>	Click if your organisation is in charge of performing the research
Technology developer	<input type="checkbox"/>	Click if your organisation is in charge of developing the technology
Testing/validation of approaches and ideas	<input type="checkbox"/>	Click if your organisation is in charge of testing/validating the
Prototyping and demonstration	<input type="checkbox"/>	Click if your organisation is in charge of developing the prototypes and
IPR management incl. technology transfer	<input type="checkbox"/>	Click if your organisation is in charge of IPR management including
Public procurer of results	<input type="checkbox"/>	Click if your organisation (public authority, hospital, university, local
Private buyer of results	<input type="checkbox"/>	Click if your organisation (from the private sector) will be using the
Finance provider (public or private)	<input type="checkbox"/>	Click if your organisation will be providing the financing for the
Education and training	<input type="checkbox"/>	Click if your organisation is in charge of educating and training
Contributions from the social sciences or/and the humanities	<input type="checkbox"/>	Click if your organisation is in charge of contributing to the social sciences or/and the humanities dimension to the research project
Other (Specify (50 character limit)):	<input type="checkbox"/>	

Publications	
List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.	
SHORT DESCRIPTION (MAX 500 characters!)	
Select a type	Short description

<p>[Publication] [Dataset] [Software] [Good] [Service]</p>	<p>Key elements of the achievement, including a short qualitative assessment of its impact and (where available) its digital object identifier (DOI) or other type of persistent identifier (PID).</p> <p>Publications, in particular journal articles, are expected to be open access. Datasets are expected to be FAIR and 'as open as possible, as closed as necessary'.</p>
--	---

Projects/Activities

List up to 5 most relevant previous projects (project acronym, GA number, title and short description) OR activities, connected to the subject of this proposal (events, seminars, lecture, trainings, presentations, etc.)

SHORT DESCRIPTION (MAX 500 characters!)

Select the type	Short description

Significant infrastructure/equipment

Describe any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work.

SHORT DESCRIPTION (MAX 300 characters!)

Name the infrastructure or equipment	Short description

Gender Equality Plan*

Does the organisation have a Gender Equality Plan (GEP) covering the elements listed below?

Yes

Minimum process-related requirements (building blocks) for a GEP

- **Publication:** formal document published on the institution's website and signed by the top management
- **Dedicated resources:** communication of human resources and gender expertise to implement it
- **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.

Content-wise, recommended areas to be covered and addressed via concrete measures and targets are:

- Work-life balance and organisational culture;
- Gender balance in leadership and decision-making;
- Gender equality in recruitment and career progression;
- Integration of the gender dimension into research and teaching content;
- Measures against gender-based violence including sexual harassment.

3. Budget

			Estimated expenditure						Estimated income							
			Estimated eligible costs						Requested EU contribution		Revenues	Other sources of financing		Total estimated income (h)(10) (a) + (f)		
No	Participant name	Country	A. Personnel costs € (a1)	B. Subcontracting costs € (b)	C. Purchase costs			D. Other cost categories	E. Indirect costs € (a1) + (b) + (c1) + (c2) + (c3) + (d1)	Total eligible costs (h) = (a1) + (b) + (c1) + (c2) + (c3) + (d1) + (e)	Funding rate (i)	Maximum EU contribution to eligible costs (j) = (i) * (h)	Requested EU contribution to eligible costs (k) = (j) - (a)		Income generated by the action (l)	Financial contributions (m)
			C.1 Travel and subsistence € (c1)	C.2 Equipment € (c2)	C.3 Other goods, works and services € (c3)	D.X (specific cost category) € (d1)										
1	Participant 1	NL														
2	Participant 2	LB														
	Affiliated Entity	LB														
3	Participant 3	DE														
	Associated Partner	AR														
Total																

Commented [MSGSC13]: Coordinator fills in this budget table.
Each partner only has to give the coordinator its budget.
There is a budget tool which helps in the calculation of the budget.

			Estimated project expenditure							
			Estimated eligible costs							
			D. Other cost categories							
No	Participant name	Country	D.1 Financial support to third parties (Actual costs)	D.2 Internally invoiced goods and services (Unit costs - usual accounting practices)	D.3 Transnational access to research infrastructures (Unit costs)	D.4 Virtual access to research infrastructures (Unit costs) (d4)	D.5 PCP/PPI procurement costs (Actual costs) (d5)	D.6 Euratom Cofund staff mobility costs (Unit costs) (d6)	D.7 ERC additional funding (Actual costs) (d7)	D.8 ERC additional funding (subcontracting, FSTP and internally invoiced goods and services)
2	Participant 2	LB								
	Associated	AR								

Commented [MSGSC14]: To be fill in by the coordinator regarding the full proposal. Indicate which elements concern ethical issues in the proposal by answering 'Yes' or 'No'. If you answer 'Yes' to any of the questions, indicate in the adjacent box at which page in your full proposal further information relating to that ethics issue can be found, and provide additional information on that ethics issue in the Ethics Self-Assessment section below

4. Ethics and Security

ETHICS ISSUES TABLE

Ask your Research Manager for help and read the guidelines 'How to Complete your Ethics Self-Assessment'.
Send early in advance to IST Ethics Committee for revision (also available for IST-ID and INESC-ID)

1. HUMAN EMBRYONIC STEM CELLS AND HUMAN EMBRYOS			Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?		<input type="radio"/> Yes <input type="radio"/> No	
If YES:	Will they be directly derived from embryos within this project?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they previously established cells lines?	<input type="radio"/> Yes <input type="radio"/> No	
	Are the cell lines registered in the European registry for human embryonic stem cell lines?	<input type="radio"/> Yes <input type="radio"/> No	
Does this activity involve the use of human embryos?		<input type="radio"/> Yes <input type="radio"/> No	
If YES:	Will the activity lead to their destruction?	<input type="radio"/> Yes <input type="radio"/> No	
2. HUMANS			Page
Does this activity involve human participants?		<input type="radio"/> Yes <input type="radio"/> No	
If YES:	Are they volunteers for nonmedical studies (e.g. social or human sciences research)?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they healthy volunteers for medical studies?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they patients for medical studies?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they potentially vulnerable individuals or groups?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they children/minors?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they other persons unable to give informed consent?	<input type="radio"/> Yes <input type="radio"/> No	
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?		<input type="radio"/> Yes <input type="radio"/> No	
If YES:	Does it involve invasive techniques?	<input type="radio"/> Yes <input type="radio"/> No	
	Does it involve collection of biological samples?	<input type="radio"/> Yes <input type="radio"/> No	
Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014) ? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)		<input type="radio"/> Yes <input type="radio"/> No	
If YES:	Is it a clinical trial?	<input type="radio"/> Yes <input type="radio"/> No	

	Is it a low-intervention clinical trial?	<input type="radio"/> Yes <input type="radio"/> No	
3. HUMAN CELLS / TISSUES (not covered by section 1)			Page
	Does this activity involve the use of human cells or tissues?	<input type="radio"/> Yes <input type="radio"/> No	
If YES :	Are they human embryonic or foetal cells or tissues?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they available commercially?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they obtained within this project?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they obtained from another project, laboratory or institution?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they obtained from biobank?	<input type="radio"/> Yes <input type="radio"/> No	
4. PERSONAL DATA			Page
	Does this activity involve processing of personal data?	<input type="radio"/> Yes <input type="radio"/> No	
If YES :	Does it involve the processing of special categories of personal data (e.g.: sexual lifestyle, ethnicity, genetic, biometric and health data, political opinion, religious or philosophical beliefs)?	<input type="radio"/> Yes <input type="radio"/> No	
	If YES : Does it involve processing of genetic, biometric or health data?	<input type="radio"/> Yes <input type="radio"/> No	
	Does it involve profiling, systematic monitoring of individuals, or processing of large scale of special categories of data or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)?	<input type="radio"/> Yes <input type="radio"/> No	
	Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	<input type="radio"/> Yes <input type="radio"/> No	
	Is it planned to export personal data from the EU to non-EU countries?	<input type="radio"/> Yes <input type="radio"/> No	
If YES :	Specify the type of personal data and countries involved:		
	Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country?	<input type="radio"/> Yes <input type="radio"/> No	
If YES :	Specify the type of personal data and countries involved		
	Does this activity involve the processing of personal data related to criminal convictions or offences?	<input type="radio"/> Yes <input type="radio"/> No	
5. ANIMALS			Page

Does this activity involve animals?		<input type="radio"/> Yes <input type="radio"/> No	
If YES:	Are they vertebrates?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they non-human primates (NHP)?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they genetically modified?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they cloned farm animals?	<input type="radio"/> Yes <input type="radio"/> No	
	Are they endangered species?	<input type="radio"/> Yes <input type="radio"/> No	
6. NON-EU COUNTRIES			Page
Will some of the activities be carried out in non-EU countries?		<input type="radio"/> Yes <input type="radio"/> No	
If YES:	Specify the countries:		
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?		<input type="radio"/> Yes <input type="radio"/> No	
If YES:	Specify the countries:		
Is it planned 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.)?		<input type="radio"/> Yes <input type="radio"/> No	
Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.		<input type="radio"/> Yes <input type="radio"/> No	
If YES:	Specify material and countries involved:		
Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.		<input type="radio"/> Yes <input type="radio"/> No	
If YES:	Specify material and countries involved:		
Does this activity involves low and/or lower-middle income countries ? (if yes, detail the benefit-sharing actions planned in the self-assessment)		<input type="radio"/> Yes <input type="radio"/> No	

Could the situation in the country put the individuals taking part in the activity at risk?	<input type="radio"/> Yes <input type="radio"/> No	
7. ENVIRONMENT, HEALTH and SAFETY		Page
Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)?	<input type="radio"/> Yes <input type="radio"/> No	
Does this activity deal with endangered fauna and/or flora / protected areas?	<input type="radio"/> Yes <input type="radio"/> No	
Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity (during the implementation of the activity or further to the use of the results, as a possible impact)?	<input type="radio"/> Yes <input type="radio"/> No	
8. ARTIFICIAL INTELLIGENCE		Page
Does this activity involve the development, deployment and/or use of Artificial Intelligence based systems? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).	<input type="radio"/> Yes <input type="radio"/> No	
9. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration?	<input type="radio"/> Yes <input type="radio"/> No	
<i>Please specify: (Maximum number of characters allowed: 1000)</i>		
ETHICS SELF-ASSESSMENT		
<i>Ethical dimension of the objectives, methodology and likely impact</i>		
<p><i>Explain in detail the identified issues in relation to:</i></p> <ul style="list-style-type: none"> <i>– objectives of the activities (e.g. study of vulnerable populations, etc.)</i> <i>– methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)</i> <p><i>the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)</i></p>		
<i>Compliance with ethical principles and relevant legislations</i>		

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the E U / national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

Security issues table			
Is the activity going to generate EU classified foreground information as results?		<input type="radio"/> YES <input type="radio"/> NO	
Does this activity involve participants from non-EU countries which need to have access to EUCI?		<input type="radio"/> Yes <input type="radio"/> No	
If YES:	Do the non-EU countries concerned have a security of information agreement with the EU?	<input type="radio"/> Yes <input type="radio"/> No	
2. MISUSE			Page
Does this activity have the potential for misuse of results?		<input type="radio"/> Yes <input type="radio"/> No	
If YES:	Does the activity provide knowledge, materials and technologies that could be channelled into crime and/or terrorism?	<input type="radio"/> Yes <input type="radio"/> No	
	Could the activity result in the development of chemical, biological, radiological or nuclear (CBRN) weapons and the means for their delivery?	<input type="radio"/> Yes <input type="radio"/> No	
3. OTHER SECURITY ISSUES			Page
Does this activity involve information and/or materials subject to national security restrictions?		<input type="radio"/> Yes <input type="radio"/> No	
If yes, please specify: (Maximum number of characters allowed: 1000)			
SECURITY SELF-ASSESSMENT			
If you have answered YES for one or more of the questions indicated above, describe the measures you intend to take to solve/avoid them. For more information, see the guidelines Classification of information in Horizon Europe projects , Classification of information in Digital Europe projects , Classification of information in EDF projects .			
Please specify (Maximum number of characters allowed: 5000)			

Commented [MSGSC15]: Indicate which elements concern your proposal by answering YES or NO.

If you answer YES to any of the questions:
 -indicate in the adjacent box at which page in your full proposal further information relating to that security issue can be found, and
 -provide additional information on this security issue in the Security self-assessment section below.

For more information on potential security issues and how to address them, see the guidance [How to handle security-sensitive projects](#) and the programme-specific guidelines [Classification of information in Horizon Europe projects](#).

Part B

Proposal template Part B: technical description

The 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 the 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 **45 pages**. For topics using lump sum funding, the limit is 50 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 number of pages included in each section of the template is only indicative.

The page limit will be applied automatically.

When preparing part B of your application, please use the editable template provided in the submission platform and follow the instructions carefully. Please note the tags limiting each section, as these should be kept in the submitted proposal.

General tips for your proposal

- ☞ Make your proposal easy-to-read. Use graphic elements and good aesthetics.
- ☞ Use colors, underlined or bold text but **don't overuse them!**
- ☞ Allow enough time for proposal proofreading.
- ☞ You can submit improved versions of your proposal until the deadline, replacing the older version.

- ⊘ Do not go over the page limit, as evaluators will not be able to see excess pages.
- ⊘ Do not change the structure or order of the original template.
- ⊘ Do not use sentences that are unnecessarily long.
- ⊘ Avoid spelling mistakes.

How to read this document:

Black - official guidelines from the European Commission

Grey – suggestions and tips from the IST Pre-Award Network

Part B, Section 1: Excellence

1. Excellence**1.1 Objectives and ambition [e.g. 4 pages]**1.1.1 Objectives

- Describe the project's objectives showing **clarity** and **pertinence**;
- The objectives of the project have to be **SMART**:
 - S – Specific**: state what you want to do and what you are going to achieve; use action words
 - M – Measurable**: provide a way to evaluate; what evidence can be collected to demonstrate achievements; use metrics or data targets or key performance indicators (KPI) both quantitative and qualitative
 - A – Achievable**: within your scope; possible to accomplish, attainable
 - R – Realistic**: are the necessary resources available
 - T – Time-bound**: state when you'll get it done; be specific on date or timeframe

1.1.2 Beyond the state-of-the-art

- Describe the current situation, not only from the scientific perspective but also in terms of **innovative technologies** and **models available**;
- Make clear **what steps this project will take** to bring current knowledge further;
- Do not come up with a long list;
- Emphasize where the project really will make the difference;
- Refer to current initiatives (e.g. EU projects) and quantify impacts where possible.

1.1.3 [proposal acronym] positioning in terms of R&I maturity



KIT Horizon Europe – Pilar II – Thematic Clusters

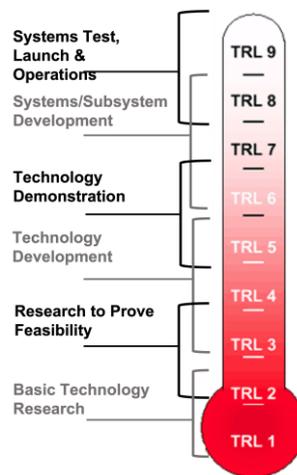


Identify the **starting TRL**, the **'entry point'**. This refers to the **maturity level** of the given technology, product or process at the beginning of the project and evaluate and describe the TRL of the technology, service or solution to be developed in the project.

What is the TRL Scale?

The Technology Readiness Level (TRL) scale is a means for measuring or indicating the maturity of a given technology. The TRL spans over nine levels as follows:

- TRL 1 – Basic principles observed
- TRL 2 – Technology concept formulated
- TRL 3 – Experimental proof of concept
- TRL 4 – Technology validated in lab
- TRL 5 – Technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)
- TRL 6 – Technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)
- TRL 7 – System prototype demonstration in operational environment
- TRL 8 – System complete and qualified
- TRL 9 – Actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space)



1.2 Methodology [e.g. 14 pages]

1.2.1 Overall methodology

- Describe and explain the **overall methodology**, be as specific as possible about methods, techniques, approaches, and theories (this shows the feasibility of the project);
- Explain the concept of the proposal.
- 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.
- Use a graphical scheme for the reviewer to quickly understand the different steps of your project and the interlinks between them.

1.2.2 'Do no significant harm'

- Provide a short narrative explaining that the project complies, **including specific examples and metrics** regarding:
 - Climate change mitigation and adaptation;
 - sustainable use and protection of water and marine resources;
 - circular economy;
 - pollution prevention and control;
 - protection and restoration of biodiversity and ecosystems.

1.2.3 Artificial Intelligence (if applicable)

1.2.4 National and international R&I activities

- **List the international research and innovation projects** in which the members have been involved, highlighting the relevance of the project’s technical challenges and objectives.
- You can add the following table:

Table 1.2. Links with relevant national and international projects of partners that are relevant for project.

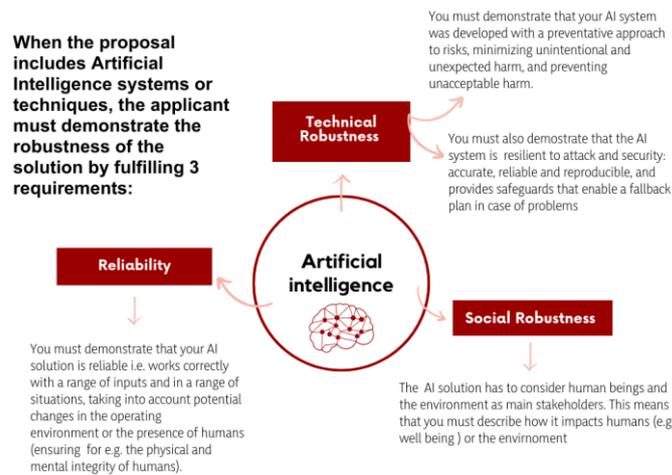
Project	Partner	Relevance to the project
<i>Add project data (Acronym, funding agency, reference</i>		

1.2.5 Inter-disciplinary approach

- Interdisciplinarity term is used to describe an approach to learning and knowledge that integrates and benefits from the **understanding of the approaches of different subjects and disciplines**.
- Describe which disciplines will be used and how to combine two or more academic, scientific, or artistic disciplines.

1.2.6 Social Sciences and Humanities Integration (if applicable)¹

- Assess the effective contribution of social science and humanities disciplines and expertise as part of the scientific methodology of the project, *e.g.*:
 - **Social sciences** (law ethics, psychology, political sciences...), are an essential component of the research responses to public health emergencies;
 - **Economics and political science** are major components of projects focusing on socio-economioics evaluation of climate-change impact;
 - **Psychology, cultural studies, ethics and religion** are essential to improve the support to palliative care patients;
 - **Linguistics, cultural studies and ethics** are an important part of projects aiming to develop AI enhanced robotic systems and improve human/robot interaction;
 - **Economical and social sciences** are essential to devise effective measures of recovery after the COVID-19 pandemic.



1.2.7 Gender dimension in research¹

- Explain how differences between men and women (sex, age, race, cultural point of view) could affect your project results, **it’s NOT GENDER BALANCE** in team.

¹ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/videos>

- Same questions you should explore:
 - Does my idea take into consideration differences between men and women (from a biological and/or cultural point of view)?
 - Is it known (or not) that men and women may have different reactions within a certain context or culture?
 - Could the results of the research be different for women than for men? How will the project deal with these differences?

1.2.8 Open science practices¹

- Open Science based on open cooperative work and systematic sharing of knowledge and tools, including all the stakeholders (society, researchers, industry)
- Mandatory “as open as possible as closed as necessary” include:
 - Open access to publications
 - Research Data Management RDM align with FAIR
 - Access and/or information to research outputs and tools/instruments for validating conclusions of scientific publications and validating/re-using data

1.2.9 Research Data Management

- RDM should detail how research outputs will be managed in line with the FAIR principles: *[e.g. 1 page]*
 - F – Findable:** identifiers that would help to reach the data;
 - A – Accessible:** ability to communicate the data and use the data by multiple people, including standards and vocabularies;
 - I – Interoperable:** ability of systems to exchange and accurately interpret information automatically;
 - R – Reusable:** permissions and tools for reuse of the data, such as Open Science commons and availability of needed software.
- Access and/or information to research outputs and tools/instruments for validating conclusions of scientific publications and validating/re-using data.

Part B, Section 2: Impact

2. Impact

Before you start:What is the impact-driven approach Horizon Europe?

The impact-driven design of Horizon Europe aims at maximising the effects of Research and Innovation investments, ensuring their contribution to the Commission's policy priorities. It marks a paradigm change in the design of the EU R&I Framework Programmes from an activity-driven to an impact-driven programme.

What are key performance indicators?

Key Performance Indicators (**KPIs**) are the elements of your plan that express what you want to achieve by when. They are the quantifiable, outcome-based statements you'll use to measure if you are on track to meet your goals or objectives.

Good plans use 5-7 KPIs to manage and track the progress of their plan

Wider **long-term effects on society** (including the **environment**), the **economy** and **science**, enabled by the outcomes of R&I investments (long term).

It refers to the **specific contribution of the project** to the work programme: expected impacts are described in the destination section of each call.

Impacts generally occur sometime after the end of the project.

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

*Logical steps towards the achievement of the expected impacts of the project **over time**, in particular **beyond the duration** of a project. A pathway **begins with the projects' results**, their dissemination and communication, contribution to the expected outcomes in the work programme topic, and **ultimately to the wider scientific, economic and societal impacts of the work programme destination**.*

- Identify **key results**
- Relationship between the **results** and the **expected outcomes** listed in the topic

- Relationship between the **results** and the **expected Impacts** on the destination
- Impact of results on project beneficiaries, relevant target groups, and relevant sectors
- Impact of the results and their effects at a scientific/technological, economic and social level
- Requirements/Barriers that prevent the effects from being realized (post-project)
- Include **quantitative indicators** for effects (where relevant) in terms of **scale and importance**, based on project results (method of calculation and assumptions to achieve these indicators)

Key Impact Pathways - 3 types of impacts tracked with KIPs

Key Impact Pathways (KIPs), with three storylines each, namely:

 **Scientific Impact** (3 storylines each)

- 1. Creating high-quality new knowledge**
- 2. Strengthening human capital in R&I**
- 3. Fostering diffusion of knowledge and Open Science**

 **Societal Impact** (3 storylines each)

- 4. Addressing EU policy priorities & global challenges through R&I**
- 5. Delivering benefits & impact via R&I missions**
- 6. Strengthening the uptake of R&I in society**

 **Economic Impact** (3 storylines each)

- 7. Generate innovation-based growth**
- 8. Creating more and better jobs**
- 9. Leveraging investments in R&I**

2.2 Measures to maximize impact – Dissemination, exploitation and communication [e.g. 5 pages, including section 2.3]**2.2 Measures to maximise the impact**

- a) *Dissemination and exploitation of results (including IP)*
- b) *Communication activities (to different specific targets)*

Communication, Dissemination and Exploitation measures of results (including IP)

A vision of the plan for dissemination and exploitation of results:

- identify different target groups and tailor measures for each one
- dissemination measures,
- communication measures,
- exploration measures
- IPR Management

Mapping of target groups: Communication activities (to different specific targets)

- identify different target groups and tailor measures for each one
- identify the impacts of results on European policies and legislation
- by the beneficiary and as a whole

Key Performance Indicators (KPIs)**Other:**

- commercialization roadmap (even in lower TRLs it is possible to describe possible scenarios/ exit strategies...)

- contributions to public policies

Impact

Template vs. Evaluation

Proposal Template

- Plan which presents the rational for dissemination, communication and exploitation
- Measures adequate for each different target group, during and after the project
- IPr Management
- Commercialization roadmap
- Contribution to public policies

2.2 Measures to maximise the impact

Evaluation Criteria

Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the **dissemination and exploitation plan, including communication activities.**

Evaluation Assessment

- Suitability of the dissemination, exploitation and communication measures for the project
- Proportion of the measures to the scale of the project
- Concrete actions to implement during and after the end of the project
- Identified target groups (eg. scientific community, end users, financial actors, public at large)
- Outline a strategy for the management of intellectual property
- Intellectual property management suitable to support exploitation results (eg. baselines, benchmarks and assumptions)
 - If exploitation is expected primarily in non-associated third countries, is it properly justified how that is still in the Union's interest?

2.3 Summary

2.3 Impact Canvas

Key elements of the impact section:

- . **Specific needs:** What are the specific needs that triggered the project?
- . **Expected results:** What do you expect to generate by the end of the projects?
- . **D&E&C measures:**
 - What dissemination, exploitation and communication measures will you apply to the results?
- . **Target groups:** Who will use and benefit further from the results of the projects?
- . **Outcomes:**
 - What changes to see after successful dissemination and exploitation of the project results to the target group(s)?

Summary table: Provide a summary of this section in the canvas below: write the key impact elements of your project pathway and of the measures to maximise its impact.

D Dissemination: make your results public *[Open science: knowledge and results (free of charge) for others to use]*

Target Groups	Message/ Outputs	Channel	KPIs
Scientific target groups		Scientific magazines	
Industrial target groups		Scientific and/ or targeted	
Third-sector target groups		conferences	
Geographic target groups		Databases	

C Communication: Promote your actions and results *[Inform, promote and communicate your activities and results]*

Activities	Date	Benefits	KPIs
Engage with stakeholders			
Attract the best experts			
Generate market demand and raise awareness			
Legal obligations: Article 38.1 of the Grant Agreement			

E Exploitation: Make concrete use of results *[Commercial, Societal, Political Purposes]*

KER	Users/ Sectors	Owner	IPr Protection
		The provision of a	Include protection measures
		results ownership list	Commensurate with the pathway to outcomes and impacts
		is mandatory at the	Freedom to operate (regarding stakeholders' background)
		end of a project.	Balance between results publications and IP protection plans

KEY ELEMENT OF THE IMPACT SECTION

SPECIFIC NEEDS	EXPECTED RESULTS	D E C MEASURES
<p>What are the specific needs that triggered this project?</p> <p>Example 1 Most airports use process flow-oriented models based on static mathematical values limiting the optimal management of passenger flow and hampering the accurate use of the available resources to the actual demand of passengers.</p> <p>Example 2 Electronic components need to get smaller and lighter to match the expectations of the end-users. At the same time there is a problem of sourcing of raw materials that has an environmental impact.</p>	<p>What do you expect to generate by the end of the project?</p> <p>Example 1 Successful large-scale demonstrator: Trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.</p> <p>Algorithmic model: Novel algorithmic model for proactive airport passenger flow management.</p> <p>Example 2 Publication of a scientific discovery on transparent electronics.</p> <p>New product: More sustainable electronic circuits.</p> <p>Three PhD students trained.</p>	<p>What dissemination, exploitation and communication measures will you apply to the results?</p> <p>Example 1 Exploitation: Patenting the algorithmic model.</p> <p>Dissemination towards the scientific community and airports: Scientific publication with the results of the large-scale demonstration.</p> <p>Communication towards citizens: An event in a shopping mall to show how the outcomes of the action are relevant to our everyday lives.</p> <p>Example 2 Exploitation of the new product: Patenting the new product; Licencing to major electronic companies.</p> <p>Dissemination towards the scientific community and industry: Participating at conferences; Developing a platform of material compositions for industry; Participation at EC project portfolios to disseminate the results as part of a group and maximise the visibility vis-à-vis companies.</p>
<p>TARGET GROUPS</p> <p>Who will use or further up-take the results of the project? Who will benefit from the results of the project?</p> <p>Example 1 9 European airports: Schiphol, Brussels airport, etc.</p> <p>The European Union aviation safety agency.</p> <p>Air passengers (indirect).</p> <p>Example 2 End-users: consumers of electronic devices.</p> <p>Major electronic companies: Samsung, Apple, etc.</p> <p>Scientific community (field of transparent electronics).</p>	<p>OUTCOMES</p> <p>What change do you expect to see after successful dissemination and exploitation of project results to the target group(s)?</p> <p>Example 1 Up-take by airports: 9 European airports adopt the advanced forecasting system demonstrated during the project.</p> <p>Example 2 High use of the scientific discovery published (measured with the relative rate of citation index of project publications).</p> <p>A major electronic company (Samsung or Apple) exploits/uses the new product in their manufacturing.</p>	<p>IMPACTS</p> <p>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?</p> <p>Example 1 Scientific: New breakthrough scientific discovery on passenger forecast modelling.</p> <p>Economic: Increased airport efficiency Size: 15% increase of maximum passenger capacity in European airports, leading to a 28% reduction in infrastructure expansion costs.</p> <p>Example 2 Scientific: New breakthrough scientific discovery on transparent electronics.</p> <p>Economic/Technological: A new market for touch enabled electronic devices.</p> <p>Societal: Lower climate impact of electronics manufacturing (including through material sourcing and waste management).</p>

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Part B, Section 3: Quality and Efficiency of the Implementation

3. Quality and efficiency of the implementation
3.1 Work plan and resources [e.g. 14 pages (19 pages for topics using lump sum funding) – including tables]
3.1.1. Work plan description

- Decide on project duration. Typically Pillar 2 projects go from 3-5 years.
- Briefly describe the total number of work packages and its main goals. Don't forget to add at least a WP for Project management and Dissemination, Exploitation and Communication (DEC).

- Add a Gant Chart. Don't forget to mark project deliverables.

	Year 1				Year 2				Year X				Year X+1			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
WP1-Coordination and Project Management																
Task 1.1: Project Organisation, Maintaining the Work Plan and Contract	+															
Task 1.2: Reporting, Financial Management																
Task 1.3: Progress Monitoring, Controlling, QA, Risk Mitigation																
WP2-																
Task 2.1																
WP3-																
WPX-																
Task X.1: Communication and dissemination																
Task X.2: Open Access Strategy and Data management Plan																
Task X.3: Exploitation: IPR and Innovation Strategy and Outlook Plan																

⊕ Deliverables

- Add a Pert Chart showing how they relate.

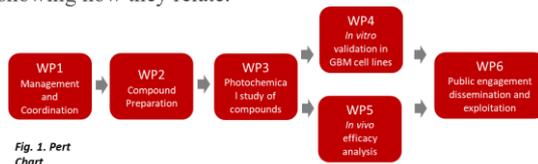


Fig. 1. Pert Chart

- Fill the mandatory tables 3.1a-3.1h (you can delete the ones that do not apply and format them accordingly).

Table 3.1a: List of work packages

- Prepare it once you gather all WP information, and agreed on final budget (PMs are related to personnel costs)

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
WP1						
...						

Table 3.1b: Work package description

For each work package:

Work package number	
Work package title	
Objectives	
<ul style="list-style-type: none"> • Can be presented as bullet points or in a narrative form 	
Description of work	
<ul style="list-style-type: none"> • Break down the WP into tasks • For each task: <ul style="list-style-type: none"> ○ Number it ○ Name it: Tasks are actions and as such use action verbs ○ Identify the responsible partner and participant partners ○ You can add the start and end month ○ Describe the methods and path you will pursue to complete the task, be <i>specific and scientific when describing the tasks</i> ○ Identify what needs to be achieved to assure the task is completed (success criteria) ○ You can mention the relation with other Tasks and WPs (e.g. Preconditions) ○ <i>If necessary (if it helps telling the story, provide each partners' role).</i> ○ <i>Write is an assertive way. No doubts. Any aspect that you are not certain of, should be mentioned in the risks. Not here.</i> 	

Table 3.1c: List of Deliverables

Only include deliverables that you consider essential for effective project monitoring.

- Add at least one Deliverable per WP.

Number	Deliverable name	Short description	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)
	...						
DX.1	Data Management Plan		WPX		R	PU	6
DX.2	Plan for dissemination and exploitation		WPX		R	PI	6

	...						
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Type:

Use one of the following codes:

- R: Document, report (excluding the periodic and final reports)
- DEM: Demonstrator, pilot, prototype, plan designs
- DEC: Websites, patents filing, press & media actions, videos, etc.
- DATA: Data sets, microdata, etc.
- DMP: Data management plan Mandatory at M6
- ETHICS: Deliverables related to ethics issues.
- SECURITY: Deliverables related to security issues
- OTHER: Software, technical diagram, algorithms, models, etc.

Dissemination level:

Use one of the following codes:

- PU – Public, fully open, e.g. web (Deliverables flagged as public will be automatically published in CORDIS project's page)
- SEN – Sensitive, limited under the conditions of the Grant Agreement
 - needs agreement between partners, and the European commission. Includes possible need for business-related secrecy to protect the legitimate commercial interest of parties such as a businesses, companies, intellectual property or personal data.
- Classified R-UE/EU-R – EU RESTRICTED under the Commission Decision No2015/444
 - information and material the unauthorised disclosure of which could be disadvantageous to the interests of the European Union or of one or more of the Member States.
- Classified C-UE/EU-C – EU CONFIDENTIAL under the Commission Decision No2015/444
 - information and material the unauthorised disclosure of which could harm the essential interests of the European Union or of one or more of the Member States.
- Classified S-UE/EU-S – EU SECRET under the Commission Decision No2015/444
 - information and material the unauthorised disclosure of which could cause exceptionally grave prejudice to the essential interests of the European Union or of one or more of the Member States.

Table 3.1d: List of milestones

Milestone number	Milestone name	Related work package(s)	Due date (in month)	Means of verification
M1				

...				

Table 3.1e: Critical risks for implementation

- Note that risks can be scientific/management/business related.

Description of risk (indicate level of (i) likelihood, and (ii) severity: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures
This is one of the risks of the project (low/medium)		
...		

Table 3.1f: Summary of staff effort

- 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.
- Prepare it once you gather all WP information, and agreed on final budget (PMs are related to personnel costs)

	WP1	WP2	WPn+2	Total Person-Months per Participant
Participant Number/Short Name				
Participant Number/Short Name				
Participant Number/Short Name				
Total Person Months				

Table 3.1g: 'Subcontracting costs' items

For each participant describe and justify the tasks to be subcontracted (please note that core tasks of the project should not be sub-contracted).

Participant Number/Short Name		
	Cost (€)	Description of tasks and justification
Subcontracting		

Table 3.1h: 'Purchase costs' items (travel and subsistence, equipment and other goods, works and services)

Please complete the table below for each participant if the purchase costs (i.e. the sum of the costs for 'travel and subsistence', 'equipment', and 'other goods, works and services') exceeds 15% of the personnel costs for that participant (according to the budget table in proposal part A). The record must list cost items in order of costs and start with the largest cost item, up to the level that the remaining costs are below 15% of personnel costs.

- You can delete the cost categories that do not require justification

Participant Number/Short Name		
	Cost (€)	Justification
Travel and subsistence		
Equipment		
Other goods, works and services		
Remaining purchase costs (<15% of pers. Costs)		
Total		

Table 3.1i: 'Other costs categories' items (e.g. internally invoiced goods and services)

Complete the table below for each participant that would like to declare costs under other costs categories (e.g. internally invoiced goods and services), irrespective of the percentage of personnel costs.

Participant Number/Short Name		
	Cost (€)	Justification
Internally invoiced goods and services		
...		

Table 3.1j: 'In-kind contributions' provided by third parties

Complete the table below for each participant that will make use of in-kind contributions (non-financial resources made available free of charge by third parties). In kind contributions provided by third parties free of charge are declared by the participants as eligible direct costs in the corresponding cost category (e.g. personnel costs or purchase costs for equipment).

Participant Number/Short Name				
<ul style="list-style-type: none"> • Add the number in the proposal of IST-ID participant/IST-ID • This table should be always added when IST-ID is the project beneficiary and IST personnel integrate the project and have PMs allocated to their participation 				
Third name	party	Category	Cost (€)	Justification
Instituto superior Técnico (IST)		Seconded personnel	Add the cost of IST personnel to the project	IST-ID will allocate to the project some human resources made available to it by Instituto Superior Técnico (IST), on the basis of prior agreement. Under this agreement, Instituto Superior Técnico makes available to IST-ID a number of members of its staff so that they may participate in the research and development activities carried out by the latter. The human resources are made available to IST-ID, as a proportion of their full time allocation, to be used at its management discretion and managed by IST-ID according to its own needs and organization. Since the prior agreement between IST and IST-ID leaves the assignment of the resources to the discretion of the management of IST-ID, they should not be considered as made available to participate only in this specific project.

3.2 Capacity of participants and consortium as a whole

3.2.1 Consortium as a whole.

- Describe the entire consortium, including affiliated and associated partners.
- Mention their expertise and roles in the project.
- Described consortium expertise in social sciences and humanities, open science practices, and gender aspects of R&I
- You can add images to represent the consortium interdisciplinarity and complementarity

3.2.2 Consortium access to infrastructure (IF)

- Describe the critical infrastructure needed to carry out the project activities

Budget tool

You can find the budget tool in the excel file

Checklist

Checklist for section 1 - EXCELLENCE

Objectives

- Are your objectives aligned with the call topic?
- Did you correlate the objectives with WP?
- Are your objectives SMART (including Key Performance Indicators - KPIs)?

Ambition

- Did you clearly identify the need/problem to be solved?
- How is this currently solved? (State of the art)
- What is your solution? Why is it better?

Methodology

- Did you present graphically your workflow and methodology?
- Did you address the 'do no significant harm' compliance?
- Will you use AI? Have you demonstrated the robustness of your AI solution?
- Will you require different disciplines to achieve your objectives? Have you described how they complement each other and how they will be used?
- Have you described if and how you will integrate Social Sciences and Humanities (SSH) in the proposal?
- Have you described how Gender will affect your research?
- Have you described Open Science practices?
- Did your preliminary Data Management align with FAIR?

Checklist for section 2 - IMPACT

Project's pathways towards impact

- Does the project contribute towards the **expected outcomes listed on the topic**? Note if the topic requires to answer to all of them or only some.
- Is the link between project **objectives and expected impacts** (described in Destination – long-term impacts that go beyond the project duration) well described?
- Do short/medium-term impacts (expected outcomes)** logically interlink with the project's objectives and proposed WPs/tasks?
- Are **target groups** well identified? (e.g. Scientific, Industrial, Third-sector, Geographic)
- Is the description of how the **target groups will further up-take** results, and **benefit from the results** (scope) addressed?
- Are the **scale and significance** of the project's contribution to the expected outcomes and impacts well **estimated and quantified**?

Measures to maximise impact – Dissemination, exploitation and communication

- Are the **measures to maximise the impact** of the project well described?
- Are the proposed **dissemination** (e.g. Open science), **exploitation** (e.g. protection and ownership of results) and **communication** (e.g. Commercial, Societal, Policy Purposes) **measures suitable** for the project?
- Do the **measures** identified include target groups and for:
 - o Dissemination and Communication: message, **channel** and KPIs;
 - o Exploitation: IP protection, **ownership** of results, **benefits** for the stakeholders, Innovation **management** and, for AI, business case and **strategy for commercialization**.
- Does the project feature an **intellectual property rights** (IPR) strategy?
- Are potential **barriers and risks** to the expected outcomes and impact identified (short and long term)?
- Have you identified **mitigation strategies** to minimize the risk of unfulfillment?
- Is the description of the possible **follow-up** of your project, once it is finished, addressed?
- Scientific Impact** (tracked with KPIs): Is the **path to commercialisation** described? (if relevant)
- Societal Impact** (tracked with KPIs): Are possible **contributions to policy** addressed?
- Economic Impact** (tracked with KPIs): Are new innovation-based **growth measures** generated by the project addressed?

Summary

- Is the summary section coherent with the remaining impact section? (Specific Need, Results, D&C&E Measures, Target Groups, Outcomes, Impacts).

Checklist for section 3 - QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

Workplan

- Have you presented the overall structure of the workplan?
- Have you presented a comprehensive GANTT Chart? Including deliverables?
- Have you included a Pert Chart, clearly indicating the relationships between your WPs?
- Did you include at least 1 Work Package (WP) for Dissemination, Communication and Exploitation and 1 for Project Management?
- Did you provide a detailed WP and Task description? Did you mention duration & partners involved in each?
- Did you add deliverables for each WP? Did you include DMP and DEC as mandatory deliverables? Did you ensure Public deliverables (in line with Open Access policies)?
- Are Milestones (critical checkpoints) clearly identified?
- Did you identify project implementation risks? And have you clearly identified mitigation measures?

Resources (PM and Budget)

- Are Person/Months assigned to each WP balanced with WP complexity? (more complex WP should have more PM)
- Do all partners have PMs on Project management and DEC WPs?
- Are you using Subcontractors? If yes, did you add table 3.1g for the partner using it?
- Have you identified partners in which the purchase costs (i.e., the sum of the costs for 'travel and subsistence', 'equipment', and 'other goods, works and services') exceeds 15% of the personnel costs for that participant? If yes, did you add table 3.1h for that partner?
- Are you using "Other Costs categories" items? If so, did you add table 3.1i for that partner?
- Are you using In-kind contributions provided by third parties? If yes, did you add table 3.1j for the partner using it?

Capacity of the participants and consortium as a whole?

- Have you described the consortium clearly identifying the competencies of each partner (its expertise and disciplines), and how they complement each another (and cover the value chain, where appropriate)?
- Have you described consortium expertise in social sciences and humanities, open science practices, and gender aspects of R&I?
- Does your consortium include affiliated entities and associated partners? If yes, have you included them in the consortium description?
- Did you describe the critical infrastructure needed to carry out the project activities?

Resources

[Training on Horizon Europe proposal writing](#)

This training will cover from a theoretical and practical approach the main elements of writing proposals under Horizon Europe, taking into account its main novelties and requirement. A MUST training for the start of the programme.

[Online training for applicants HOW APPLY THE MULTI ACTOR APPROACH IN CLUSTER 6 PROPOSALS - Presentations available](#)

The main topic of the CARE4BIO online training is the multi-actor approach MAA, which is not only an additional eligibility criterion in Cluster 6 proposals but also an opportunity to achieve better and more effective project results. This training is open CL6 applicants and NCPs.

[Cluster 3 “Civil Security for Society” proposals and the effective contribution of Social Sciences and Humanities](#)

[Pitch Training Session](#)

Pitch Training Session organized by SEREN5 on the 27th April 2023 on line. The training was mainly dedicated to applicants from Widening Countries and it has been aimed to provide participants with tips on how to better present themselves and their projects ideas during Pitch Sessions.

[Webinar session: Funding & Tenders Portal Partner Search and person profile](#)

[Open Research Europe](#)

Discover the novelties of the transparent, open and collaborative peer-review model of Open Research Europe, the European Commission’s open-access publishing venue for scientific publications.

[RECORDING AVAILABLE: Webinar on Open Science Requirement in Horizon Europe](#)

Enhance your understanding of compliance requirements, OpenAccess mandates, and effective strategies for managing research data in HE projects.

[How to prepare a successful proposal in Horizon Europe](#)

[How to prepare a successful proposal in Horizon Europe \(2\)](#)



KIT Horizon Europe – Pilar II – Thematic Clusters



This webinar offers a thorough overview of the new process needed to take on board for preparing proposals for Horizon Europe.

[Webinar on Gender in Horizon Europe - Advising on Gender Issues](#)

This second part of the two half day seminars will address the policy framework as well as rules and regulations for gender issues under Horizon Europe.

[International Cooperation in Horizon Europe](#)

This half day seminar will address the policy framework as well as rules and regulations for international cooperation under Horizon Europe

[Horizon Dashboard Platform](#)

This special two-day online training aims to provide information to the National Contact Points (NCPs) on the online platform Horizon Dashboard and how they can use it in their everyday work.

[Horizon Results Booster: Bring a continual stream of innovation to the market and beyond](#)

LUMP-SUM

- ✓ [Lump Sum Grants Why do we need them and how do they work in practice?](#)
- ✓ [Best practices for lump sum grants](#)
- ✓ [How to manage your lump sum grants](#)