

Annotated Template – RIA/IA Proposals

The following guide is provided for information purposes only. It is meant to assist proposers preparing a project proposal for Horizon Europe RIA or IA calls, and to help explain different requirements of the proposal, and its different sections, and provide useful tips and advice.

The template used is the general basic template for RIA/IA proposals, however additional requirements or guidelines for the different themes of Horizon Europe may be required that are not stated in this document.

This template is updated from time to time and according to changes published by the European Commission, please be in contact with the authors to receive the latest edition.

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The sections of the proposal (version v1.0-10.03.2021 downloaded March 2021) are presented in this document, along with tips and explanations.

- All tips and explanations are presented within a blue box to mark them as such.
- ★ ➤ Examples in the template are clearly marked with the yellow star, and provide a visualization for assistance. The examples are by no means mandatory or the only way to present information

All other sections are sections of the proposal template as downloaded from the [Funding and Tenders Portal](#).

Horizon Europe Programme

Standard Proposal Template (RIA, IA)

Application forms (Part A)
Project proposal – Technical description (Part B)

Version 3.0
08 August 2021

Disclaimer

This document is aimed at informing potential applicants for Horizon Europe funding. It serves only as an example. The actual Web forms and templates, provided in the online submission system under the Funding and Tenders Portal, might differ from this example.

Structure of the Proposal

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

- Instructions and footnotes in green will not appear in the text generated by the IT system.
- For options [in square brackets]: the option that applies will be automatically shown in the IT system (Part A) or included in the template of Part B offered by the IT system or you must select the appropriate value from a predefined list.
- For fields in [grey in square brackets] (even if they are part of an option as specified in the previous item): enter the appropriate data in the IT system.
- Data in coloured fields will be prefilled by the IT tool

HISTORY OF CHANGES		
Version	Publication date	Changes
1.0	10.03.2021	Initial version
2.0	20.06.2021	Security+ links
3.0	08.08.2021	Deliverables

Horizon Europe

Application forms (Part A)

Topic:

Type of action:

Type of Model Grant Agreement:

Proposal number:

Proposal acronym

Table of contents

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

The forms must be filled in for each proposal using the templates available in the Submission System. Some data fields in the forms are pre-filled based on the previous steps in the Submission wizard

1 – General Information

- An abstract (/executive summary) is now mandatory and will not deduct from your page count.
- This is a good way to make a first impression (remember - the goal is to wow the evaluators) and answer three main questions in a concise manner –
 - Why is the solution you propose needed – what is the problem?
 - What is your solution – why is this better than other existing solutions?
 - How will you achieve this - what technology/method/technique will you use?



Executive Summary Example –

The vision of ____ is to create **novel, highly usable** ____ that enables to ____ through the usage of ____, increasing the ____ awareness through the **efficient processing** of heterogeneous information flows and the establishment of **online collaboration** and knowledge sharing with other ____ based on analysis over the processed data through the application of ____ mechanisms. The framework is going to use ____ applied over ____ networks/technologies/infrastructure. Data and knowledge sharing is going to take place by exploiting ____ based technologies for _____. Advanced insights over the available data are going to be produced through the exploitation of _____.

2 – Participants

Researchers involved in the proposal

- This section is new and, in some cases, could be used as a tie breaker in case of projects with the same score – "Gender balance among the personnel named in the application who will be primarily responsible for carrying out the research and/or innovation activities" is the third tie breaking criteria

Gender equality plan

- This section is new and mandatory starting from 2022 (it can also be completed in calls published in 2021 if prepared)

3 – Budget for the proposal

- Note that 'Purchase Costs' were known in Horizon 2020 as 'Other Goods and Services'
- Build your budget realistically based on what you are planning – At the end try to ensure that the final budget does not exceed the suggested EU contribution listed in the topic by too much (usually up to 30% will be considered)

- Personnel costs are aggregated for each entity no matter how many people are working on the project – make sure your estimations are according to who will be working.



➤ Example –

If you will do a total of 1 years' work – 70% done by an employee and 30% by a manager –

$0.3 * \text{employee salary} + 0.7 * \text{manager salary} = \text{Average daily salary}$

$\text{Average daily salary} * 215 \text{ (the max number of working days in a year)} = \text{Total requested personnel budget}$

- When joining a project – Do not agree to a fixed budget that does not take into account your work. As a coordinator – Do not allocate fixed prices to the partners – take into account what they will be doing and the cost of this as they report it to you
- Equipment costs will most likely be depreciation costs and not purchase costs
- There may be partners who will not request or receive the full amount budgeted to them as a grant from the Commission – make sure the "Requested EU Contribution" column is correct
- Keep in mind these grants are public funds – there needs to be a clear added value and explanations for every budget cost

4 – Ethics and Security

Ethics issues table

- Use the ["How to complete your ethics self-assessment"](#) document as it is very helpful in guiding you through the process
- In addition to the document referenced in the proposal template above, the [Ethics Manual](#) can be useful to see the complete ethics evaluation process
- It is virtually impossible to answer 'No' to all ethics questions – don't do this – it will raise a red flag to the Ethics Panel
- Security self-assessment is a mandatory part of an eligible submission, required from all proposals. Its purpose is to support the decision:
 - Whether the proposal uses or generates EU classified information;
 - Potential of misuse of results (that could be channeled into crime or terrorism), and
 - Whether activities involve information or materials subject to national security restrictions.
- Winning proposals, in accordance with the review of Security self-assessment, will be transferred to experts examination.
 - If needed, the winning consortium will be instructed to comply with specific requirements and adjustment of the proposal as a pre-condition for signing the Grant Agreement.
- For additional reading about EC security classification, read Article 13 in the model GA



Proposal template Part B: technical description

(for full proposals: single stage submission procedure and 2nd stage of a two-stage submission procedure)

This template is to be used in a single-stage submission procedure or at the 2nd stage of a two-stage submission procedure.

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

Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation.

⚠ Page limit: The title, list of participants and sections 1, 2 and 3, together, should not be longer than 45 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 this template is only **indicative**.

The page limit will be applied automatically; therefore you must remove this instruction page before submitting. Remove also the table with the definition of terms and the help text added after each section. If you attempt to upload a proposal longer than the specified limit before the deadline, you will receive an automatic warning and will be advised to shorten and re-upload the proposal. After the deadline, excess pages (in over-long proposals/applications) will be automatically made invisible, and will not be taken into consideration by the experts. The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit

Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

⚠ The following formatting conditions apply.

The reference font for the body text of proposals is Times New Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions).

The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit).

The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. This applies to the body text, including text in tables.

Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible.

The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

As mentioned, this section is an explanation section given by the European Commission. All guidelines (page limit, font size, margins) **must** be followed to ensure that the proposal is not disqualified on a technicality, and that it is read in full.

Delete this page of instructions from your proposal.

DEFINITIONS <i>(Included here for convenience. Final presentation will be different).</i>	
Critical risk	<p>A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.</p> <p>Level of likelihood to occur (Low/medium/high): The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.</p> <p>Level of severity (Low/medium/high): The relative seriousness of the risk and the significance of its effect.</p>
Deliverable	<p>A report that is sent to the Commission or Agency providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements).</p>
Impacts	<p>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 described in the destination. Impacts generally occur some time after the end of the project.</p> <p><i>Example: The deployment of the advanced forecasting system enables each airport to increase maximum passenger capacity by 15% and passenger average throughput by 10%, leading to a 28% reduction in infrastructure expansion costs.</i></p>
Milestone	<p>Control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development. The achievement of a milestone should be verifiable.</p>
Objectives	<p>The goals of the work performed within the project, in terms of its research and innovation content. This will be translated into the project's results. These may range from tackling specific research questions, demonstrating the feasibility of an innovation, sharing knowledge among stakeholders on specific issues. The nature of the objectives will depend on the type of action, and the scope of the topic.</p>
Outcomes	<p>The expected effects, over the medium term, of projects supported under a given topic. The results of a project should contribute to these outcomes, fostered in particular by the dissemination and exploitation measures. This may include the uptake, diffusion, deployment, and/or use of the project's results by direct target groups. Outcomes generally occur during or shortly after the end of the project.</p> <p><i>Example: 9 European airports adopt the advanced forecasting system demonstrated during the project.</i></p>
Pathway to impact	<p>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, to their dissemination, exploitation and communication, contributing to the expected outcomes in the work programme topic, and ultimately to the wider scientific, economic and societal impacts of the work programme destination.</p>
Research output	<p>Results generated by the action to which access can be given in the form of scientific publications, data or other engineered outcomes and processes such as software, algorithms, protocols and electronic notebooks.</p>

Results	<p>What is generated during the project implementation. This may include, for example, knowhow, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, guidelines, prototypes, demonstrators, databases and datasets, trained researchers, new infrastructures, networks, etc. Most project results (inventions, scientific works, etc.) are ‘Intellectual Property’, which may, if appropriate, be protected by formal ‘Intellectual Property Rights’.</p> <p>Example: <i>Successful large-scale demonstrator: trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.</i></p>
Technology Readiness Level	<p>See Work Programme General Annexes section B</p>

⚠ Fill in the title of your proposal below.

TITLE OF THE PROPOSAL

⚠ The consortium members are listed in part A of the proposal (application forms). A summary list should also be provided in the table below.

- When choosing a name and acronym, try to look up the options to make sure it will be easily discoverable by others and not cause confusion with other similar options

List of participants

Participant No. *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

* Please use the same participant numbering as that used in the administrative proposal forms.

- List partner types clearly to make them easy for the evaluator to find –
 - End users are sometimes mandatory partners
 - **Affiliated Entities Linked third parties (different from subcontractors) are entities with a legal link to the beneficiary that must be named if the project is selected for finding**
- There can be justification to have partners with a certain holistic added value – technology is not always the most important – Partners specializing in Ethics/GDPR/Data Management etc...are welcome and can improve your proposal
- In some cases, these specialized partners, and dedicated work packages are a requirement of the Call
- When filling in the table, start with the coordinator. It is then easy to keep track of the participants if they are listed Work Package (WP) leaders first, according to their WP number.

★ ➤ Example -

Participant Number	Participant Legal Name	Participant Short Name	Country	Organization Type
1	Coordinator	COO	IL	UNI
2	Work Package 2 Leader	WP 2	AT	RI
3	Work Package 3 Leader	WP 3	CY	SME
4	Work Package 4 Leader	WP 4	IT	LE
5	Task Leader	TL	ES	SME
End Users				
6	Local Police/Border Control	LP	IL	NGO
7	School	SC	EE	NGO

The example does not mean end users are always required, nor that 7 partners is the best. In addition, the names used are not names of actual entities (as required) but descriptions of the partners to help explain the structure

General Tips for the Proposal –

On average, evaluators have between 4-8 hours to review your proposal, and so the **perception** the proposal creates is important – **you must wow them from the start** – sell them your proposal

- Use underlines or **bold** to convey the most important messages quickly in a way that catches the eye
- Use keywords from policy documents throughout the proposal – ask your National Contact Point (NCP) about these documents if you are unsure what they are
- **Download** your proposal after uploading it to the Funding and Tenders portal to make sure that all the charts and pictures look OK and are in order
- **Sources** – You may add hyperlinks or link addresses in footnotes. Not all evaluators will click them, but it helps show your sources
- Benefits of the proposal are important – benefits for the society, for the economy, for climate change, etc. **Address these benefits** clearly - they are a selling point
- Explain the **value of your proposal** – how does your solution go beyond the state of the art, what are your key resources, customer relationship, distribution channels, customer segments, etc.
- **Letters of intent** can be useful – they show you are serious and that you have stakeholders engaged – reference them in sections 1,2,3 as needed, and add them as an annex to section 4 (Members of the consortium). These are not always suitable, and if used should accompany a justification of why the entity is not a formal member of the consortium
- In certain proposals it is mandatory to include different entities as beneficiaries with significant jobs
- If you have many **acronyms or abbreviations**, list all of them either at the beginning or the end, and remember to write the acronym fully the first time it appears
- Use **pictures**, diagrams or charts to convey your point – these should be large enough to read, and of high quality (don't include reduced pictures of tables and text to save space). Remember, a picture is worth a thousand words, you should have at least one in your proposal - the pictures are still part of the page limit
- Use someone with experience in proposal writing, a native English speaker and/or a marketing experience to write and/or review your proposal
- Divide the proposal into numbered sections that will be easy for the evaluator to follow



Example –

Section 1.2 Methodology – has seven points to address. Break them down so that the evaluator knows what section you are talking about –

Excellence – aspects to be taken into account.

- 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.
- Soundness of the proposed methodology, including the underlying concepts, models, assumptions, interdisciplinary 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.

1. Excellence

⚠ *The following aspects will be taken into account only to the extent that the proposed work is within the scope of the work programme topic.*

- Note the expected number of pages for each section. This is not mandatory, but should be taken into account.
- Evaluation Criteria for this section –
 - 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.
 - Soundness of the proposed methodology, including the underlying concepts, models, assumptions, interdisciplinary 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.
- Use keywords from the topic/call or work programme text or from the Evaluation Summary Report - [ESR template](#) – such as "beyond the state of the art", "ground breaking", "novel"
- Read the related policy documents and reference them in the proposal
- Explore [previous winning project ideas](#) to see what has already been funded and what gaps still exist – **do not duplicate existing project ideas** or solutions
- **Innovation** is defined in many ways. In the context of projects, it means taking a new or changed entity (object, new way of doing things, etc...) and using it to produce benefits or value
- A new invention is not enough, the invention needs to actually **be used** in order to be called an innovation - It does not have to be commercial or technical. It can be based on new products, services, methods, networks, reports, etc...

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?
- Start with the motivations, rationale and vision of the project - this will naturally lead you to the objectives
- Be clear on the Objectives - What are they? How will you achieve them? What are some measurable outcomes?



Example of an Objective –

Objective I: to design and implement a **state-of-the-art highly usable system**, targeted at [who are the "customers"], aiming at **simplifying the design, dimensioning, configuration, onboarding, deployment and management** of [which] services, capable of offering advanced levels of [what] for [whom] and related associations. The provided framework is going to incorporate [which] **requirements** coming from the industry, the research community, the professionals, and application users.

Means to achieve objective 1:

- To analyze [what] (available by month M X and milestone MS X)
- To design [what] (available by month M Z and milestone MS Z)
- To describe [what] (available by month M A and milestone MS A).

Measurable outcomes for objective 1:

- Result R1. (WP X) (delivered by the end of month X);

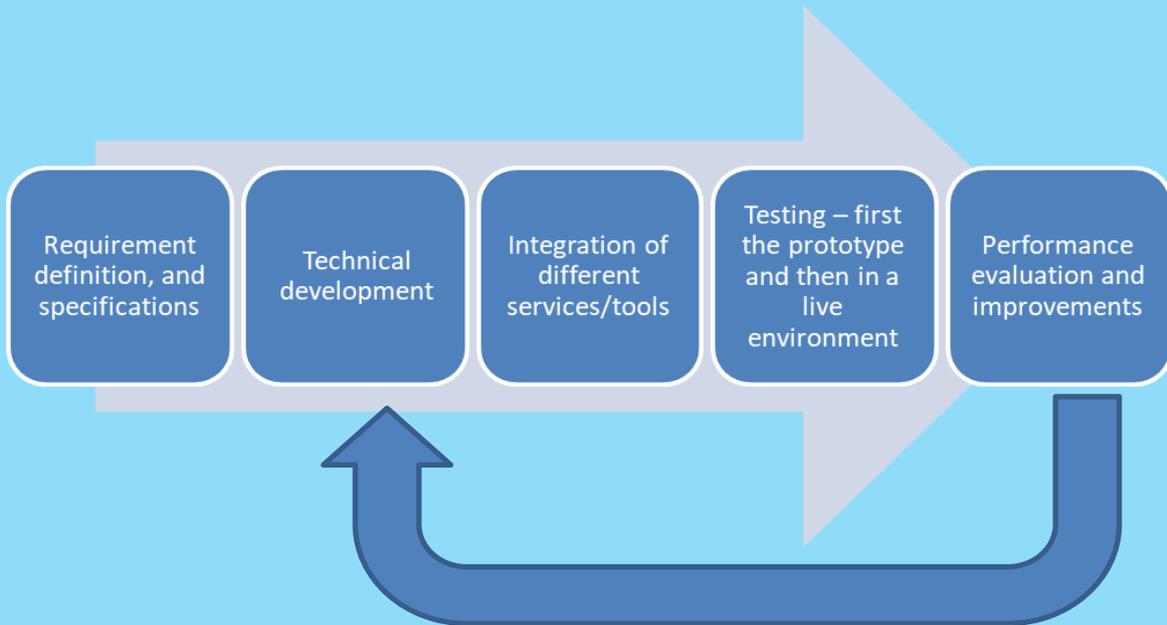
- Describe how your project goes beyond the state-of-the-art, and the extent the proposed work is ambitious. Indicate any exceptional ground-breaking R&I, novel concepts and approaches, new products, services or business and organisational models. Where relevant, illustrate the advance by referring to 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.
-  *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.*

1.2 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]
-  *This section should be presented as a narrative. The detailed tasks and work packages are described below under 'Implementation'.*
-  *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.*

- This is a large section so break it down and make it clear to the reader – visual aids can be useful to show connections and relations between activities

★ Example –



- 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.
 - ⚠ *Note: This section is mandatory except for topics which have been identified in the work programme as not requiring the integration of the gender dimension into R&I content.*
 - ⚠ *Remember that that this question relates to the content of the planned research and innovation activities, and not to gender balance in the teams in charge of carrying out the project.*
 - ⚠ *Sex and gender analysis refers to biological characteristics and social/cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to http://ec.europa.eu/research/swafs/gendered-innovations/index_en.cfm?pg=home*

- Remember to use appropriate consideration of interdisciplinary approaches and, where relevant, use of stakeholder knowledge and gender dimension in research and innovation content
- **Gender** refers to the social and cultural construction and differences between women and men, femininity and masculinity, which vary in time and place, and between cultures. This does not mean show how many men and women will be working on the project (that is covered in Application Forms, but rather how the results will impact them differently, or how dissemination activities will target each differently
- If the activities target both – be sure to mention each gender specifically.

- Describe how appropriate open science practices are implemented as an integral part of the proposed methodology. Show how the choice of practices and their implementation are adapted to the nature of your work, in a way that will increase the chances of the project delivering on its objectives [*e.g. 1 page*]. If you believe that none of these practices are appropriate for your project, please provide a justification here.

⚠ *Open science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in the process. Open science practices include early and open sharing of research (for example through preregistration, registered reports, preprints, or crowd-sourcing); research output management; measures to ensure reproducibility of research outputs; providing open access to research outputs (such as publications, data, software, models, algorithms, and workflows); participation in open peer-review; and involving all relevant knowledge actors including citizens, civil society and end users in the co-creation of R&I agendas and contents (such as citizen science).*

⚠ *Please note that this question does not refer to outreach actions that may be planned as part of communication, dissemination and exploitation activities. These aspects should instead be described below under 'Impact'.*

- **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.

- ⚠ *Proposals selected for funding under Horizon Europe will need to develop a detailed data management plan (DMP) for making their data/research outputs findable, accessible, interoperable and reusable (FAIR) as a deliverable by month 6 and revised towards the end of a project's lifetime.*
- ⚠ *For guidance on open science practices and research data management, please refer to the relevant section in the [HE Programme Guide](#) on the Funding & Tenders Portal.*

2. Impact

Impact – aspects to be taken into account.

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

The results of your project should make a contribution to the expected outcomes set out for the work programme topic over the medium term, and to the wider expected impacts set out in the ‘destination’ over the longer term.

In this section you should show how your project could contribute to the outcomes and impacts described in the work programme, the likely scale and significance of this contribution, and the measures to maximise these impacts.

➤ Evaluation Criteria for this section –

- 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.
- Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities.
- Impact is the benefit derived from using the innovation. **More benefits = more impact**
- Impact should be displayed throughout your proposal and not just in this section
- Impact does not have to be financial; it can be societal (use of results by policy maker), economic (new products, creation of jobs), academic (new methodologies), environmental educational, technical, etc... It can also be broken down to short/medium/long term impact
- Use keywords from the topic/call or work programme text or from the [ESR template](#)

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.

⚠ *Be specific, referring to the effects of your project, and not R&I in general in this field.*

⚠ *State the target groups that would benefit. Even if target groups are mentioned in general terms in the work programme, you should be specific here, breaking target groups into particular interest groups or segments of society relevant to this project.*

⚠ *The outcomes and impacts of your project may:*

- *Scientific, e.g. contributing to specific scientific advances, across and within disciplines, creating new knowledge, reinforcing scientific equipment and instruments, computing systems (i.e. research infrastructures);*
- *Economic/technological, e.g. bringing new products, services, business processes to the market, increasing efficiency, decreasing costs, increasing profits, contributing to standards' setting, etc.*
- *Societal, e.g. decreasing CO2 emissions, decreasing avoidable mortality, improving policies and decision making, raising consumer awareness.*

Only include such outcomes and impacts where your project would make a significant and direct contribution. Avoid describing very tenuous links to wider impacts. However, include any potential negative environmental outcome or impact of the project including when expected results are brought at scale (such as at commercial level). Where relevant, explain how the potential harm can be managed.

➤ **All** of the impacts listed in the topic **must** be addressed in the proposal – they can be listed in the form of a table if more convenient

➤ In addition, reference the impact on the members of the project – how will it affect them that they are part of this project?



Additional examples of impact can include –

- Impact on the society, for example with [Public Engagement](#), [Responsible Research and Innovation](#) and/or [Science Education](#)
- Impact on stakeholders – for example by using [Science Communication](#) / [Citizen Science](#)
- Any other Impact that can be shown to be relevant to the specific topic

(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.

⚠ *Note that this does not include the critical risks inherent to the management of the project itself, which should be described below under 'Implementation'.*

➤ Use a clear indicator that will measure the **extent** of the impact.

➤ Indicators do not have to be listed as KPI (Key Performance Indicator). Some can be quality indicators, progress indicators, technology indicators etc, and each comes with its own measurement or scale

- Standards set out requirements or describe methods or procedure – they can be a way to ensure you research results or products' consistency during scale up and growth

(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.

- ⚠ *'Scale' refers to how widespread the outcomes and impacts are likely to be. For example, in terms of the size of the target group, or the proportion of that group, that should benefit over time; 'Significance' refers to the importance, or value, of those benefits. For example, number of additional healthy life years; efficiency savings in energy supply.*
- ⚠ *Explain your baselines, benchmarks and assumptions used for those estimates. Wherever possible, quantify your estimation of the effects that you expect from your project. Explain assumptions that you make, referring for example to any relevant studies or statistics. Where appropriate, try to use only one methodology for calculating your estimates: not different methodologies for each partner, region or country (the extrapolation should preferably be prepared by one partner).*
- ⚠ *Your estimate must relate to this project only - the effect of other initiatives should not be taken into account.*

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).

- ⚠ *Please remember that this plan is an admissibility condition, unless the work programme topic explicitly states otherwise. In case your proposal is selected for funding, a more detailed 'plan for dissemination and exploitation including communication activities' will need to be provided as a mandatory project deliverable within 6 months after signature date. This plan shall be periodically updated in alignment with the project's progress.*
- ⚠ *Communication⁵ measures should promote the project throughout the full lifespan of the project. The aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens. Activities must be strategically planned, with clear objectives, start at the outset and continue through the lifetime of the project. The description of the communication activities needs to state the main messages as well as the tools and channels that will be used to reach out to each of the chosen target groups. All measures should be proportionate to the scale of the project, and should contain concrete actions to be implemented both during and after the end of the project, e.g. standardisation activities. Your plan should give due consideration to the possible follow-up of your project, once it is finished. In the justification, explain why each measure chosen is best suited to reach the target group addressed. Where relevant, and for innovation actions, in particular, describe the measures for a plausible path to commercialise the innovations.*
- ⚠ *If exploitation is expected primarily in non-associated third countries, justify by explaining how that exploitation is still in the Union's interest.*

⚠ *Describe possible feedback to policy measures generated by the project that will contribute to designing, monitoring, reviewing and rectifying (if necessary) existing policy and programmatic measures or shaping and supporting the implementation of new policy initiatives and decisions.*

- Dissemination = Who should you tell specifically about the project results – main target groups that will use the results. This is mandatory per [Article 29 of the Annotated Model Grant Agreement \(AMGA\)](#)
 - How will you tell each? Different messages, different communication (publication, scientific paper, event...)
 - What impact are you contributing to? Needs addressed, benefits, why are you better than the competition?
 - Consider the topic of Responsible Research and Innovation - an approach that anticipates and assesses potential implications and societal expectations with regard to research and innovation
 - Keep in mind [Open Access](#) - providing on-line access to scientific information that is free of charge to the reader
- Exploitation = use. How will the results be accessed and used? Who provides them – a partner, new non-profit organisation or company? This is mandatory per [Article 28 of the AMGA](#)
 - Results can be entered into the [Horizon Results Platform](#) as well as the [European Union Public License](#)
 - What are the terms? Free, royalties, payment, subscription – these can be different for different results and target audiences
- This should be one plan – Dissemination and Exploitation (D&E) drive each other
- The plan should include reference to what will happen after the project ends, since the main results will appear at the end of the project
- Show links between different disciplines and show the sustainability of the project – what will happen to the project results after it is finished?
- The expectation is that you go beyond how each partner will disseminate and exploit them on their own (because this will usually be exploited by further research) by creating a plan for the project itself
- Communication = Who should you tell about the whole project – results, partner, events – main target groups? This is mandatory per [Article 38 of the AMGA](#)
- [Take it seriously!](#) Build a plan with objectives, target audiences, key messages for each, branding, a timeline and budget. Involve professionals if needed
- The plan is for the duration of the project – and therefore can be budgeted
- Social media is one way to communicate and pass information
- Describe on your open access strategy

★ Example – Communication objectives

Communication Objective	Activities During year 1	Activities During year 2	Estimated Budget needed
Create Dissemination Materials	Create general leaflets, branded giveaways for events, posters and brochures	Create targeted materials for different audiences identified, in different languages and highlighting different results	30,000 euro
Create mandatory project website	Build website with information about the project, news and events	Update user interface based on statistics, add interactive section for result publications and newsletter option	100,000 euro

★ Example – Target Audiences for Dissemination of project results

Target Audience	Expectations and Interest
Individual researchers engaged in research initiatives and/or working in research/academic institutes	Knowledge about advancements in the field, use of project results in academic papers and studies
Policy-makers: EC Directorates/Units, Governments and Governmental Organisations, Regulatory Agencies, etc.	Use knowledge from project to benefit the public sector, define future research and innovation directions for the EC

★ Example – Impact monitoring

Activity	Expected Impact	Related KPI	Target
Dissemination Plan Number 1	Collaboration with other initiatives - joint research, information exchange and dissemination	Number of Evets held	3
Communication Plan Number 7	Increasing social media visibility to stakeholders	Number of followers on social media	5,000

- 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.
 - ⚠ *If your project is selected, you will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, research data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project.*
 - ⚠ *If your project is selected, you must indicate the owner(s) of the results (results ownership list) in the final periodic report.*

- Research data for example can be statistics, measurements, results of experiments, interview recordings, survey results, images, observations in the field...
- Are you using an existing standard or building on one? Do you know enough about the standards relevant for you? If not – visit the the European Committee for Standardization and the European Committee for Electrotechnical Standardization portal – [CEN-CENELEC](#) or any of the other [European standardization bodies](#) or [global standardization bodies](#)
- Are you Developing a new standard? This involves creating a CEN-CENELEC Workshop Agreement ([CWA](#)), which is a specific document designed for R&I projects and that forms the basis for new standards
- You can have this information in an open data repository, but it does not have to be free for commercial use – it can be used for reproduction, research, etc. Also, you can provide information about tools used, without providing the actual tool
- IP – Intellectual Property is any asset owned by someone that can be traded (sold, bought, leased, given). IP is what the project starts with and can be anything from Inventions to software to reports, designs, databases, books, roadmaps, etc...
- Strategy for IP management and protection – IPR – IP Rights – Legal protection for IP – Patents, copyright, trademarks... Are there expenses? These can be claimed from the project (patent registration etc...)
- IP needs to be addressed both during and after the project
- This section covers the strategy for IP management and protection – the [IP Helpdesk](#) can help answer any questions



➤ Example –

The consortium will prepare and sign a Consortium Agreement (CA), before the start of the project, which will regulate rights and obligations by all partners. Intellectual Property Rights (IPR) have been discussed by the consortium during the proposal preparation phase and each partner has consulted their respective legal offices. A number of basic principles concerning ownership of knowledge and access rights have been written –

- Background knowledge will be respected and will remain the property of the partner in question
- Access rights necessary for the preparation of the proposal and the execution of the project will be granted on a royalty free basis to those partners who need it in order to carry out project work
- The CA will include confidentiality clauses as well as agreements for joint IP ownership and a detailed exploitation strategy with regards to commercialisation after the project duration

2.3 Summary

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	EXPECTED RESULTS	D & E & C MEASURES
<p><i>What are the specific needs that triggered this project?</i></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><i>What do you expect to generate by the end of the project?</i></p> <p>Example 1 Successful large-scale demonstrator: Successful large-scale demonstrator: Trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management. Algorithmic model: Novel algorithmic model for proactive airport passenger flow management.</p> <p>Example 2 Publication of a scientific discovery on transparent electronics. New product: More sustainable electronic circuits. Three PhD students trained.</p>	<p><i>What dissemination, exploitation and communication measures apply to the results?</i></p> <p>Example 1 Exploitation: Patenting the algorithmic model. Dissemination towards the scientific community and airports: Scientific publication with the results of the large-scale demonstration. 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. 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-a-vis companies.</p>

TARGET GROUPS	OUTCOMES	IMPACTS
<p><i>Who will use or further up-take the results of the project? Who will benefit from the results of the project?</i></p> <p>Example 1 9 European airports: Schiphol, Brussels airport, etc. The European Union aviation safety agency. Air passengers (indirect).</p> <p>Example 2 End-users: consumers of electronic devices. Major electronic companies: Samsung, Apple, etc. Scientific community (field of transparent electronics).</p>	<p><i>What change do you expect to see after successful dissemination and exploitation of project results to the target group(s)?</i></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). A major electronic company (Samsung or Apple) exploits/uses the new product in their manufacturing.</p>	<p><i>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?</i></p> <p>Example 1 Scientific: New breakthrough scientific discovery on passenger forecast modelling. 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. Economic/Technological: A new market for touch enabled electronic devices. Societal: Lower climate impact of electronics manufacturing (including through material sourcing and waste management).</p>

3. Quality and efficiency of the Implementation

Award criteria – aspects to be taken into account.

- Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall
- Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise.

➤ Evaluation Criteria for this section –

- Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall.
- Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise

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).

➤ Start by describing what you will put in this section.



➤ Example –

In the sections that follow, we present the GANTT Chart, the Work-Packages List, the PERT Chart, the Deliverables List and the Description of each Work-Package for the project.

- detailed work description, i.e.:
 - a list of work packages (table 3.1a);
 - a description of each work package (table 3.1b);
 - a list of major deliverables (table 3.1c);

➤ ‘Work package’ means a major sub-division of the proposed project.

➤ ‘Deliverable’ means a distinct output of the project, meaningful in terms of the project's overall objectives and constituted by a report, a document, a technical diagram, a software etc.

➤ All tables listed below in this template **are mandatory** and should be included in the proposal

➤ Note confidentiality and dissemination levels of the deliverables when categorizing them (see key below table 3.1c)

➤ Notice important dates and holidays when deciding the submission date for the deliverables (avoid the months of July, August, December and January if possible)

⚠ *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 include an updated (or confirmed) 'plan for the dissemination and exploitation of results', 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.*

- There are tools to help you build this, including the [online manual](#) which is not mandatory to use, and [DMP Online](#)
- It is all about FAIR-ness: Findable Accessible Interoperable Reusable data
- Keep in mind this is a 'living document' it is expected that it constantly be updated
- There are repositories for storing data produced during the project - [OpenAIRE](#), [Zenodo](#), [Foster](#), and more

- 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. You will be able to update the list of critical risks and mitigation measures as the project progresses (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).

- Be sure to create a process for choosing subcontractors if one does not exist in your organization
- 'Milestones' means control points in the project that help to chart progress. They may correspond to the completion of a key deliverable, or be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development.

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

- *The individual members of the consortium are described in a separate section under part A. There is no need to repeat that information here.*

- 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)

➤ A value chain is a business model that describes the full range of activities needed to create a product or service (for example - end user, aggregator, developer, big data analyser...)

➤ Consider adding a strategic advisory board if needed

➤ Consider creating a decision-making process –

- How you will choose between different risk mitigation options?
- Who will be in charge of making these decisions?
- Are options to choose from or the need to create a completely new solution?
- How will these decisions be communicated to all members of the project?

➤ Describe the synergies among the participants



Example –

Partners in Question	Activity	Related Work Packages
[Partner name] and [partner name]	Create internal project information repository and communication tool	WP3, WP4
[Partner name] and [partner name]	Create dissemination plan for events	WP1, WP6, WP7

- 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 carrying out the project

- Allocate enough for coordination – this can include project management tools and licenses
- A work package is a major sub division of the project. It is not a single activity or task, a % of progress (50% of testing for example) or a lapse in time (activities of year 1 for example)
- Consider each partner's jobs and responsibilities – WP should be linked logically
- Don't forget open access costs and meeting and review costs! This includes flight, hotel and daily allowance costs for all participants, as well as location payment, catering, and expert fees if needed
- **Certificate of Financial Statement (CFS)** costs (needed if you request €425,000 or more) are eligible expenses
- **Even Distribution of work** - Don't put too many PM in one WP – balance the administration WP with the others
- The [Online Manual for EU Funding Programmes 2021-27](#) states that all EU-funded actions, including Horizon Europe projects, should have a maximum of 10-15 major deliverables.

Tables for section 3.1

Table 3.1a: List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
				Total person-months		

Table 3.1b: Work package description

For each work package:

Work package number	Lead beneficiary						
Work package title							
Participant number							
Short name of participant							
Person months per participant:							

Start month		End month	
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Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

Deliverables (brief description and month of delivery)

Table 3.1c: List of Deliverables¹

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)

KEY

Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

Type:

Use one of the following codes:

R: Document, report (excluding the periodic and final reports)

DEM: Demonstrator, pilot, prototype, plan designs

¹ You must include a data management plan (DMP) and a 'plan for dissemination and exploitation including communication activities as distinct deliverables within the first 6 months of the project. The DMP will evolve during the lifetime of the project in order to present the status of the project's reflections on data management. A template for such a plan is available in the [Online Manual](#) on the Funding & Tenders Portal.

DEC: Websites, patents filing, press & media actions, videos, etc.
 DATA: Data sets, microdata, etc.
 DMP: Data management plan
 ETHICS: Deliverables related to ethics issues.
 SECURITY: Deliverables related to security issues
 OTHER: Software, technical diagram, 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

Classified R-UE/EU-R – EU RESTRICTED under the Commission Decision No2015/444

Classified C-UE/EU-C – EU CONFIDENTIAL under the Commission Decision No2015/444

Classified S-UE/EU-S – EU SECRET under the Commission Decision No2015/444

Delivery date

Measured in months from the project start date (month 1)

Table 3.1d: List of milestones

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

KEY

Due date

Measured in months from the project start date (month 1)

Means of verification

Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype that is 'up and running'; software released and validated by a user group; field survey complete and data quality validated.

Table 3.1e: Critical risks for implementation

Description of risk (indicate level of (i) likelihood, and (ii) severity; Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures

Definition critical risk:

A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

Level of likelihood to occur: Low/medium/high

The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.

Level of severity: Low/medium/high

The relative seriousness of the risk and the significance of its effect

➤ Take the risk assessment seriously



Examples -

- Risks relating to the methodology, development, technology or results
- National or global lockdown (like what happened with COVID-19)
- Over/under spending
- Partners not responding to coordinator
- Delays in deliverable submission
- Project restructuring – partners leaving/joining project, partners changing roles
- Low visibility of project (social media, web page, events...)

Table 3.1f: Summary of staff effort

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	WPn	WPn+1	WPn+2	Total Person-Months per Participant
Participant Number/Short Name				
Participant Number/Short Name				
Participant Number/Short Name				
Total Person Months				

Table 3.1g: ‘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 starting with the largest cost item, up to the level that the remaining, costs are below 15% of personnel costs.

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 invoices goods and services)

Please complete the table below for each participants 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 invoices goods and services		
...		

STANDARD MODULAR EXTENSION OF PROPOSAL TEMPLATE:

1. FINANCIAL SUPPORT TO THIRD PARTIES

- **PART A: No additions**
- **PART B: Add an additional annex with information on financial support to third parties**

Financial support to third parties

- *For more information on terms and conditions: see Work Programme General Annexes section B and Horizon Europe Model Grant Agreement Articles 6.2.D.1 and 9.4*

[OPTION financial support in the form of a grant:

Financial support in the form of a grant awarded after a call for proposals

Where this possibility is indicated under the relevant topic in the Work Programme and in the relevant calls for proposals, provide a description of the use of financial support to third parties. This description must address at least the following:

1. clearly detail the objectives and the results to be obtained and
2. contain the following specifications (as a minimum):
 - a) the maximum amount of financial support for each third party; this amount may not exceed 60 000 EUR, unless explicitly mentioned in the work programme topic
 - b) the criteria for calculating the exact amount of the financial support
 - c) the different types of activity that qualify for financial support, on the basis of a closed list
 - d) the persons or categories of persons that may receive financial support, and
 - e) the criteria for giving financial support

Please check in the Work Programme and call for proposals if there are other conditions that apply and, if so, include them in the specifications or in any other element of the proposal as appropriate.

[OPTION financial support in the form of a prize:

Financial support in the form of a prize

Where this possibility is indicated under the relevant topic in the Work Programme, provide a description of the use of financial support to third parties. This description must address at least the following:

1. clearly detail the objectives and the results to be obtained and
2. contain the following specifications (as a minimum):
 - a) the eligibility and award criteria
 - b) the amount of the prize and
 - c) the payment arrangements.

Please check in the Work Programme and the call for proposals if there are other conditions that apply and, if so, include them in the specifications or in any other element of the proposal as appropriate.

]

2. CLINICAL TRIALS

- **PART A: Additional question**
- **PART B: Add an additional annex with information on clinical trials**

3. CALLS FLAGGED AS SECURITY SENSITIVE

- **PART A: No additions**
- **Part B: Add an additional annex with information on security**