



The EU Framework Programme
for Research and Innovation

HORIZON 2020



Fast Track to Innovation Pilot Innovation Actions (IA)

Administrative forms (Part A) Research proposal (Part B)

Version 1.1
16 July 2015

Disclaimer

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

Research and
Innovation

Horizon 2020

Call:

Topic:

Type of action:

Proposal number:

Proposal acronym:

Table of contents

<i>Section</i>	<i>Title</i>	<i>Action</i>
1	General information	
2	Participants & contacts	
3	Budget	
4	Ethics	
5	Call-specific questions	

[How to fill in the forms](#)

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

Proposal ID

Acronym

1 - General information

Topic	Type of action
Call identifier	
Acronym	<input type="text"/>
Proposal title*	<input type="text" value="Max 200 characters (with spaces). Must be understandable for non-specialists in your field."/>
<i>Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &</i>	
Duration in months	<input type="text" value="Estimated duration of the project in full months."/>
Fixed keyword	<input type="text"/>
Free keywords	<input type="text" value="Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces)."/>

Abstract

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

- Summarise your business innovation action and its objectives
 - Describe the expected outcome (products/solutions/value chain creation), the advantages and achievements, its novelty and state of development
 - Describe the commercial potential and its European dimension; the market application, the end users and/or customers and their needs and how these needs are met via the outcome of the action
- Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties .

- Do not include any confidential information.
- Use plain typed text, avoiding formulae and other special characters.

If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters 2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under the 7th Framework Programme, Horizon 2020 or any other EU programme(s)?

Yes No

Proposal ID	Acronym
-------------	---------

Declarations

1) The coordinator declares to have the explicit consent of all applicants on their participation and on the content of this proposal.	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	<input type="checkbox"/>
4) The coordinator confirms:	
- to have carried out the self-check of the financial capacity of the organisation on https://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html or to be covered by a financial viability check in an EU project for the last closed financial year. Where the result was “weak” or “insufficient”, the coordinator confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or	<input type="radio"/>
- is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or	<input type="radio"/>
- as sole participant in the proposal is exempt from the financial capacity check.	<input type="radio"/>
5) The coordinator hereby declares that each applicant has confirmed:	
- they are fully eligible in accordance with the criteria set out in the specific call for proposals; and	<input type="checkbox"/>
- they have the financial and operational capacity to carry out the proposed action.	<input type="checkbox"/>
The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect.	

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection

Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the processing of your personal data are available on the [privacy statement](#). Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the [Privacy Statement](#)), or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the [Privacy Statement](#)).



Proposal ID

Acronym

List of participants

#	Participant Legal Name	Country
1		

Example, not to complete



Proposal ID

Acronym

Short name

2 - Administrative data of participating organisations

PIC **Legal name**

Short name:

Address of the organisation

Street

Town

Postcode

Country

Webpage

Legal Status of your organisation

Research and Innovation legal statuses

Public body unknown

Non-profit unknown

International organisation unknown

International organisation of European interest unknown

Secondary or Higher education establishment unknown

Research organisation unknown

Legal person unknown

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

Please note that your industry status is calculated automatically from the data entered in the research and innovation related data section on the [beneficiary register](#). If the data entered in the beneficiary register are incorrect or unknown, EC services might not be able to decide on the eligibility of your proposal.

Enterprise Data

SME self-declared status unknown

SME self-assesment unknown

SME validation sme unknown

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

Nace code



Proposal ID

Acronym

Short name

Department(s) carrying out the proposed work

Department 1

Department name

Same as organisation address

Street

Town

Postcode

Country

Dependencies with other proposal participants

Character of dependence	Participant	
--------------------------------	--------------------	--

Example, no



Proposal ID	Acronym	Short name
-------------	---------	------------

Person in charge of the proposal

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title

Sex Male Female

First name

Last name

E-Mail

Position in org.

Department

Same as organisation address

Street

Town

Post code

Country

Website

Phone

Phone 2

Fax

Example,



Proposal ID

Acronym

Go to

3 - Budget for the proposal

No	Participant short name	Country	Industry	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub-contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of in-kind contributions not used on the beneficiary's premises/€	(F) Indirect Costs /€ (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs /€	(H) Total estimated eligible costs /€ (=A+B+C+D+F+G)	(I) Reimbursement rate (%)	(J) Max. grant / € (=H*I)	(K) Requested grant / €
1				0	0	0	0	0	0,00	0	0,00	100	0,00	0,00
				0,00		0,00	0,00	0,00	0,00	0,00	0,00		0,00	0,00

Proposal ID	Acronym
-------------	---------

4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs) ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. HUMANS		Page
Does your research involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does it involve invasive techniques?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. PERSONAL DATA (ii)		Page
Does your research involve personal data collection and/or processing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. ANIMALS (iii)		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Proposal ID	Acronym	
6. THIRD COUNTRIES		Page
Does your research involve non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan 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.)? (v)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to import any material from non-EU countries into the EU? <i>For data imports, please fill in also section 4. For imports concerning human cells or tissues, fill in also section 3.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to export any material from the EU to non-EU countries? <i>For data exports, please fill in also section 4. For exports concerning human cells or tissues, fill in also section 3.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
If your research involves low and/or lower middle income countries , are benefits-sharing measures foreseen? (vii)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the research at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
7. ENVIRONMENT & HEALTH and SAFETY See legal references at the end of the section. (vi)		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants? <i>For research involving animal experiments, please fill in also section 5.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of elements that may cause harm to humans, including research staff? <i>For research involving human participants, please fill in also section 2.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
8. DUAL USE (vii)		Page
Does your research have the potential for military applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
9. MISUSE		Page
Does your research have the potential for malevolent/criminal/terrorist abuse?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
10. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	<input type="radio"/> Yes <input checked="" type="radio"/> No	

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents.

Proposal ID

Acronym

5 - Call specific questions

Eligibility of the proposal

Number of participants	1
Number of industry (private for profit) participants	0
% of budget (total estimated eligible costs) of industry participants	0%

Taking into account the information above, please indicate which of the following minimum conditions your proposal meets. You must be able to indicate at least one of the three options below:

At least 60 % of the budget of the proposal will be allocated to consortium partners from industry, i.e. private-for-profit entities.	<input type="checkbox"/>
My consortium consists of 3 or 4 partners, and at least 2 of them are private-for-profit entities (industry participants).	<input type="checkbox"/>
My consortium consists of 5 partners, and at least 3 of them are private-for-profit entities (industry participants).	<input type="checkbox"/>

If your proposal meets none of three above criteria, your proposal will be found ineligible for support under the Fast Track to Innovation Pilot. Please note that your industry status is calculated automatically from the data entered in the research and innovation related data section on the [beneficiary register](#). If the data entered in the beneficiary register are incorrect or unknown, EC services might not be able to decide on the eligibility of your proposal. In addition, please note that only applications involving entities all of whom are established in the EU Member States or countries associated to Horizon 2020 are eligible for the call, as defined in [Article 9 of the Horizon 2020 Rules for Participation](#) and as determined in the [Horizon 2020 Work programme section on the Fast Track to Innovation Pilot](#).



Proposal ID

Acronym

Validation result

Section	Description
---------	-------------

	The form has not yet been validated, click "Validate Form" to do so!
--	--

Example, not to complete



Proposal template (technical annex)

Fast Track to Innovation Pilot Innovation actions

⚠ The information to be captured in the proposal template on impact, excellence and quality and efficiency of implementation will together constitute the business plan, as referred to in the [Work Programme](#). No separate business plan is to be submitted. As a result of this approach, the proposal template for the Fast Track to Innovation Pilot deviates substantially from the standard proposal template for other innovation actions.


Proposals shall be business-driven and clearly demonstrate a realistic potential for quick deployment and market take-up of innovations.

Any proposal should contain a specification for the outcome of the action; it should capture similar type of information as a standard business plan does, which means that information on commercial viability, future development and strategy, finance and planning assumptions & projections should be covered as part of the proposal.

Please follow the structure of the template 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 for a full proposal.

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:** For full proposals, the cover page, and sections 1, 2 and 3, together should not be longer than 30 pages. Sections 4 and 5, which allow applicants to elaborate on members of the consortium and ethics and security, have no page limit. All tables in these sections must be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

If you attempt to upload a proposal longer than the specified limit, you will receive an automatic warning and will be advised to shorten and re-upload the proposal. Any excess pages will be overprinted with a 'watermark', indicating to evaluators that these pages must be disregarded.

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.

Example, not to complete

COVER PAGE

Title of Proposal

List of participants (min. 3, max. 5)

Participant No *	Participant organisation name	Country	First Time Industry Applicant**
1 (Coordinator)			Y/N
2			Y/N
3			Y/N
4			Y/N
5			Y/N

Table of contents

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

** In the context of the FTI pilot, a "first-time industry applicant" means a legal entity that is a private, for-profit organisation that has obtained a PIC (Participant Identification Code) for the first time, meaning that such legal entity is for the first time registered in the Beneficiary Register during the preparation of the proposal. *Please note that the correctness of your input is subject to cross-checks by European Commission services.*

1. Excellence

1.1 Objectives


- Describe the specific objectives for the action, which should be clear, measurable, realistic and achievable within the duration of the action. Objectives should be consistent with the expected exploitation and impact of the action (see section 2) and with the innovation strategy of the different partners of the consortium;
- Explain the industrial/economic/social challenge to address, and the market opportunity to be exploited, through your business-driven innovation action, and in what way this relates to specific objective(s) under Horizon 2020;
- Explain also how your solution meets the stated challenge or avails of the business opportunity, and describe (potential) other expected outcomes.

1.2 Relation to the work programme

- Indicate in a concise manner the reason(s) why your proposal would fit under the section [Fast Track to Innovation of the Work Programme](#). Please refer to the text of the Work Programme where appropriate.

1.3 Concept and approach

- Describe and explain the overall concept underpinning the action. Describe the main ideas, models or assumptions involved. Highlight any trans-disciplinary considerations; broaden on the methodology that you intend to follow, setting out, as appropriate, activities that you will implement during this action (e.g. demonstration, testing, advanced prototyping, pilot lines, miniaturisation, advanced design, performance verification, market replication encouraging the involvement of end users and potential clients, specialised research, validation processes etc.).
- Clearly specify the starting point and the level of maturity of the proposed solution by outlining the positioning of the action e.g. where it is situated in the spectrum from 'idea to application', or from 'lab to market'. Refer to Technology Readiness Levels (TRL) where possible. (See [General Annex G of the Work Programme](#); note that under the Fast Track to Innovation scheme, proposed technological innovations will be expected to have a TRL of 6 or higher, and that non-technological innovations will be expected to have a similar level of maturity).
- Explain how the concept and its planned development will lead to effective market take-up and what will be required to achieve that.
- In the context of the overall Horizon 2020 priorities, elaborate on the European dimension of your proposal and explain how your action will lead to innovation that will add value to Europe.
- Where relevant, describe how sex and/or gender analysis is taken into account in the action's content.


 *Sex and gender refer 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/science-society/gendered-innovations/index_en.cfm*

1.4 **Ambition**

- Describe your proposal's innovation potential / the advance it would provide beyond the state-of-the-art, and the extent the proposed work is ambitious. Your answer could refer to the ground-breaking nature of the objectives, concepts involved, issues and problems to be addressed, and approaches and methods to be used. Where relevant, refer to products and services already available on the market.
- Describe the expected key market application(s) extracted from the results already achieved, that differentiates your action and provides the highest value added to potential customers; explain the unique selling proposition of your envisaged solution (in comparison with other existing or emerging ones), including in terms of sustainability/life cycle, and when relevant, include expected improvement potential of the action output over time.

2. **Impact**

2.1 **Expected impacts**

 *Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.*

- Describe how your action will contribute to:
 - the expected impacts set out in the work programme;
 - developing innovation meeting the needs of European and global markets;
 - improving the innovation capacity and the integration of new knowledge strengthening the competitiveness and growth of the industrial legal entities in the consortium;
 - any other environmental and socially important impacts (if not already covered above).
- Elaborate on which user needs have been identified and will be met upon completion of the action, and on the way in which the proposed innovation will outcompete current state-of-the-art solutions in the same sector of activity. Compare your solution with solutions offered by competitors (if any), using a cost-benefit analysis.
- Describe the type of market targeted (e.g. niche or high volume). What is the estimation of total available market size and growth rate? What are the market trends? What are you planning to use as main selling points? Describe the most relevant market segments for initial introduction of the new solution, and its potential early adopters / users (both in terms of profile and geographical location).
- Describe the expected impact of your innovation/solution in terms of scientific, technological or other (for instance social or environmental) progress.
- Elaborate on economic relevance of your solution, in particular with respect to growth of the industry partner(s) in the consortium (turnover, market share, employment creation, longer-term sales expectations, return on investment and profit). In addition, describe the expected economic return on investment of your action for the economy at large, with particular attention for the possible creation of growth and jobs, and possible

changes in the main sector of economic activity of the industry partners of the consortium.

- In the context of the action, elaborate on your capital investment policy for the next three years of operation and indicate the estimated funding requirements to reach go-to-market, making reference to the parties that will/should be involved. Envisaged financial mix: percentage or relevance of own funds, FTI funding, other external funding (loans, venture capital...)
- Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved, especially in relation to market acceptance and wide take-up. (This should not include any risk factors concerning implementation, as covered in section 3.2.)

2.2 Measures to maximise impact

a) Dissemination and exploitation of results

- Provide a draft 'plan for the dissemination and exploitation of the action's results'. Describe a credible path to deliver the innovations to the market. The plan, which should be proportionate to the scale of the action, should contain measures to be implemented both during and after the action.

⚠ Dissemination and exploitation measures should address the full range of potential users and uses including research, commercial, investment, social, environmental, policy making, setting standards, skills and educational training.

⚠ The approach to innovation should be as comprehensive as possible, and must be tailored to the specific technical, market and organisational issues to be addressed.

- Explain which stakeholders that should be involved in the last stretch towards a successful commercial exploitation of your innovation, in addition to those already present in the consortium and/or in the validation process of the proposed innovation/solution.
- Explain how your action will benefit the competitiveness and the innovation capacity of the individual partners of the consortium; make a link, where possible, to the corporate strategies of the industry partners in the consortium. Describe briefly the final steps needed to be taken before the innovation is ready to be taken to the market and give an indication on expected time to market/deployment.
- Elaborate on how you intend to position yourself in the market over time; in other words, explain your further commercial strategy, and planned implementation, via partners in the consortium, or through cooperation with third parties. Provide a timeline detailing planned marketing & sales efforts (including in terms of distribution).
- On the basis of your expected result, elaborate on the possible further development strategy for your innovation, bound to ensure your future competitiveness.
- Add any other factors of relevance related to dissemination and exploitation of results that could increase impact and explain how.

b) Intellectual Property, knowledge protection and regulatory issues

- Industrial Property Rights assets: describe the key knowledge (IPR) items and who owns them; patents (filed and/or granted) or other ways of protection; ownership;
 - Describe the measures to ensure the possibility of commercial exploitation;
 - Outline the strategy for knowledge management and protection as well as current IP status;
 - Explain the regulatory and/or standard requirements to be fulfilled for the exploitation of the technology/product/solution or concept: how they are to be met; (if not already covered in point 2.1)
 - **Where relevant** include information on how the participants will manage the research data generated and/or collected during the action, in particular addressing the following issues¹
 - What types of data will the action generate/collect?
 - What standards will be used?
 - How will this data be exploited and/or shared/made accessible for verification and re-use? If data cannot be made available, explain why.
 - How will this data be curated and preserved?
- ⚠ You will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the action's results.**
- ⚠ The appropriate structure of the consortium to support exploitation is addressed in section 3.3.**
- **Where relevant** include measures to provide open access (free on-line access, such as the 'green' or 'gold' model) to peer-reviewed scientific publications which might result from the action².
 - ⚠ Open access publishing (also called 'gold' open access) means that an article is immediately provided in open access mode by the scientific publisher. The associated costs are usually shifted away from readers, and instead (for example) to the university or research institute to which the researcher is affiliated, or to the funding agency supporting the research.**
 - ⚠ Self-archiving (also called 'green' open access) means that the published article or the final peer-reviewed manuscript is archived by the researcher - or a representative**

¹ For further guidance on research data management, please refer to the H2020 Online Manual on the Participant Portal.

² Open access must be granted to all scientific publications resulting from Horizon 2020 actions. Further guidance on open access is available in the H2020 Online Manual on the Participant Portal.

- in an online repository before, after or alongside its publication. Access to this article is often - but not necessarily - delayed ('embargo period'), as some scientific publishers may wish to recoup their investment by selling subscriptions and charging pay-per-download/view fees during an exclusivity period.

c) Communication


- Describe the proposed communication measures for promoting the action and its findings during the period of the grant. Measures should be proportionate to the scale of the action, with clear objectives. They should be tailored to the needs of various audiences, including groups beyond the action's own community. Where relevant, include measures for public/societal engagement on issues related to the action.


3. Implementation


3.1 Work plan — Work packages, deliverables and milestones


Please provide the following:

- brief presentation of the overall structure of the work plan;
- timing of the different work packages and their components (Gantt chart or similar);
- detailed work description, i.e.:
 - a description of each work package (table 3.1a);
 - a list of work packages (table 3.1b);
 - a list of major deliverables (table 3.1c);
- graphical presentation of the components showing how they inter-relate (Pert chart or similar).

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

 You should give enough detail in each work package to justify the proposed resources to be allocated and also quantified information so that progress can be monitored, including by the Commission.

 You are advised to include a distinct work package on 'management' (see section 3.2) and to give due visibility in the work plan to 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages.

 You will be required to include an updated (or confirmed) 'plan for the dissemination and exploitation of results' in both the periodic and final reports. (This does not apply to topics where a draft plan was not required.) This should include a record of activities related to

dissemination and exploitation that have been undertaken and those still planned. A report of completed and planned communication activities will also be required.

⚠️ If your action is taking part in the Pilot on Open Research Data³, you must include a 'data management plan' as a distinct deliverable within the first 6 months of the action. A template for such a plan is given in the guidelines on data management in the H2020 Online Manual. This deliverable will evolve during the lifetime of the action in order to present the status of the action's reflections on data management.

Definitions:

'Work package' means a major sub-division of the proposed action.

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

'Milestones' means control points in the action that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the consortium must decide which of several technologies to adopt for further development.

3.2 Management structure and procedures


- Describe the organisational structure and the decision-making (including a list of milestones (table 3.2a))
- Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the action.
- Describe, where relevant, how effective innovation management will be addressed in the management structure and work plan.

⚠️ *Innovation management is a process which requires an understanding of both market and technical problems, with a goal of successfully implementing appropriate creative ideas. A new or improved product, service or process is its typical output. It also allows a consortium to respond to an external or internal opportunity.*

- Describe any critical risks, relating to action implementation, that the stated action's objectives may not be achieved. Detail any risk mitigation measures. Please provide a table with critical risks identified and mitigating actions (table 3.2b)


³ Certain actions under Horizon 2020 participate in the 'Pilot on Open Research Data in Horizon 2020'. All other actions can participate on a voluntary basis to this pilot. Further guidance is available in the H2020 Online Manual on the Participant Portal.

3.3 Consortium as a whole

 *The individual members of the consortium are described in a separate section 4. There is no need to repeat that information here.*

- Describe the consortium. How will it match the action's objectives? How do the members complement one another (and cover the value chain, where appropriate)? In what way does each of them contribute to the action? How will they be able to work effectively together?

3.4 Resources to be committed

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

Please provide the following:

- a table showing number of person/months required (table 3.4a)
- a table showing 'other direct costs' (table 3.4b) for participants where those costs exceed 15% of the personnel costs (according to the budget table in section 3 of the administrative proposal forms)

Table 3.1a: Work package description

For each work package:

Work package number		Start Date or Starting Event					
Work package title							
Participant number							
Short name of participant							
Person/months per participant:							

Objectives

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

Deliverables (brief description and month of delivery)

Table 3.1b: List of work packages

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

Table 3.1c: List of Deliverables⁴

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

⁴ If your action taking part in the Pilot on Open Research Data, you must include a data management plan as a distinct deliverable within the first 6 months of the action. This deliverable will evolve during the lifetime of the action in order to present the status of the action's reflections on data management. A template for such a plan is available on the Participant Portal (Guide on Data Management).

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

DEC: Websites, patents filing, press & media actions, videos, etc.

OTHER: Software, technical diagram, etc.

Dissemination level:

Use one of the following codes:

PU = Public, fully open, e.g. web

CO = Confidential, restricted under conditions set out in Model Grant Agreement

CI = Classified, information as referred to in Commission Decision 2001/844/EC.

Delivery date

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

Table 3.2a: List of milestones

Milestone number	Milestone name	Related work package(s)	Estimated date	Means of verification

KEY

Estimated date

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

Means of verification

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

Table 3.2b: Critical risks for implementation

Description of risk	Work package(s) involved	Proposed risk-mitigation measures

Table 3.4a: Summary of staff effort

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

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

Table 3.4b: 'Other direct cost' items (travel, equipment, other goods and services, large research infrastructure)

Please complete the table below for each participant if the sum of the costs for 'travel', 'equipment', and 'goods and services' exceeds 15% of the personnel costs for that participant (according to the budget table in section 3 of the proposal administrative forms).

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

Please complete the table below for all participants that would like to declare costs of large research infrastructure under Article 6.2 of the General Model Agreement⁵, irrespective of the percentage of personnel costs. Please indicate (in the justification) if the beneficiary's methodology for declaring the costs for large research infrastructure has already been positively assessed by the Commission.

Participant Number/Short Name	Cost (€)	Justification
Large research infrastructure		

⁵ Large research infrastructure means research infrastructure of a total value of at least EUR 20 million, for a beneficiary. More information and further guidance on the direct costing for the large research infrastructure is available in the H2020 Online Manual on the Participant Portal.

Section 4: Members of the consortium

⚠️ *This section is not covered by the page limit.*

⚠️ *The information provided here will be used to judge the operational capacity.*

4.1. Participants (applicants)

Please provide, for each participant, the following (if available):

- a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal;
- a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;
- a list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;
- a list of up to 5 relevant previous actions or activities, connected to the subject of this proposal;
- a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;
- [any other supporting documents specified in the work programme for this call.]

4.2. Third parties involved in the action (including use of third party resources)

Please complete, for each participant, the following table (or simply state "No third parties involved", if applicable):

Does the participant plan to subcontract certain tasks (please note that core tasks of the action should not be sub-contracted)	Y/N
<i>If yes, please describe and justify the tasks to be subcontracted</i>	
Does the participant envisage that part of its work is performed by linked third parties ¹	Y/N
<i>If yes, please describe the third party, the link of the participant to the third party, and describe and justify the foreseen tasks to be performed by the third party</i>	
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	Y/N
<i>If yes, please describe the third party and their contributions</i>	

¹ A third party that is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action. (Article 14 of the Model Grant Agreement).

Section 5: Ethics and Security

⚠ *This section is not covered by the page limit.*

5.1 Ethics

If you have entered any ethics issues in the ethical issue table in the administrative proposal forms, you must:

- submit an ethics self-assessment, which:
 - describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out;
 - explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:
 - research objectives (e.g. study of vulnerable populations, dual use, etc.)
 - research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)
 - the potential impact of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use , etc.).
- provide the documents that you need under national law(if you already have them), e.g.:
 - an ethics committee opinion;
 - the document notifying activities raising ethical issues or authorising such activities

⚠ *If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).*

⚠ *If you plan to request these documents specifically for the action you are proposing, your request must contain an explicit reference to the action title.*

5.2 Security²

Please indicate if your action will involve:

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

² Article 37.1 of Model Grant Agreement. *Before disclosing results of activities raising security issues to a third party (including affiliated entities), a beneficiary must inform the coordinator — which must request written approval from the Commission/Agency; Article 37. Activities related to 'classified deliverables' must comply with the 'security requirements' until they are declassified; Action tasks related to classified deliverables may not be subcontracted without prior explicit written approval from the Commission/Agency.; The beneficiaries must inform the coordinator — which must immediately inform the Commission/Agency — of any changes in the security context and — if necessary — request for Annex 1 to be amended (see Article 55)*