The EU Framework Programme
for Research and Innovation

HORIZON 2020

e-Infrastructures
Research and Innovation Actions (RIA)

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

Version 1.2
27 February 2014

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

History of changes

Version	Date	Change	Page
1.1	17.02.2014	▪ references for 2-stage calls removed as irrelevant (Part A)	7-10
1.2	27.02.2014	▪ Information on Evaluation added - scoring of proposals as they were submitted, rather than on their potential if certain changes to be made (Part B)	1

Horizon 2020

Call:

Topic:

Type of action:

Proposal number:

Proposal acronym:

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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	

Proposal title*   *Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*

Duration in months   *Estimated duration of the project in full months.*

Fixed keyword 1   [   ] | Add |

Free keywords   *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:
- *the objectives of the proposal*
- *how they will be achieved*
- *their relevance to the work programme.*

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)?

Please give the proposal reference or contract number.	

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.*	☐
2) The information contained in this proposal is correct and complete.	☐
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).	☐

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/portal4/desktop/en/organisations/lfv.html. 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	☐
- 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	☐
- as sole participant in the proposal is exempt from the financial capacity check.	☐

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	☐
- they have the financial and operational capacity to carry out the proposed action.	☐
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	Participant

2 – Administrative data of participating organisations

PIC	Legal name

Short name:

Address of the Organisation

Street	
City	
Postcode	
Country	
Webpage	

Legal Status of your organisation

Research and Innovation legal statuses

Public body .... no   Legal person ....

Non-profit .... no

International organisation .... no

International organisation of European interest ... no

Secondary or Higher education establishment ..... no

Research organisation .... no

Small and Medium-sized Enterprises (SMEs) .... no

Academic Sector .... no

Nace code

Example, not to complete

Proposal ID	*Acronym*	*Participant*

Departments 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*	

Proposal ID	Acronym	Participant

Person in charge of the proposal

Title [   ]

Sex ○ Male   ○ Female

First name

Family name

E-Mail

Position in org. *Please indicate the position of the Contact Point above in the organisation.*

Department *Please indicate the position of the Contact Point above in the organisation.*

Street [   ]   ☐ Same as organisation address

Town [   ]   Post code [   ]

Country [   ]

Website [   ]

Phone [+xxx xxxxxxxx]   Phone 2 [+xxx xxxxxxxx]   Fax [+xxx xxxxxxxx]

Other contact persons

First Name	Last Name	E-mail	Phone

Proposal ID	Acronym

3 – Budget for the proposal

Participant	Country	(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 inkind 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) Reimburse-ment rate	(J) Max. grant / € (=H*I)	(K) Requested grant / €
		0	0	0	0	0	0	0	0	100	0	0
Total		0	0	0	0	0	0	0	0		0	0

Proposal ID	*Acronym*

4 – Ethics issues table

1. HUMAN EMBRYOS/FOETUSES i		Page
Does your research involve Human Embryonic Stem Cells (hESCs)?	○ Yes ◉ No	
Does your research involve the use of human embryos?	○ Yes ◉ No	
Does your research involve the use of human foetal tissues / cells?	○ Yes ◉ No	
2. HUMANS		Page
Does your research involve human participants?	○ Yes ◉ No	
Does your research involve physical interventions on the study participants?	○ Yes ◉ No	
Does it involve invasive techniques?	○ Yes ◉ No	
3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues? If your research involves human embryos/foetuses, please also complete the section "Human Embryos/Foetuses" [Box 1].	○ Yes ◉ No	
4. PROTECTION OF PERSONAL DATA ii		Page
Does your research involve personal data collection and/or processing?	○ Yes ◉ No	
Does your research involve further processing of previously collected personal data (secondary use)?	○ Yes ◉ No	
5. ANIMALS iii		Page
Does your research involve animals?	○ Yes ◉ No	

Proposal ID	Acronym

6. NON-EU COUNTRIES		Page
Does your research involve non-EU countries?	◯ Yes ⦿ 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.)?	◯ Yes ⦿ No	
Do you plan to import any material – including personal data – from non-EU countries into the EU? If you consider importing data, please also complete the section "Protection of Personal Data" [Box 4].	◯ Yes ⦿ No	
Do you plan to export any material – including personal data –from the EU to non-EU countries? If you consider exporting data, please also complete the section "Protection of Personal Data" [Box 4].	◯ Yes ⦿ No	
If your research involves low and/or lower middle income countries, are benefits-sharing measures foreseen?	◯ Yes ⦿ No	
Could the situation in the country put the individuals taking part in the research at risk?	◯ Yes ⦿ No	
7. ENVIRONMENT PROTECTION vi Directive 2001/18/EC – vii Directive 2009/41/EC – viii Regulation EC No 1946/2003 – ix Directive 2008/56/EC x Council Directive 92/43/EEC –xi Council Directive 79/409/EEC – xii Council Regulation EC No 338/97		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	◯ Yes ⦿ No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	◯ Yes ⦿ No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	◯ Yes ⦿ No	
8. DUAL USE xiii		Page
Does your research have the potential for military applications?	◯ Yes ⦿ No	
9. MISUSE		Page
Does your research have the potential for malevolent/criminal/terrorist abuse?	◯ Yes ⦿ No	
10. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	◯ Yes ⦿ No	

I confirm that I have taken into account all ethics issues described above and if any ethics issues apply, I have attached the required documents. ☐ Legal Info

Proposal ID	Acronym

5 - Call specific questions

Please note that this section will be updated at a later stage. In order to view the new content you will have to open the administrative form again. Once the form is final, this warning message will disappear.

Proposal ID	*Acronym*

Validation result

Section   **Description**

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

Specific proposal template
(technical annex)
for the calls: H2020-EINFRA-2014-1, H2020-EINFRA-2014-2 and H2020-EINFRA-2015-1 (topics: EINFRA-1-2014, EINFRA-2-2014, EINFRA-4-2014, EINFRA-5-2015, EINFRA-7-2014 and EINFRA-9-2015)

Research and Innovation actions

Please follow the structure of this 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:** The cover page, and sections 1, 2 and 3, together should not be longer than 70 pages. 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, before the deadline you will receive an automatic warning, and will be advised to shorten and re-upload the proposal. After the deadline, 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.

COVER PAGE

Title of Proposal

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.

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Example, not to complete

1. Excellence

Your proposal must address a work programme topic for this call for proposals.

⚠️ *This section of your proposal will be assessed only to the extent that it is relevant to that topic.*

1.1 Objectives

- Describe the specific objectives for the project[1], which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project (see section 2).

1.2 Relation to the work programme

- Indicate the work programme topic to which your proposal relates, and explain how your proposal addresses the specific challenge and scope of that topic, as set out in the work programme.

1.3 Concept and approach

- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved. Identify any trans-disciplinary considerations;

- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project;

- Describe and explain the overall approach and methodology, distinguishing, as appropriate, activities indicated in the relevant section of the work programme, e.g. Networking Activities, Service Activities and Joint Research Activities, as detailed in the Part E of the Specific features for Research Infrastructures of the Horizon 2020 European Research Infrastructures (including e-Infrastructures) Work Programme 2014-2015;

- Describe how the Networking Activities will foster a culture of co-operation between the participants and other relevant stakeholders.

- Describe how the Service activities will offer access to state-of-the-art infrastructures, high quality services, and will enable users to conduct excellent research.

- Describe how the Joint Research Activities will contribute to quantitative and qualitative improvements of the services provided by the infrastructures.

- As per Part E of the Work Programme, where relevant, describe how the project will share and use existing basic operations services (e.g. authorisation and accounting systems, service registry, etc.) with other e-infrastructure providers and justify why such services should be (re)developed if they already exist in other e-infrastructures. Describe how the developed services will be discoverable on-line.

- Where relevant, describe how sex and/or gender analysis is taken into account in the project's content.

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[1] The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation.

⚠ 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 the advance your proposal 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.

- Describe the innovation potential which the proposal represents. Where relevant, refer to products and services already available, e.g. in existing e-Infrastructures.

2. Impact

2.1 Expected impacts

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

- Describe how your project will contribute to:

  o the expected impacts set out in the work programme, under the relevant topic (including key performance indicators/metrics for monitoring results and impacts);

  o improving innovation capacity and the integration of new knowledge (strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets; and, where relevant, by delivering such innovations to the markets;

  o any other environmental and socially important impacts (if not already covered above).

- Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)

2.2 Measures to maximise impact

a) Dissemination and exploitation of results

- Provide a draft 'plan for the dissemination and exploitation of the project's results'. The plan, which should be proportionate to the scale of the project, should contain measures to be implemented both during and after the project.

  ⚠ 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 how the proposed measures will help to achieve the expected impact of the project . Provide a draft business plan for financial sustainability as stated in the Part E of the Specific features for Research Infrastructures of the Horizon 2020 European Research Infrastructures (including e-Infrastructures) Work Programme 2014-2015.

- Where relevant, include information on how the participants will manage the research data generated and/or collected during the project, in particular addressing the following issues:[2]

  - What types of data will the project generate/collect?

  - What standards will be used?

  - How will this data be exploited and/or shared/made accessible for verification and re-use? If data cannot be made available, explain why.

  - How will this data be curated and preserved?

- Include information about any open source software used or developed by the project[3].

  ⚠ *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 project's results.*

  ⚠ *The appropriate structure of the consortium to support exploitation is addressed in section 3.3.*

- Outline the strategy for knowledge management and protection. 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 project[4].

  ⚠ *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 - 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.*

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

[3] All software to be developed under e-infrastructures needs to be open source with a "CC-BY" type of license , unless it can be well justified that it should be otherwise, as stated in Part E of the Specific features for Research Infrastructures of the Horizon 2020 European Research Infrastructures (including e-Infrastructures) Work Programme 2014-2015.

[4] 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.

b) Communication activities

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

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[5];
- timing of the different work packages and their components (Gantt chart or similar);
- detailed work description, i.e.:
    - o a description of each work package (table 3.1a);
    - o a list of work packages (table 3.1b);
    - o a list of major deliverables (table 3.1c);
- graphical presentation of the components showing how they inter-relate (Pert chart or similar).

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

⚠ *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.*

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5   See Part E of the Specific features for Research Infrastructures of the Horizon 2020 European Research Infrastructures (including e-Infrastructures) Work Programme 2014-2015 on the required classification of work in three categories of activities (Networking Activities, Service Activities and Joint Research Activities).

⚠ *If your project is taking part in the Pilot on Open Research Data[6], you must include a 'data management plan' as a distinct deliverable within the first 6 months of the project. 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 project in order to present the status of the project's reflections on data management.*

Definitions:

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

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

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

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 project.

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

3.3 Consortium as a whole

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

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

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6 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.

- 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 2.3).

- **Other countries**: If one or more of the participants requesting EU funding is based in a country 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 General Annex A of the work programme are automatically eligible for EU funding), explain why the participation of the entity in question is essential to carrying out the project

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 (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 Deliverables[7]

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

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 project start date (month 1)

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[7] 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 project. This deliverable 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 on the Participant Portal (Guide on Data Management).

Table 3.2a: List of milestones

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

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 regarding large research infrastructure for all participants that fulfil the criteria set by Article 6.2 of the General Model Agreement[8] and would like to declare the capitalised and operating costs of 'large research infrastructure directly used for the action', 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		

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[8]   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 projects or activities, connected to the subject of this proposal;

- a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;

- [any other supporting documents specified in the work programme for this call.]

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

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

Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)	Y/N
If yes, please describe and justify the tasks to be subcontracted	
Does the participant envisage that part of its work is performed by linked third parties[1]	Y/N
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	
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
If yes, please describe the third party and their contributions	

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[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:

    o 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;

    o explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:

        o research objectives (e.g. study of vulnerable populations, dual use, etc.)

        o research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)

        o 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.:

    o an ethics committee opinion;

    o the document notifying activities raising ethical issues or authorising such activities

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

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

5.2 Security[2]

Please indicate if your project will involve:

- activities or results raising security issues: (YES/NO)

- 'EU-classified information' as background or results: (YES/NO)

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[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)*