**PE 0000023 NQSTI – Cascade Funding - Proposal Template**

**1) GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Project acronym:** |  |
| **Project title** (extended name):  *Text should be self-explanatory, maximum 300 characters.* |  |
| **Spoke:** |  |
| **Topic:** |  |
| **Duration** (months*): (the duration cannot exceed 12 months)* |  |
| **Project location***: (specify region)* |  |
| **Total project budget** (€): |  |
| **Total grant requested** (€): |  |
| **Project Coordinator:** | *Name, Surname:*  *Affiliation:*  *e-mail address:*  *Phone Number:* |
| **Abstract** *(max 1500 characters including spaces):* | |
|  | |
| **Keywords** *(Free Keywords that mainly characterize the project):* | |
|  | |
| **DNSH Principle:** | |
| *Detail how the project is compliant with the Principle Do Not Significant harm*  *[Max 1500 characters including spaces]* | |

**Description of the proposer organisation**

|  |  |
| --- | --- |
| **Legal name:** |  |
| **Address:** |  |
| **P.IVA/ C.F.:** |  |
| **Tel:** |  |
| **e-mail:** |  |
| **Website:** |  |
| **Legal Status** |  |
| **Publications, widely used datasets, software, goods, services, or any other achievements relevant to the call content.** | *List of up to 5 publications, widely used datasets, software, goods, services, or any other achievements relevant to the call content.* |
| **Relevant previous projects or activities, connected to the subject of this proposal** | *List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal* |
| **Significant infrastructure and/or any major items of technical equipment, relevant to the proposed work** | *Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work* |
| **Team** | *Short bio of the personnel involved in the project:*  *First Name, Last Name, Gender, Career stage, role in the project* |

Duration: months

**Relevance to the topic addressed in the call**(in particular specify here which part of the call text is addressed by your project, max. 1/4 page):

*Be precise and concise*.

**Detailed project information**

**General recommendations:**

1. *The same font and style should be used for the whole proposal (Calibri, 11pt, single spaced).*
2. *Please complete all sections.*
3. *Please adhere to the given page limits.*
4. *For the evaluation criteria, please refer to the Call Announcement. Your proposal should include all details required.*
5. Excellence (max. 6 pages)

# Targeted breakthrough, baseline of knowledge and skills

*Describe the targeted breakthroughs of the project.*

*Describe how the science and technology contribute to the establishment of a solid baseline of knowledge and skills for the specific theme addressed.*

*Describe the specific objectives of the project, which should be clear, measurable, realistic and achievable within the duration of the project.*

# Novelty and level of ambition

*Describe the advance your proposal would provide beyond the state-of-the-art, and to what extent the proposed work is ambitious and novel. 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*.

# Concept and methodology

*Describe and explain the overall concept and research approach underpinning the project. Describe the main ideas, models or assumptions involved. Identify any interdisciplinary considerations and, where relevant, use of stakeholder knowledge.*

*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 the methodology and explain its relevance to the objectives.*

*Describe the appropriateness of the methodology to narrow down multiple options and to address high scientific and technological risks.*

# Impact (max. 3 pages)

## Expected impacts

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

*Describe how the project will contribute to the expected impacts of the call.*

*Describe the importance of the technological outcome with regard to its transformational impact on technology and/or society.*

*Where relevant, include measures for public/societal engagement on issues related to the project.*

# Implementation

## Work plan

(max. 2 pages)

*Provide a brief presentation of the overall structure of the work plan.*

*Clearly define the intermediate targets.*

*Provide a timing of the different work packages (max 3) and their components (Gantt chart or similar)*

*Provide a graphical representation of the work packages components showing how they inter-relate (Pert chart or similar).*

## Work packages (max 3)

(max. 1 page per WP)

*For the description of each work package, please use the template provided. Use as many templates as needed.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WP 1** | | **WP Title** | | | Start month | End month |
| **Aim of the WP**  Description of the objectives of the WP and the interrelation with other WPs. | | | | | | |
| **Tasks** | | | | | | |
| **T1.1** | **Task title (start month – end month**  Description of work | | | | | |
| **T1.2** | **Task title (start month – end month**  Description of work | | | | | |
|  | Add tasks as needed | | | | | |
| **Deliverable** | | | **Month of delivery** | **Title of deliverable** | | |
| **D1.1** | | |  |  | | |
| **D1.2** | | |  |  | | |
|  | | |  | Add deliverables as needed | | |

**Work package overview (total effort per WP in person.months)**

Use as many columns as needed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PM** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **Total** |
|  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

## Management structure, milestones, risk assessment

(max. 2 pages)

Describe the organisational structure and the decision-making including a list of milestones (template provided). A milestone is a major and visible achievement. It should be SMART: Specific, Measurable, Attainable, Relevant, Time-bound.

Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project.

**List of milestones**

Use as many lines as needed but try to limit the number of milestones.

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Delivery month** | **WP involved** | **Title** |
| **M1** |  |  |  |
|  |  |  |  |

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 (template provided).

**Critical risks for implementation**

Use as many lines as needed.

|  |  |  |
| --- | --- | --- |
| **Description of risk (indicate level of likelihood: Low/Medium/high)** | **WP(s) involved** | **Proposed risk-mitigation measures** |
|  |  |  |
|  |  |  |

# Significant facilities and large equipment available to perform the project (max. ½ page)

*Describe shortly (if applicable)*

# Financial plan

(max. 1 page)

*The resources to be committed have to be described. These resources include: Personnel, Consumables, Equipment, Travel, Licensing fees. Justify them here.*

# Ethical issues (max. ½ page)

*Describe any foreseeable ethical issue that may arise during the course of the research project. Describe all mitigation strategies employed to reduce ethical risk, and justify the research methodology with respect to ethical issues.*

# References (max. 30 references)

*Provide references of articles and publicly available documents directly supporting the proposal.*