HORIZON 2020

HOW TO WRITE A SUCCESSFUL PROPOSAL

Miriam de Angelis
National Contact Point 'Smart, green and integrated transport' & 'Climate action, environment, resource efficiency and raw materials

Proposal Submission Preparatory Checklist

- **Decide on the funding opportunity** that you want to apply for. Funding Opportunities are categorised as Work Programmes, Calls, Topics and Types of Actions. Programmes are listed under the Horizon 2020 title.

- **Select your Partners**. Most calls require a consortium of three organisations (i.e. participants).

- **Register as a user** in the European Commission Authentication Service (EU Login).

- Your organisation and your Partner organisations must register in the Participant register and receive a **Participant Identification Code** (PIC).

HOW TO
FIND

PARTNERS

(Databases & al.)

Tools to build a consortium

- Have a look on **CORDIS** at the FP7 and H2020 projects funded in the field of your interest: http://cordis.europa.eu/projects/home_en.html.
- Upload your profile and/or partner search on the **NCPs' Networks' websites,** e.g.:
  - NMPB: https://www.nmp-partnersearch.eu/
  - ICT: http://www.ict-idealist.eu/
  - Space: http://ncp-space.net/space-research/thematic-information/partner-search/
  - Health: http://mm.fitforhealth.eu/
  - Food security, Sustainable Agriculture, Marine and Maritime Research and the Bioeconomy: http://www.ncp-biohorizon.net/profiles
  - Energy: http://www.partnersearch.c-energy2020.eu/
  - Transport : http://www.transport-ncps.net/index.php?option=com_k2&view=item&layout=item&id=400&Itemid=370
  - Climate action, environment, resource efficiency and raw materials: http://partnersearch.ncps-care.eu/
  - Inclusive, innovative and reflective societies: http://www.net4society.eu/public/pss.php
  - Secure society: http://www.security-research-map.eu/index.php?file=insert.php
- Be active on **LinkedIn** groups: https://www.linkedin.com/groups?gid=3731775&trk=anet_ug_parent
- Use your previous relationships with European organizations.

Roles in the consortium

- **Proposal Coordinator.** The Proposal Coordinator acts as the single point of contact between the participants and the Commission for any given proposal. The Proposal Coordinator is generally responsible for the overall planning of the proposal; for building up the consortium that will do the work, and (s)he is always the first participant.

- **Partner.** If you are a Partner to a proposal, you will be invited by the Proposal Coordinator to fill the administrative forms that contain the contact and address details. Most of the fields will be pre-filled with information already provided to the Commission services in order to save time and to ensure better data quality.

Action	Proposal Coordinator	Partner
Select the call	Yes	No
Add, Invite Participants	Yes	No
Submit the proposal	Yes	No
Read complete proposal	Yes	Yes
Define the budget tables	Yes	Yes, with full rights to fill in only the row for his/her organisation.
Create Contacts for a Partner	Yes	Yes, with full rights to fill in only the information for his/her organisation.

Starting the proposal submission online

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

European Commission

Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS ▼   HOW TO PARTICIPATE ▼   PROJECTS & RESULTS   WORK AS AN EXPERT   SUPPORT ▼

The Funding & Tenders Portal is the entry point (the Single Electronic Data Interchange Area) for participants in funding programmes and procurements managed by the European Commission and other EU bodies.

Find calls for proposals and tenders

| Search calls for proposals and tenders by keywords, programmes… | 🔍 Search |

What are calls for proposals? ›

What are calls for tenders? ›

How to participate in

Calls for proposals by EU Programme

News ›

Other funding and da

App   Bookmarks   Design   travel   movies   job   tests   beauty   technology   art   comics   food   oddities   shopping   reading

Funding & tender opportunities

European Commission

Single Electronic Data Interchange Area (SEDIA)

Horizon 2020 Framework Programme

| SEARCH FUNDING & TENDERS ▼ | HOW TO PARTICIPATE ▼ | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT ▼ |

Type your Keywords or CPV code...

☐ Match whole words only

☑ GRANTS   ☐ TENDERS

Filter by submission status

| ✔ FORTHCOMING | ✔ OPEN | ☐ CLOSED |

Filter by programme (only for grants)

H2020   ✕

Filter by programme part

Space   ⬍

Filter by focus area

Select a Focus area...   ⬍

Funding and tenders

Sort by: ◉ opening date   ○ title   ○ ID

17 results

See all calls for tenders published by EC

Grant   **EIC Horizon Prize for 'European Low-Cost Space Launch' Space-EICPrize-2019**

Types of action: Inducement Prize | **Programme:** Horizon 2020

Open   *Opening date: 12 June 2018*   *Deadline model: si*
                                                                    Deadline date: 01 J

Grant   **Earth observation technologies** LC-SPACE-14-TEC-2018-2019

Types of action: Research and Innovation action | **Programme:** Horizon 2020

Open   *Opening date: 16 October 2018*   *Deadline model: si*
                                                                    Deadline date: 12 I

Grant   **Access to space** SPACE-17-TEC-2019

Types of action: Research and Innovation action | **Programme:** Horizon 2020

Select your type of action to start submission

Type of Action: Innovation action [IA]   Start SUBMISSION

⚠ To access the Electronic Sumission Service, please click on the submission-button next to the type of action that corresponds to your proposal. You will then be asked to confirm your choice of the ty submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Participant Portal and select the My Proposals page of the My Area section.

Get support

Online manual
"Submit a proposal"

IT HOW TO
"Submission of Proposals"

Get support

Please read carefully all provisions below before the preparation of your application.
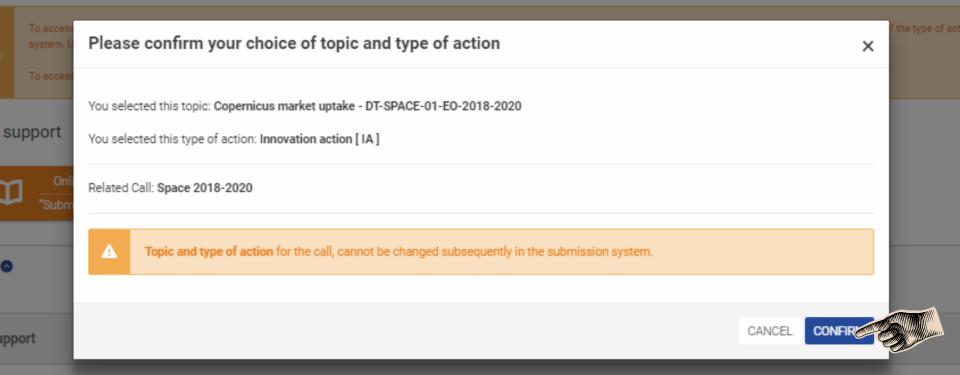
H2020 Online Manual is your guide on the procedures from proposal submission to managing your grant.

Participant Portal FAQ – Submission of proposals.

National Contact Points (NCP) - contact your NCP for further assistance in your national language(s).

lect your type of action to start submission

of Action: Innovation action [IA]   Start SUBMISSION

To access
system. U

To access

support

Onli
"Subm

Please confirm your choice of topic and type of action   ✕

You selected this topic: **Copernicus market uptake - DT-SPACE-01-EO-2018-2020**

You selected this type of action: **Innovation action [IA]**

Related Call: **Space 2018-2020**

⚠   **Topic and type of action** for the call, cannot be changed subsequently in the submission system.

CANCEL   CONFIRM

read carefully all provisions below before the preparation of your application.

Online Manual is your guide on the procedures from proposal submission to managing your grant.

pant Portal FAQ – Submission of proposals.

al Contact Points (NCP) - contact your NCP for further assistance in your national language(s).

APRE
Agency for the Promotion

EU Login
One account, many EU services

English

research requires you to authenticate

Sign in to continue

Use your e-mail address

Next

Create an account

Or

Or use the eID of your country

Select your country

www.apre.it

enterprise
europe
network

RINA

Step 3
Create a Draft Proposal

H2020-MG-2016-2017

USER NAME	Miriam DE ANGELIS
TOPIC	MG-1.1-2016
TYPE OF ACTION	RIA
WED 20 DEADLINE (Brussels Local Time)	January 2016 17:00:00
90 days left until closure	

Check Config ⚠

Download Part B Templates ⬇

Visit our 'How to' user guide ↗

Visit our 'H2020 Online Ma... ↗

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a st...

Participant Identification Code

Your organisation

PIC* ❓ [   ]   Short name* ❓ [   ]

Search for your organisation PIC **search**

Your Role

Please indicate your role in this prop...

○ Main contact

○ Contact person

> When you select your organization and it has a validated PIC, this action will be communicated to the LEAR or/and Account Administrator via an email sent automatically to them. The same applies when removing a validated organization from a proposal.

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym* [   ]   Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*
Character count: [   ]

next >>

cancel

Step 4
Manage Your Related Parties

H2020-MG-2016-2017

👤	USER NAME	Miriam DE ANGELIS
☁	TOPIC	MG-1.1-2016
👆	TYPE OF ACTION	RIA
A.B.C.	ACRONYM	TEST
📇	DRAFT ID| SEP-210317866	
WED 20	DEADLINE (Brussels Local Time)	January 2016 17:00:00
89	days left until closure	

Check Config ⚠

Download Part B Templates ⬇

Visit our 'How to' user guide ↗

Visit our 'H2020 Online Manual' ↗

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1   **Add Partner** ❓

Consortium eligibility

Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 1.

1 🏛 **Coordinator**   👥 **Contact** ➕ ❓

✏ APRE

AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA
VIA CAVOUR 71, 00184 ROMA, IT
PIC: 999514191

Miriam DE ANGELIS - Main contact	✏ ℹ
sabrina bozzoli - Contact person	✏ ✖ ℹ

Change Organisation   **Contact LEAR**

Note: Before you can invite a Partner, your partner must havea PIC

next >>

Step 5
Edit Proposal

H2020-MG-2016-2017

USER NAME
Miriam DE ANGELIS

TOPIC
MG-1.1-2016

TYPE OF ACTION
RIA

ACRONYM
TEST

DRAFT ID | SEP-210317866

WED 20 DEADLINE (Brussels Local Time)
January 2016 17:00:00

89 days left until closure

Check Config ⚠️

Download Part B Templates ⬇️

Visit our 'How to' user guide 🔗

Visit our 'H2020 Online Manual' 🔗

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ❓

> **WARNING:** This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ❓

[edit forms] [view history] [print preview]

Part B and Annexes

In this section you may upload ... al annex of the proposal (in PDF format only) and any other requested attachme...

Technical Annex Section 1-3 [upload] ⊗ ❓

[<< Step 4 - Parties] [validate] [submit]

Part A

Administrative forms

Proposal Submission Forms

Table Of Contents | Validate Form | Save | Save&Close

Proposal ID **SEP-210520876**   *Acronym* **test**

1 - General information

?

| Topic | SU-BES01-2018-2019-2020 | Type of Action | RIA |
| Call Identifier | H2020-SU-SEC-2018-2019-2020 | Deadline Id | H2020-SU-SEC-2018 |

Acronym

test

Proposal title

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

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in

The Main Contact is the only person that can complete the form, including the budget table and all other administrative details. Partners can preview the form and edit their contact detail information.

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call forproposals under Horizon 2020 or any other EU programme(s)? ○ Yes ◉ No **?**

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 http://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	☐

- 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

The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV), which will be performed 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

Type or select a participant

Proposal Submission Forms
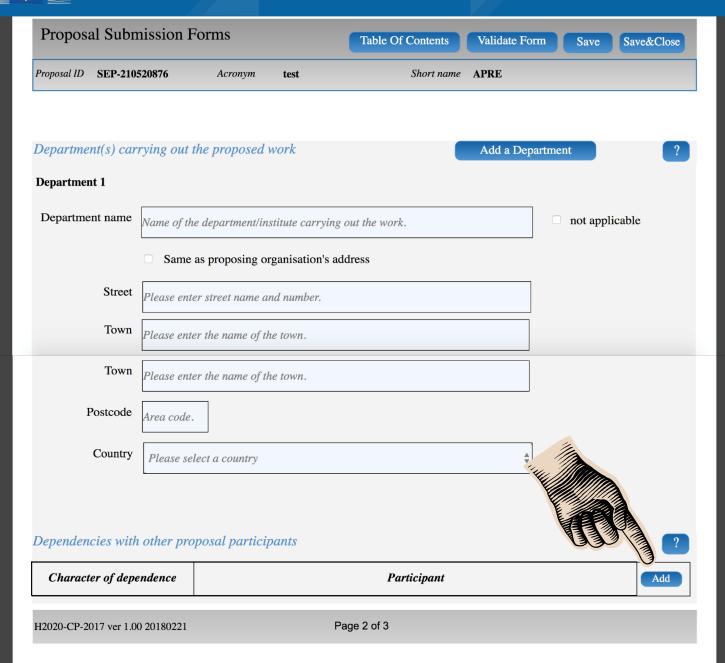
Table Of Contents Save Save&Close

Proposal ID	SEP-210520876		Acronym	test

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1	AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA	Italy	Show

www.apre.it

Type or select a participant

Proposal Submission Forms

Table Of Contents | Validate Form | Save | Save&Close

| Proposal ID | SEP-210520876 | | Acronym | test | | Short name | APRE |

Department(s) carrying out the proposed work

Add a Department | ?

Department 1

Department name | *Name of the department/institute carrying out the work.* | ☐ not applicable

☐ Same as proposing organisation's address

Street | *Please enter street name and number.*

Town | *Please enter the name of the town.*

Town | *Please enter the name of the town.*

Postcode | *Area code.*

Country | *Please select a country*

Dependencies with other proposal participants

?

| *Character of dependence* | *Participant* | Add |

enterprise europe network
Business Support on Your Doorstep

RINA

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	**Miriam**	Last name	**DE ANGELIS**
E-Mail	**mdeangelis@apre.it**		

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

Department   *Name of the department/institute carrying out the work.*   ☐ Same as organisation name

☐ Same as proposing organisation's address

Street   *Please enter street name and number.*

Town   *Please enter the name of the town.*   **Post code**   *Area code.*

Step 5
Edit Proposal

H2020-CIP-2016-2017

	USER NAME
👤	Miriam DE ANGELIS

	TOPIC
☁	CIP-01-2016-2017

	TYPE OF ACTION
👆	IA

	ACRONYM
A.B.C.	test

	DRAFT ID	SEP-2103

THU 25	DEADLINE (Brussels L... August 2016 17:00:00

95	days left until closure

Check Config ⚠

Download Part B Templates ⬇

Visit our 'How to' user guide ↗

Visit our 'H2020 Online Manual' ↗

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ❓

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit Proposals' Forms ✕

- You may return to this step from the "My Proposals" section of the Participant Portal.
- Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure
- Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible
- Any changes made here to the proposal will not be available to the European Commission/service in charge unless resubmitted before the call closure.

Technical Annex Section 4-5   [upload]   ⊗ ❓

Optional annex 3: Ethics - Supporting Document(s)   [upload]   ❓

<< Step 4 - Parties   validate

Part B

Technical Part

What is a project?

A project is a set of **complex and interrelated activities** with a well-defined objective to be achieved through synergical and coordinated efforts in a predetermined time and with a specific amount of financial and human resources.
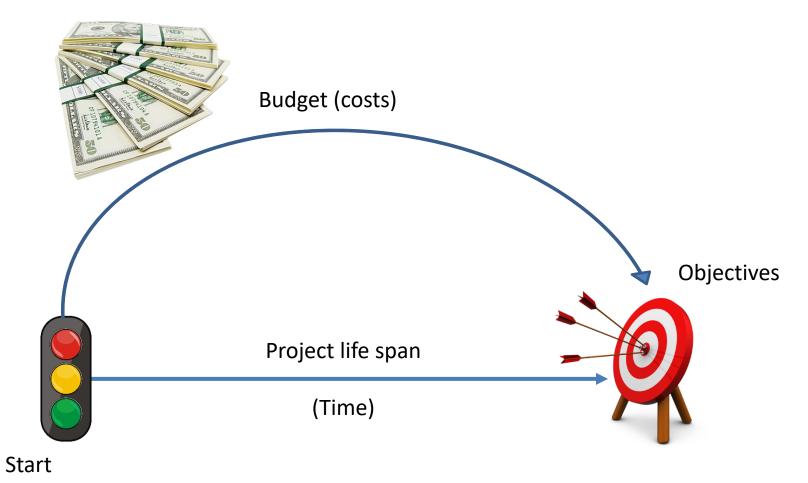
A project is characterised by the '**uniqueness**' of its elements:

- Time, financial, human resources' limitations, exc.
- Specificities with respect to other projects
- **Objectives –> quality of results -> unique product or service**

Budget (costs)

Objectives

Project life span

(Time)

Start

HOW TO
WRITE
THE PROPOSAL

Part B.I [Technical Section: technical content for RIA and IA]

1. Excellence

    1.1 Objectives

    1.2 Relation to the CS2JU Work Plan

    1.3 Concept and approach

    1.4 Ambition

2. Impact

    2.1 Expected Impact

    2.2 Measures to maximize impact

        2.2.1 Dissemination and exploitation of results

        2.2.2 Communication activities

3. Implementation

    3.1 Description of work — Work packages, deliverables and milestones

    3.2 Management Structure and Procedures

        3.2.1 Capabilities

        3.2.2 Structure and procedures

        3.2.3 Risks

    3.3 Consortium/ Clusters as a whole (where applicable)

    3.4 Resources to be committed

Document thumbnail:

Research and Innovation Actions
(RIA)
Innovation Actions (IA)

Call for Proposals

Partner(s) Application/Proposal Template
(Technical Section)

PART B. I

- March 2016 -

PART B SUBMISSION

Your document submitted will be composed of 2 parts:

1. PART B.I

This part introduces the 3 first points which relate to an evaluation criterion for a full proposal. The applicant should complete all these points in order to validate his/her application.
This part is subject to a 70-page limitation, including the table templates as presented under the technical section of the present document.

2. PART B.II

This part introduces the 2 last points which relate to the members of consortium (participants, operational capacity, etc.), (potential) ethics and security issues identified by the applicant.
This part is complementary to PART B.I. The applicant should complete all these points in order to validate his/her application.
This part is not subject to any page limitation.

Please do not merge PART B.I and PART B.II as these documents should be submitted separately in the submission system.

PART B. I of the Partner(s) Application/Proposal Template for IA/RIA (Technical Section)
[Proposal Acronym]   1

1. EXCELLENCE

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 methodology

(a) Concept

- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved. Identify any inter-disciplinary considerations and, where relevant, use of stakeholder knowledge;

- Describe the positioning of the project e.g. where it is situated in the spectrum from 'idea to application', or from 'lab to market'. Refer to Technology Readiness Levels where relevant. (See General Annex G of the work programme);

- 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;

(b) Methodology

- Describe and explain the overall methodology, distinguishing, as appropriate, activities indicated in the relevant section of the work programme, e.g. for research, demonstration, piloting, first market replication, etc;

- Where relevant, describe how sex and/or gender analysis is taken into account in the project'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/swafs/gendered-innovations/index_en.cfm?pg=home*

1.4 Ambition

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

---

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

1.1 Objectives

- The project objectives must be **clear, complete and agreed upon** by the consortium members.

- A project must aim at the **delivery of a result** like a certain product or process innovation, a research, ecc.

- Both the proper definition of the project objectives and the **effective planning of the project life cycle** are crucial to exploit opportunities and avoid contingencies, as well as for the overall success of the project, as they allow a clear resources allocation and a detailed definition of the intermediate performances.

The **BioWalk4Biofuels project** is a research and an demonstrative initiative which **has the aim to develop a cost-efficient solution that uses biowaste as a feedstock for the production of 2nd generation biofuels, using macroalgae as a catalyser, while minimising the environmental impact of biofuel production**. <u>Main</u> and <u>Specific objectives</u> of the project are pointed out as follows:

a) **The use of macroalgae as interface between biowaste and energy production allow a direct utilisation of biowaste obtaining, at the same time, the following positive externalities or specific objectives:**

a1) **Treatment of high nitrogen and phosphate content biowaste (control index 21 kg N/day, control index 3 kg P/day)**

a2) **Creation of a CO2 sink for the carbon credit market (control index 190 kg/h insufflated)**

a3) **Production of biomass pellets and fertilizer from organic residues of the biodigestor (control index 300 kg/day)**

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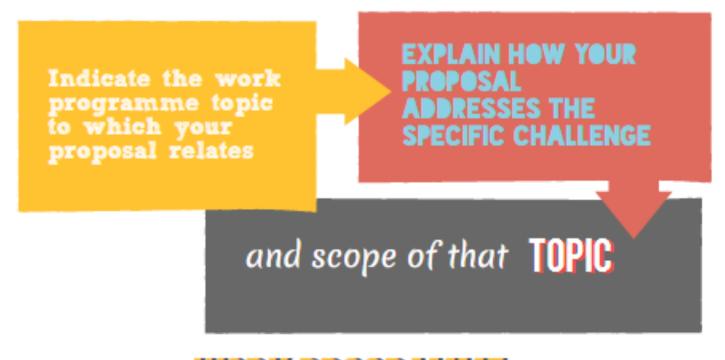
a1) *Treatment of high nitrogen and phosphate content biowaste*
Macroalgae need nitrogen and phosphate to grow: an adequate choice of biowaste rich on this chemical elements (e.g. poultry manure) can provide the right amount of nitrogen requested for algae growth and, at the same time, transform the negative eutrophication potential of such biowaste into a positive input. The idea is to take advantage of the eutrophication problem and CO_2 emissions that are negative externalities of human activities using them as feeding for macroalgae cultivation with the aim to optimize the life-cycle analysis (LCA) of the overall process from wheel to wheel. Considering the above reasons macroalgae could resolve the problems related to the excessive amount of nitrogen in wastewater treatment plants.

a2) *Creation of a CO2 sink for the carbon credit market*
The amount of CO_2 requested for algae growth will be supplied through a piping system from a boiler (about 150m3/h) to open ponds. This means a reduction of CO_2 and NOx emissions in the air from the boiler;

a3) *Production of biomass pellets and fertilizer from organic residues of the biodigestor.* The use of a two phase anaerobic digestion allows to produce residues that could be dried out and pelletized or used as organic amending with 7-9% nitrogen content to slower its release.

b) **Macroalgae can be directly used in biodigestors to produce energy without the need of mixing with other cereal crops**

Indicate the work programme topic to which your proposal relates

EXPLAIN HOW YOUR PROPOSAL ADDRESSES THE SPECIFIC CHALLENGE

and scope of that TOPIC

AS SET OUT IN THE WORK PROGRAMME

Tip: Read carefully the text of the topic and use tables!

Relation to the work programme

The proposal is related to the following work programme topic:

WASTE-7-2015 Ensuring sustainable use of agricultural waste, co-products and by-products.

According to the specific challenge and scope of the topic, the project aims at **evaluating existing techniques** and **developing new and innovative approaches for efficient use of agricultural waste,** co-products and by-products, by developing **innovative sustainable products for building construction.**

The overall strategy of the project is based on an integrated approach, addressed to develop a European interdisciplinary network thereby contributing to the creation of sustainable value chains in the farming and processing sectors.

According to the work programme topic, specific actions of the project are:

Table 1 -Relation to the work programme

Challenges identified by the topic	How the project addresses the challenge
Development of sector-specific case studies (in terms of sources of waste and uses as well as geographic coverage)	Thanks to the large interest of stakeholders, such as farms producing agro waste and building materials producers, *8* **sector-specific case studies** will be performed in all the **8 Countries covered by** the project consortium.
Delivering of **pilot products** in	The project aims at up-scaling innovative products with an active

STEP 1:
Overall concept
TRANSDISCIPLINARITY

STEP 2:
State where the project stands from 'idea to application', or from 'lab to market'
TECHNOLOGY READINESS LEVELS (Find the list in the General Annex G!)

STEP 3:
National or international research and innovation activities linked with the project

STEP 4:
Overall methodology

STEP 5:
sex and/or gender analysis

TRANSDISCIPLINARITY

In H2020, transdisciplinarity refers to approaches and methodologies integrating:

- knowledge, theories, concepts, data and techniques from 2 or more scientific disciplines,

&

- non academic and non-formalized knowledge.

Non-formalized knowledge may come from relevant societal actors and stakeholders such as healthcare practitioners (in health-related projects), farmers (in agricolture - related projects), user groups etc

MULTI-ACTOR ENGAGEMENT IN THE R&I PROCESS

PROJECTS NEED TO DEMONSTRATE HOW THEIR OBJECTIVES AND PLANNING ARE TARGETED TO THE NEEDS/PROBLEMS OF END-USERS;

Technology Readiness Levels (TRL)

Where a topic description refers to a TRL, the following definitions apply, unless otherwise specified:

- TRL 1 – basic principles observed

- TRL 2 – technology concept formulated

- TRL 3 – experimental proof of concept

- TRL 4 – technology validated in lab

- TRL 5 – technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)

- TRL 6 – technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)

- TRL 7 – system prototype demonstration in operational environment

- TRL 8 – system complete and qualified

- TRL 9 – actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space)

The types of action RIA and IA refer <u>INDICATIVELY</u> to:
- **RIA up to TRL 5**
- **IA up from TRL 6 to TRL 9**
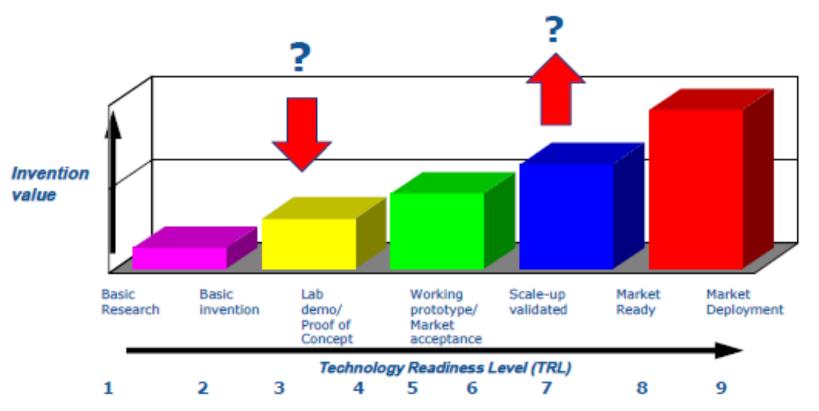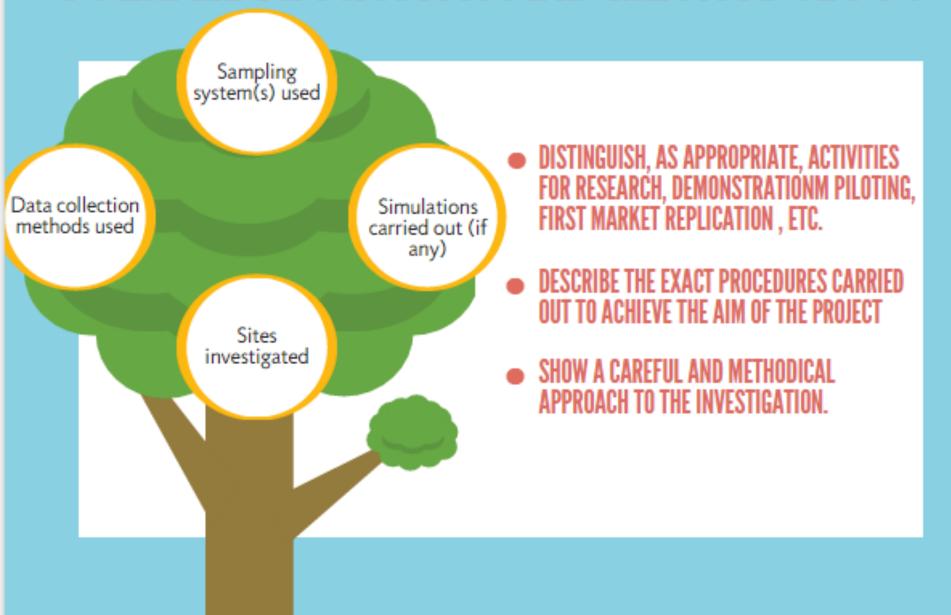
1.3.2   National and international research and innovation activities linked with xxx

The SWAN forum (www.swan-forum.com) is an international forum and network consisting of technical, academic, business and governance organisations and experts, focusing on the uses of ICT for improving end-user and water utility efficiency in water use, water management and water infrastructure asset management for the promotion of water. The links to the objectives of xxx range from a potential dissemination platform (the forum organises several events, conferences and workshops every year) to active interaction with workgroups. xxx will also make use of existing documentation. Partner YYY is a member of SWAN and YYY membership is under process.

The YYY ERC H2O (www.netwerch2o.eu) is The Network for Water in European Regions and Cities, an association for European municipal and regional governments whose objective is the promotion and development of sustainable practices related to the management of water. NETWERC H2O is a channel of communication, a forum for the exchange and publicising of experiences as well as a platform for the creation of European and transatlantic projects and is especially valuable to xxx since it brings the academia and various European bodies in direct contact with the stakeholders—municipal and regional governments. Partner WssTP is an associate member of NETWERC H2O.

xxx will also establish links with the EU H2020 initiative ICT and Water management[10]. Two partners (YYY) already participate at the initiative through other EU projects (iWIDGET and ISS-EWATUS, respectively). This initiative has been established as a digital forum for bringing together ICT technologies that are related to water management. The core of the initiative are other related EU funded projects and working groups. Consequently this initiative offers the opportunity of both input and output for xxx , i.e. taking advantage of the links and documents already there, as well as feeding back outcomes.

ECOWEB- ecoweb.info has a substantial database of running and finished EU funded projects results (FP7/CIP/Life+) and can analyse the usage statistics- ranging from what water topics are most searched to what topics are searched, but not addressed by previous projects and calls (gaps). This analysis can be done on a global, EU or country level. YYY is responsible for ECOWEB, which will be linked with xxx results.

The IWA Cities of the Future program[11]: The International Water Association (IWA), as an international leader in the water sector, it has created this program to help cities work together with the academic community to design the water sector of cities in a way that is harmonised and re-constructed to minimise the use of scarce resources and make cities liveable and sustainable. The coordinator, YYY , as an IWA member is very active with the Association and with the corresponding Hellenic Water Association in Greece and will use these groups as a source of information, of new trends and technologies, will participate in activities and conferences and will interact with its prestigious members for input for xxx

Relevant European projects are listed below. xxx will be linked with these projects:

- iWIDGET (www.i-widget.eu) aims to make households better aware of their water consumption patterns and help utilities and ICT industry with the sharing of such information to improve their demand forecasting capacities, while also contributing to a sustainable partnership of ICT and water domain stakeholders (YYY is a partner).
- ISS-EWATUS YYY increase the awareness of water consumption via social media platform (smartphones,) to reduce water consumption and will build a decision support system to reduce leaks. Coupling with adaptive pricing policy and reduction of peaks (YYY).

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[10] http://ec.europa.eu/digital-agenda/en/communities/ict-and-water-management
[11] http://www.iwahq.org/3p/programmes/cities-of-the-future.html

OVERALL APPROACH AND METHODOLOGY

Sampling system(s) used

Data collection methods used

Simulations carried out (if any)

Sites investigated

- DISTINGUISH, AS APPROPRIATE, ACTIVITIES FOR RESEARCH, DEMONSTRATIONM PILOTING, FIRST MARKET REPLICATION , ETC.

- DESCRIBE THE EXACT PROCEDURES CARRIED OUT TO ACHIEVE THE AIM OF THE PROJECT

- SHOW A CAREFUL AND METHODICAL APPROACH TO THE INVESTIGATION.

RINA

Describe the advance your proposal would provide

BEYOND THE STATE-OF-THE-ART

and the extent the proposed work is

AMBITIOUS

DESCRIBE THE INNOVATION POTENTIAL OF YOUR PROPOSAL

OPTIBIOCAT will break through the barriers of the low production levels and not industrial targeted properties of FAEs and GEs by performing a systematic study on the variety of FAEs and GEs from fungi and bacteria in which genome mining, heterologous expression and enzyme characterization are combined with site-direct mutagenesis and evolutionary mutagenesis. The application of feruloyl esterases and particularly glucuronoyl esterases has so far been hampered by relatively low production levels of these enzymes and in the case of GE also limited information about their biochemical properties. The biocatalysts obtained from OPTIBIOCAT will be produced at high levels using improved fermentations to supply sufficient enzyme quantities to perform conversion tests. OPTIBIOCAT will allow reaching a biocatalytic production of antioxidants for cosmetic and health care industries more sustainable than the chemical route. The advancements beyond the state of the art achieved with OPTIBIOCAT biocatalysts, bioconversions, products and the overall biocatalytic process are summarized in the following table.

Present situation	OPTIBIOCAT progress
OPTIBIOCAT BIOCATALYSTS	
Around 50 feruloyl esterases (FAEs) have been purified and characterized from fungi and bacteria. Only few glucuronoyl esterases (GEs) have been so far characterized	Through exploration of bacterial and fungal genomes sequences, the repertoire of available DNA sequences for FAEs and GEs will be hugely expanded.
Several methods of classification of FAEs have been proposed and developed but the lack of information on them does not allow a univocal classification.	Bioinformatic and phylogenetic analysis on known and novel FAEs will allow a more univocal classification and also the biochemical characterization of the most promising recombinant enzymes will provide a large source of information. The project will provide a biochemically supported systematic analysis of FAEs unlike any performed before.
GEs are identified as a family (CE15) in the CAZy system with several subgroups but only characterization of a few members.	The combination of bioinformatics and biochemical characterization will result in detailed insight in the different properties of the subclasses of the GEs enzyme family and their potential for applications.
Production levels of FAE and GE genes are far from the industrial target and the knowledge about the expression is still limited.	An industrial viable production platform for FAEs and GEs will be developed testing fungal and yeast based expression systems, which are commonly used in industry.
The biochemical and the synthetic properties of FAEs and GEs are far from industrial target.	The properties and synthetic capabilities of FAEs and GEs according to the industrial target will be achieved through site-directed mutagenesis,

Criterion 1 - Excellence

Clarity and pertinence of the objectives

- **Objectives are not quantifiable/No quantitative indicators** for the proposed objectives./Some of the objectives are **missing measurable targets** to enable benchmarking of the project results.
- Objectives are expressed in generic terms.
- **Objectives are not pertinent** with the Work Programme/not fully aligned with the scope of the call.
- **Specific objectives inconsistent** with the target of the proposal.
- Objectives are not convincingly addressed, especially concerning the actual **analysis of drivers of change and causalities**.
- Lack of details on the **mechanisms to implement** some of the objectives.

Credibility of the proposed approach

- **Lack of credibility** due to lack of details concerning the models to be used.
- **Disadvantages of the proposed approach** are not considered enough in the proposal.
- Large number of variables considered and poor accuracy of data.
- A lot of activities are planned but not described in sufficient detail.
- No reference to the methodological background and standards.
- Replicability issues.

Criterion 1 - Excellence

Soundness of the concept, including trans-disciplinary considerations, where relevant

- The **conceptual framework** insufficiently elaborated.

- Targeted **TRL** values are not consistent.

- The **linkage with other on-going activities** is provided. However the description on how to effectively build upon the achieved results and to cooperate with them is minimal.

- A clear sequence of coordination and support measures is outlined, even if these could have been **presented in a more diagrammatic manner**.

- The **involvement of stakeholders/end users** is not sufficiently considered.

- The results depend on the active participation of citizens and stakeholders and their readiness to embrace the proposed solutions, but t**he link between measures and desired participation and behaviour change of citizens** is not convincingly presented.

- The proposal could have developed the **gender issues** more clearly./the gender dimension is not sufficiently integrated.

- The choice of cases and particular technologies to be demonstrated is not sufficiently justified.

Extent that proposed work is ambitious, has innovation potential, and is beyond the state of the art (e.g. ground breaking objectives, novel concepts and approaches)

- **Limited overall ambition** of the proposal/**Innovation beyond the state-of-the-art** is insufficiently developed.

- No clear evidence of **innovation potential**.

2. IMPACT

Describe how your project will contribute to:

1. The expected impacts set out in the topic

2. Any substantial impacts that would enhance innovation capacity, create new market opportunities, strengthen competitiveness and growth of companies

3. Any environmental and socially important impacts

Describe any barriers/obstacles, and any framework conditions, that may determine whether and to what extent the expected impacts will be achieved

2.1.2 ANY SUBSTANTIAL USE THAT WOULD INHANCE INNOVATION CAPACITY…

- ## Innovation potential
  - How much benefit (innovation) can the project results potentially deliver?

- ## Innovation capacity
  - Do the project results have the potential to stimulate further innovations, and/or increase the amount of benefits delivered?
  - Can the project results be used in other areas (beyond the project objectives)?

1. Provide a draft 'plan for the dissemination and exploitation of the project's results'

DISSEMINATION PLAN

- Defining clear objectives (including measurable results)

- Establishing target audiences

- Define the problems to be tackled

- Anticipating key messages

- Identifying the appropriate communication partners

- Selecting the appropriate channels and tools

- Planning the communication process

EXPLOITATION PLAN

- The planned key exploitable results and their expected key applications: development status, facts and figures that facilitate the assessment of the potential impact, differences from existing competing products/services, main IPR issues to be clarified in the consortium agreement;

- The exploitation team: partners involved in the exploitation activities providing information on their previous experience and business interests, complementing external resources if not in the consortium;

- The market: the potential geographical and economic size of the market, market trends, main competitors and competitive advantage;

- The business model: marketing strategy, main clients;

- The financial projections: sales forecasts, investment needed for covering the costs, additional funding through for example ESIF, national programmes, private funding sources etc., complementary or parallel projects;

- The commercialization roadmap: the steps planned before the product is ready for the market (i.e. proof of concept, prototyping, demonstrations of technological performance and cost effectiveness field trials, pilots, validation and standardisation issues, regulatory requirements)

DISSEMINATION & COMMUNICATION PLAN TABLE OF CONTENTS

1. STRATEGY DESCRIPTION
2. DISSEMINATION PLAN OBJECTIVES
3. IDENTIFIED AUDIENCES
   - User communities
   - Projects
   - Working groups

4. DISSEMINATION CHANNELS
   - Internet
     - Project websites
     - Mailing lists and newsletters
     - Social networks
   - Events
     - Public workshops
     - Networking events
     - Participation in external events
   - Press
     - Scientific Publications (in conference proceedings and scientific journals)
     - Press release and press coverage
     - Advertisements

5. DISSEMINATION MATERIAL
   - Logo
   - Brochure
   - Poster
   - Presentation template
   - Presentations
   - Audiovisuals

6. DISSEMINATION ACTIVITIES
   - Distribution of material by diss. channels
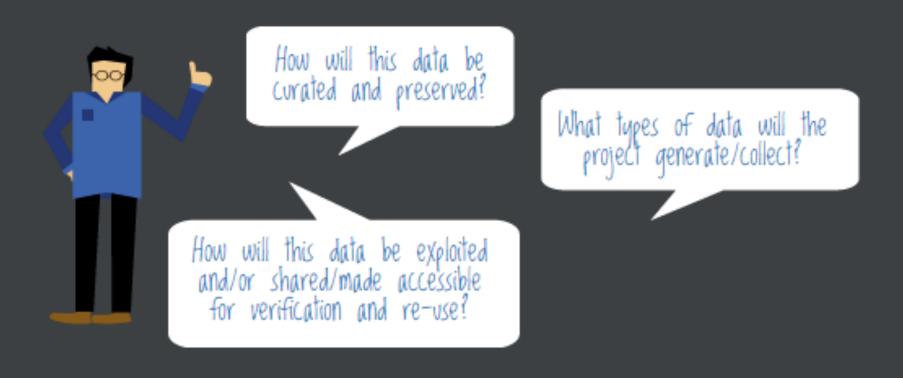
EXPLOITATION PLAN TABLE OF CONTENTS

1. EXPLOITATION VECTORS
2. EXPLOITATION MODEL
3. COMPETITORS
4. EXPLOITATION DIRECTION
   - Internal
   - External

5. REGIONAL DIMENSION
6. MARKET ANALYSIS
   - Market segments
   - Swot Analysis

7. EXPLOITATION STRATEGY
   - Common exploitation strategy
   - Individual participant exploitation strategies

2. Explain how the proposed measures will help to achieve the expected impact of the project. Include a business plan where relevant.

- The business plan has to fit within the page limit of the Annex II (70 pages altogether). It is not a separate document.

- The business plan elements can also be located in different sections of the proposal (implementation, exploitation etc.).

- There is no pre-defined time frame up to where it should reach. The time frame depends how far out into the future you need to plan for your activities. For example the business plan could look into the future time needed to provide credible information on returns connected to the proposed exploitation approach for the foreseen exploitable results

- The business plan can be refined, detailed and further developed during the project duration.

3. Where relevant, include information on how the participants will manage the research data generated and/or collected during the project

Tip: You will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, data etc.).

4. Outline the strategy for knowledge management and protection. Include measures to provide open access to peer-reviewed scientific publications which might result from the project

FREE ONLINE ACCESS

GREEN

OR

GOLD

Open Access to Research Data

The **open access pilot** was extended by the Commission to all thematic areas of H2020 including also the Clean Sky 2 Joint Undertaking.

Research data : research data generated and collected during the project, needed to validate results of the project presented in scientific publications *(so called "underlying data")* or other data identified by the partners

When applying applicants shall consider whether to:

Opt – in (default option)

Opt – out

Activation of article 29.3 *''Open access to research data''*

DMP is optional

Opt-out possible at any stage (both before and after the GA signature)

Conditions to opt-out are described in in [Annex L] of the H2020 Work Programme

- Inform the PO and the TM in the GA preparation phase
- Agree on implementation aspects by ensuring compliance with Article 8 of IA
- Submit the **Data Management Plan (DMP, mandatory)** within 6 months from the date of the signature of the GA **(to be set as a deliverable)** and to be updated during the project

Open Access to Research Data : **opt- in**

Art 29.3 -> obligation for the partners to make the data identified in the Data Management Plan **accessible**, **usable** and **exploitable** by third parties through the **deposit on a public repository**

✓ Deposit the data in a research data repository of their choice

✓ Ensure that it is possible to access, mine, exploit, reproduce and disseminate free of charge

✓ Provide information about tools and instruments at the disposal of the beneficiaries for validating the results

Data management in Horizon 2020

- DMP QUESTIONS:

  - What data will be collected / generated?

  - What standards will be used / how will metadata be generated?

  - What data will be exploited? What data will be shared/made open?

  - How will data be curated and preserved?

Pilot on Open Research Data

PROJECTS MAY OPT OUT OF THE PILOT IN THE FOLLOWING CASES:

- If the project will not generate / collect any data

- Conflict with obligation to protect results

- Conflict with confidentiality obligations

- Conflict with security obligations

- Conflict with rules on protection of personal data

- If the achievement of the action's main objective would be jeopardised by making specific parts of the research data openly accessible (to be explained in data management plan)

5. Describe the proposed communication measures for promoting the project and its findings during the period of the grant.

- proportionate to the scale of the project
- with clear objectives
- tailored to the needs of various audiences, including groups beyond the project's own community
- measures for public/societal engagement

Main difference between dissemination and communication

DISSEMINATION

action's own community

Article in a peer reviewed journal

Papers presented at a scientific conference

COMMUNICATION

multitude of audiences, including the media and the public

press release

Local workshops with a target audience(s) for whom your project is of interest.

video

toolkit/ brochure/ presentation

Remember:

From the point of view of the European Commission, good dissemination and communication means:

A better understanding and an increased awareness by stakeholders and the general public of the opportunities offered by the EC, and ultimately an enhanced recognition of the added value of EU funded actions.

IMPACT: Evaluation Summary Reports

The expected impacts listed in the work programme under the relevant topic

- The proposal **lacks a proper description and justification of the important impact categories** that would allow to better estimate its real contribution at European and/or International level.

- Not **quantified** impact/clear justification of the forecasts on impacts is missing.

- Provided numbers are not fully convincing, as **supporting facts** are missing.

- Quantitative estimation of the **contribution of the project output to the expected impacts** are not given.

- Achievement of the described coverage of the market is not likely to happen. The **calculated revenues are too optimistic.**

Enhancing innovation capacity and integration of new knowledge

- **Enhancement of innovation capacity, although projected to be attainable whithin both the consortium and societal impacts, is not explicitly presented in the proposal.**

- Details on the **integration of knowledge from other sectors** (e.g. social science) is weak.

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

- Absence of perspectives on **consumers' acceptance of the project outcomes.**

- The proposal does not provide sufficient elaboration on **social innovation .**

- Barriers like the **lack of EU standardization in the sector** and the barriers faced when trying to access new international markets are identified, but the means to overcome them are minimally addressed.

- Although **scientific peer-reviewed publications** will derive from the project, the proposal does not specify their expected number, or targeted journals.

Criterion 2 - Impact

Any other environmental and socially important impacts

- **No significant environmental and social impacts** beyond the call targets.
- Enhanced **citizen awareness and participation** mentioned but not sufficiently developed.
- Impact of the actions on day-to-day activities of citizens is not sufficiently explained.

Effectiveness of the proposed measures to exploit and disseminate the project results (including management of IPR), to communicate the project, and to manage research data where relevant

- Insufficient/standard **communication measures**.
- In the **dissemination strategy** a clear targeted strategy to reach different stakeholders' groups is not well mentioned.
- The **performance indicators for dissemination** are not ambitious.
- The possibility to set up **training workshops towards end users** as a way to decrease the barrier for adoption of the project results is not considered enough.
- Ability to effectively r**eplicate the concept and technology throughout Europe** is not evident.
- **Exploitation plan** is absent/partial or vague.
- Lack of details on **IPR management**.
- Numerous deliverables are intended to have **restricted dissemination**.

3. IMPLEMENTATION

3: IMPLEMENTATION - 3.1 WORK PLAN

1. Brief presentation of the overall structure of the work plan.

2. Timing of the different work packages and their components (Gantt).

3. detailed work description:

   ✔ a description of each work package

   ✔ a list of work packages

   ✔ a list of major deliverables

4. graphical presentation of the components showing how they inter-relate (Pert)

3.1 Work plan
GANTT CHART

- **What the various activities are**
- **When each activity begins and ends**
- **How long each activity is scheduled to last**
- **Where activities overlap with other activities, and by how much**
- **The start and end date of the whole project**

✓ **SHOW THE DEPENDENCY/RELATIONSHIPS BETWEEN ACTIVITIES**
✓ **CAN BE USED TO SHOW CURRENT SCHEDULE STATUS USING PERCENT-COMPLETE SHADINGS**
✓ **CONTROL POINT IN THE TIME SCHEDULE**

1.3.2   Gantt chart

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
WP1 HCPV Components and System design																																				
Task 1.1 HCPV Module Design																																				
Task 1.2 Optics Design																																				
Task 1.3 Cell Design																																				
Task 1.4 Receiver design																																				
Task 1.5 Tracker design																																				
Task 1.6 Inverter design																																				
WP2 Characterization tools, definition and realization of reliability tests																																				
Task 2.1 Indoor HCPV Solar Cell & receiver Characterization & reliability																																				
Task 2.2 Indoor Optics Characterization and reliability																																				
Task 2.3 Indoor CPV Module Characterization																																				
Task 2.4 Outdoor CPV component characterization																																				
Task 2.5 PV System characterization																																				
Task 2.6 System performance modelling																																				
WP3 Housing development																																				
Task 3.1 HCPV Module manufacture																																				
Task 3.2 HCPV Module design validation																																				
Task 3.3 HCPV Materials, sealing and coating developments and testing																																				
WP4 Optics development																																				
Task 4.1 Optics coatings and materials																																				
Task 4.2 Primary optics development																																				
Task 4.3 Secondary optics development																																				
WP5 Cell manufacture and testing																																				
Task 5.1 Cell wafers manufacture																																				
Task 5.2 Cell reliability analysis campaign																																				
Task 5.3 Cell testing and calibration campaign																																				
Task 5.4 Cell outdoor testing campaign																																				
WP6 Receiver manufacturing																																				
Task 6.1 Receiver manufacture																																				
Task 6.2 Development of testing/sorter equipment – Performance checkout																																				
WP7 Receiver testing																																				
Task 7.1 Absolute power and spectral response checkout																																				
Task 7.2 Receiver Sorting and Testing equipment																																				
WP8 Tracker and inverter manufacture																																				
Task 8.1 Tracker manufacture																																				
Task 8.2 Inverter manufacture																																				
WP9 Module assembly and test control																																				
Task 9.1 Development of the module assembly line																																				
Task 9.2 Development of module optical angular properties																																				
Task 9.3 Indoor module testing on production line																																				
WP10 Development, construction and testing of a prototype HCPV system																																				
Task 10.1 Construction of prototype HCPV generators																																				
Task 10.2 Final New HCPV system small power field checkout																																				
Task 10.3 Operative Outdoor system testing																																				
WP11 Project Management																																				
Task 11.1 Project Management																																				
Task 11.2 Scientific Coordination																																				
WP12 Dissemination & Exploitation																																				
Task 12.1 Dissemination																																				
Task 12.2 Exploitation																																				

Project phases

- The project phases are not sequential, but they may proceed in parallel according to a concurrent approach, where activities can be carried out parallerarly.

- In principle, the transition from a project phase to the other implies a tecnical transfer or a handover.

- Indeed, the work plan is structured in activities (through the Work Breakdown Structure) where 'deliverables' are identified as intermediate releases.

Work Breakdown Structure (WBS)

- The Project Management Body of Knowledge (<u>PMBOK</u>) defines the work breakdown structure as a "deliverable oriented hierarchical decomposition of the work to be executed by the project team."

- The WBS visually defines the scope into manageable chunks *(e.g. **work package)** made of the activities to be carried out in order to achieve the objective of the project.

- Each level of the work breakdown structure provides further definition and detail.

Work package
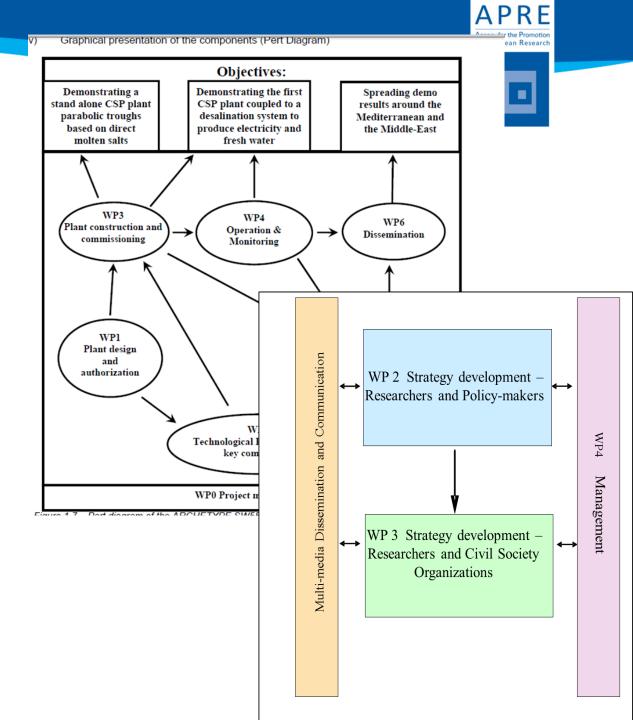
- The work package level is the lowest level of a WBS.

- A work package is a group of related tasks/activities within a project.

- Each task has an expected duration, budget and/or resources.

3.1 Work plan
PERT DIAGRAM

✓ explicitly defines and makes visible dependencies (precedence relationships) between the work breakdown structure elements

✓ facilitates identification of the critical path and makes this visible

✓ reduces overlapping of activities and tasks

v) Graphical presentation of the components (Pert Diagram)

Objectives:

Demonstrating a stand alone CSP plant parabolic troughs based on direct molten salts

Demonstrating the first CSP plant coupled to a desalination system to produce electricity and fresh water

Spreading demo results around the Mediterranean and the Middle-East

WP3 Plant construction and commissioning

WP4 Operation & Monitoring

WP6 Dissemination

WP1 Plant design and authorization

W Technological key com

WP0 Project m

Figure 1.7 — Pert diagram of the ARCHETYPE SWE

Multi-media Dissemination and Communication

WP 2 Strategy development – Researchers and Policy-makers

WP 3 Strategy development – Researchers and Civil Society Organizations

WP4 Management

3.1 Work plan
WORK PACKAGE

Tables for section 3.1

Table 3.1a: 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		

Objectives

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

Deliverables (brief description and month of delivery)

Example, not to complete

WORK PACKAGE LEADER

- **Include distinct work packages on MANAGEMENT and DISSEMINATION.**
- **Do not exceed with the number of work packages (max 7), tasks and deliverables (ideally one per task).**
- **For every task identify a task leader and task supporters.**
- **No graphs in the work packages table.**

WORK PACKAGES: DELIVERABLES

A **'DELIVERABLE'** IS 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.

Deliverables
D2.1 Report on Workshop 1 (Month 6)
D2.2 Report on Workshop 2 (Month 10)
D2.3 Report on Workshop 3 (Month 14)
D2.4 Summary report of the results of Aerospace Springboard events (Month 18)

Quantifiable

Delivery date

The deliverables of all the work packages are gathered in a comprehensive table (T3.1 below) specifying their main features.

Table 3.1c: List of Deliverables[5]

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

Work package number	WP6	Start Date or Starting Event			Month 1	
Work package title	Dissemination					
Participant number	5	6				
Short name of participant	DTA	APRE				
Person/months per participant:						

Objectives

The overall objective of the Dissemination WP in **REMCOD** is to ensure the proper divulgation of project's results in order to reach the widest audience, both in Europe and in Canada, and to make it aware of the project's outcomes. To this end, a Dissemination and Communication Plan will be designed and implemented.

The traditional promotional material will be complemented by a project-dedicated website and social media profiles, allowing the info-sharing to and with stakeholders, both in and out the consortium. Additionally, given the importance of end users' involvement, a final conference will be organised in order to promote **REMCOD** and its achievements, but also to create a participatory space where collecting end users' feedback. Both the geographical areas of project's interest will be appropriately covered by the dissemination activities.

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

Task 6.1 Dissemination and Communication Plan
Task Leader: APRE

In order to ensure a wide dissemination and high visibility of REMCOD's activities and results, reaching the broadest audience, a structured **Dissemination and Communication Plan** will be designed. To this end, the following activities will be performed:
- definition of communication objectives and business objectives;
- definition of the dissemination and communication methodology (including identification of major dissemination channels, such as public events, press, Social Networks, a dedicated Website, etc);
- creation of the project identity set: logo, brochure, presentation's template etc. and definition of a set of standard criteria to be used during dissemination and communication activities;
- identification of target groups to be reached through dissemination and communication activities such as: i) final potential users of project results; ii) other Consortia implementing Projects covering the same thematic area in order to create synergies and collaborations; iii) specific groups belonging to the Scientific Community and end users, public administrations and other stakeholders;
- identification of the key elements of the project to be disseminated and elaboration of specific info kits taking into account the different target groups with reference to industry directories (manufacturers, etc), relevant associations (if any) and other sources;
- definition of methods of promoting access to Project information and of archiving information that may be requested at a later date;
- creation of a mailing list with reference to industry directories (manufacturers, etc), relevant associations (if any) and other sources.

The **implementation of the Dissemination and Communication Plan** will be useful for:
- the preparation of marketing materials to be used by all Consortium members such as rollup, brochure, flyer, poster that can be distributed and used in meetings and events including those organised by third parties (this material will be produced both in English and in French (translation provided by Canadian partners) in order to achieve the biggest audience especially in Canada);
- the presentation of REMCOD to conferences seminars and brokerage event (at least two conferences in each Partner Country) for scientists, specialists, buyers, users and governmental agencies involved in the related field; due to the importance of these events in transferring technology, it will be establish a connection with **The Enterprise Europe Network,** that brings together business support organisations from more than 50 countries;
- realization of a Final Conference to present the results of REMCOD Project to representatives of the European Commission, stakeholders (SMEs, Agencies, scientists, researcher, buyers and suppliers, etc). At least one person of each consortium member will take part in the Conference.

Task 6.2 Creation and management of REMCOD web site
Task leader: APRE

The REMCOD website will be a crucial tool for the dissemination of the project activities and results. The web site will have a dual function within the project and specifically, it will be:
- a tool for the management of the project;
- a communication and dissemination instrument.

Regarding the first point, the website will help all Consortium members to improve internal communication by keeping in contact through the realization of an intranet.

About the second point, the website will be open for access by the public and contain useful and interesting information about the project - e.g. aims and objectives, technological implications and impacts, partner lists, project progress, links to related sites etc. In addition, the website will be the repository of dissemination material which will be made available in a downloadable format (for example, flyer, brochure, newsletter).

The website will contain key project description, background on Consortium, regular information on progress and information for the media. Additionally, it will be monthly updated for dissemination purposes.

Task 6.3 Exploitation Plan and Connection with market demand
(DAT in collaboration with APRE)

An Exploitation Plan (EP) will be designed and implemented during the Project. The EP will help to establish guidelines and rules for the exploitation of the Project results.

Partners will keep on identifying groups and organizations that could potentially be interested in the Project products and will decide how to transfer results to national and European and Canadian authorities or private sectors.

The Consortium will create a connection with those public and private institutions that are potentially interested in the REMCOD achievements. These will allow the exploitation at European and Canadian level of the project results, so to insert the REMCOD product in the sectorial industrial demand. On completion of the project there will be the following principal items that deserve special attention for exploitation:
- …|

Contacts with users and manufacturers, as well as networks of users and manufacturers, will be established during a period of 12 months after the first 14 months of activity are necessary in order to have a fully exploitable system, contributing to the creation of a market demand for the products

WP 'DISSEMINATION'

or services developed. These actors will be intercepted during events/Final Conference, through website and intermediaries. Great attention and care, in fact, will be devoted during these events to disseminate and promote the great potentialities of the developed systems.

Task 6.4 REMCOD Final Conference
(DAT in collaboration with APRE)
A Final Conference will be organised with the aim to present the results of REMCOD Project to representatives of the European Commission, stakeholders (SMEs, Agencies, scientists, researcher, buyers and suppliers, etc). At least one person of each consortium member will take part in the Conference…

Deliverables (brief description and month of delivery)
D6.1 Dissemination and Communication Plan (M3, 12, 24)
D6.2 Website (M5)
D6.3 Promotional toolkit (M5)
D6.4 Exploitation Plan (M14)

THE WORK PACKAGE 'MANAGEMENT'

DURATION: project duration

INITIAL OR FINAL WP

PARTNERS INVOLVED:
- Only Coordinator?
- Coordinator and WP Leaders?
- Coordinator and Project Management Office?
- All the partners?

TYPICAL TASKS:
- Governance
- Communication
- Project meetings
- Reporting
- Quality check
- Distribution of EC contribution/Financial issues

TYPICAL DELIVERABLES:
- Periodic/Interim Reports
- Definition of quality procedures

TYPICAL MILESTONES:
- Definition of quality procedures
- Appointment of advisors/external experts

BUDGET: no formal limits, but around 7% of the total EC contribution

Table 1.2 d: **Work package description**

Work package number	1	Start date or starting event:				1	
Work package title	Management						
Activity Type[18]	MGT						
Participant number	1	2	3	4	5	6	7
Participant short name	APRE	...	...	...	...	...	...
Person-months per participant:	10	0,5	0,5	0,5	1	0,5	0,5

Objectives

The Management of [...   ] will ensure active monitoring of related technical activities and budget expenditure according to the predefined time-table and will provide quality assurance of reports and deliverables submitted to the European Commission.

Effective communication within the consortium and efficient coordination with the European Commission will be guaranteed.

Description of work
WP leader: APRE

Task 1.1 Administrative management
Task Leader: APRE

APRE, as coordinator, will be responsible for all the contractual obligations of [...   ] as defined in the Grant Agreement (GA): including the submission of periodic and final reports with the contributions of all partners and WP Leaders in particular; the distribution of EC pre-financing and all subsequent payments; and the elaboration of any amendments necessary for the good prosecution and implementation of the project. Further information will be provided to the European Commission whenever necessary. The deliverables will be sent in accordance with the timetable specified in the deliverables list.

APRE in collaboration with the partners will organize five physical consortium meetings (kick-off: M 1 in Canada, midterm meetings: M 9, 18, 27 and a final meeting: M35 in Canada). To economize within the travel budget, all meetings will be organised to coincide with other events, alternating between Europe (2 in Europe) and Canada (three in Canada), during the three years duration of the project. APRE, responsible for the organizations of these meetings, will set specific dates after consultation with all partners at least thirty days in advance to facilitate and economize on international travel.

The Consortium Agreement (CA) will define [...   ] procedures for administrative, financial and legal management. All the partners will sign the Consortium Agreement by the beginning of the project.

Task 1.2 Project monitoring
Task Leader: APRE

The coordinator will submit periodic management and financial reports to the EC at months 18 and 36. In n order to actively monitor the project activities and budget expenditures, APRE will gather interim reports on activities and budgetary expenditures from the partners every 9 months. APRE will prepare standard forms for the interim reports and will collect them filled in by the partners. All the partners will be responsible to send the interim reports to the coordinator in due time (deadline 1 month after the end of the interim reporting period) and to ensure the high quality of the data provided. The interim reports will be the main tools for assessing the progress towards expected results. A central element for the follow up

to have an event calendar as deliverable between EU and the consortium.

A calendar collecting all the events to be organised by the project will be developed in order to efficiently follow the course of the project. All events of the calendar will be agreed with the Commission and it will be updated every 2 or 3 month according to the progress in definition of events.

Task 1.3 Communication management
Task Leader: APRE

An e-mail based communication flow with the entire consortium will be established in order to exchange information as well as to monitor the efficiency and progress of work. The project website will host an intranet that will be the main tool for sharing documents. Other tools for communication (like web phone and conferencing) will be widely used to organize and conduct regularly scheduled project teleconferences.

The coordinator will be the intermediary between the consortium and the project officer in order to ensure coordination with the European Commission.

Task 1.4 Quality assurance
Task Leader: APRE

Periodic evaluations of technical progress (Milestones and Deliverables), and reviews and assessments of project results will be conducted by the External Review Committee. The External Review Committee will be composed of 4 people knowledgeable of Canada-EU S&T cooperation and experienced in INCO project management (see 2.1 for details) originating in equal number from the Member States and Canada. At the outset, the External Review Committee will establish quality control procedures in conjunction with consortium members in order to ensure a common understanding. The External Review Committee will hold virtual (electronic) meetings except at month 18 when it will meet in person in Canada (Ottawa).

Task 1.5 Advisory Board
Task Leader: [...   ]

The Advisory Board will be composed of high level experts (see 2.1 for details) originating in equal number from the Member States and Canada. The Advisory Board will be invited to support project partners in selecting experts to attend major events organised by the project (under WP2 and WP4) and will give advice on the selection of areas of mutual interest for Canada-EU collaboration [...   ] will be responsible for inviting members to join the Advisory Board, to organize their meetings and to draft and submit their reports (as approved by the Board itself).

Deliverables

D1.1 Project meetings Report * (M 1, 9, 18, 27, 35). Responsible partner: APRE.
D1.2 Periodic and Final Reports (M18, 36) Responsible partner: APRE.
D1.3 Event calendar (M2). Responsible partner: APRE.
D1.4 External Review Committee Reports (M 16, 34). Responsible partner: APRE.
D1.5 Advisory Board Recommendations Reports (M 18, 36). Responsible partner: APRE and [...   ]
* Each report will contain the Agenda, List of participants and Minutes of the meeting.

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[18] Please indicate one activity per work package: RTD = Research and technological development; DEM = Demonstration; MGT = Management of the consortium; OTHER = Other specific activities, if applicable (including any activities to prepare for the dissemination and/or exploitation of project results, and coordination activities).
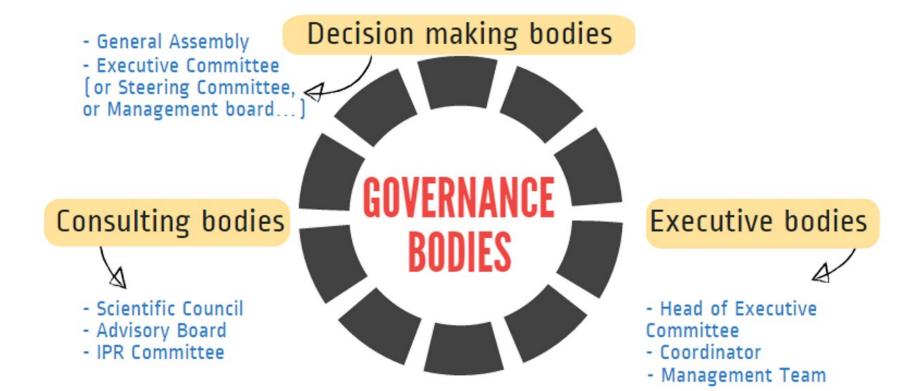
1. Describe the **organisational structure** and the **decision-making**.✴

2. Explain why they are appropriate to the complexity and scale of the project.

Decision making and/or executive bodies and their composition

Their competencies (coordination, monitoring, decision-making)

procedures for their appointment

GOVERNANCE

Decisions related to defaulting or leaving parties, access of new beneficiaries

Procedures for GA/CA revision

Voting rules (unanimously, majority)

Timing and modalities for meetings

✴ *Including a list of milestones (table 3.2a)*

Decision making bodies

- General Assembly
- Executive Committee
[or Steering Committee,
or Management board...]

GOVERNANCE BODIES

Consulting bodies

- Scientific Council
- Advisory Board
- IPR Committee

Executive bodies

- Head of Executive Committee
- Coordinator
- Management Team
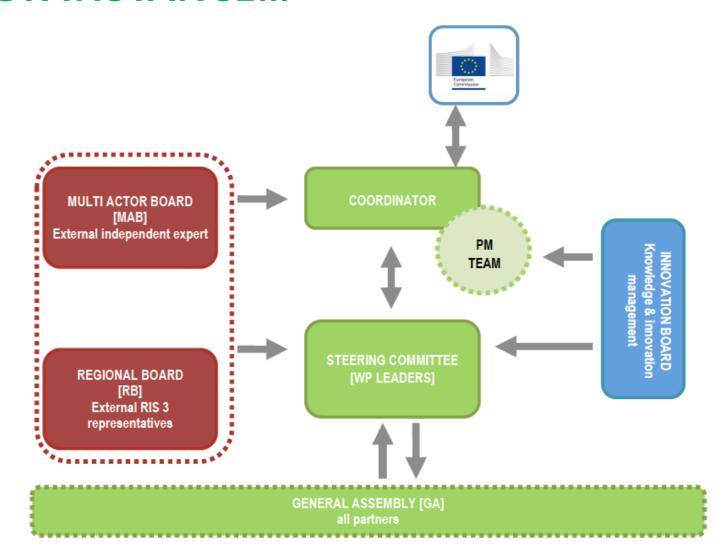
Tip: The simpler is the project, the simpler the management structure will be!

FOR INSTANCE...

SHAPE THEM ON THE COMPLEXITY AND SCALE OF THE PROJECT

CSA with 6 partners, 500.000€ EC contribution, 36 months duration (2 reporting periods)

The coordinator is the one mainly involved in the MNG activities, but other partners also contributes with minor efforts (es. *reporting*)

CP/CSA with 21 partners, 7.000.000€ EC contribution, 48 months duration (4 reporting periods)

The coordinator is supported by a Project Management Office and the WP Leaders in the MNG activities
(the PMO is a beneficiary, while the WP Leaders are involved because part of the Steering Committee)

3.2 MANAGEMENT STRUCTURE AND PROCEDURES
TABLE 3.2a LIST OF MILESTONES

'**MILESTONES**' ARE CONTROL POINTS IN THE PROJECT THAT HELP TO CHART PROGRESS:
- may correspond to the completion of a key deliverable, allowing the next phase of the work to begin,
- may be needed at intermediary points so that, if problems have arisen, corrective measures can be taken,
- 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.

Tables for section 3.2

Table 3.2a: 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.

3. Describe, where relevant, how effective **innovation management** will be addressed.

4. Describe any critical risks, relating to project implementation, that the project's objectives may not be achieved. Detail any **risk mitigation measures**.

Table 3.2b: Critical risks for implementation

Description of risk (indicate level of likelihood: 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.

RISK MANAGEMENT

- Project costs estimates
- Activity duration estimates
- Stakeholders' register
- Quality
- Dissemination and communication management
- Environmental factors
- Organizational process assets

→

- Risk management

TABLE 3.2b CRITICAL RISKS FOR IMPLEMENTATION EXAMPLES

3.2.4 Risk management

| Description of risk	Potential impact[33]	Likelihood[34]	Work packages involved	Proposed risk-mitigation measures
Internal risks – on procedures				
Actual costs exceed budgeted costs	Major	Likely	ALL	Very strict monitoring of costs vs. progress, increase national co-funding with respect to that from EU
Delays in performing actions needed for project development	Major	Likely	ALL	Implement mechanism for early warning. Exert pressure on partner from first signs of problems. Consider removal of partner if the outcome of the project is thus safeguarded.
Performance indicator expected value not reached	Moderate	Likely	ALL	Implement corrective actions as needed. If recurrent, consult with AB and SC members and consider reviewing the KPI.
Internal risks – on content				
Data loss	Major	Very likely	ALL	Keep local data in two storage systems, preferably in separate locations. All data that would be time-consuming or costly to collect again to be backed-up at the earliest possible occasion in server networks, making it resilient to local conditions. Passwords to access key data are to be made available to at least two persons.
Capital equipment long-term breakdown or loss	Major	Likely	WP4, WP5, WP7, WP8	Ask partners to identify capital equipment and prepare contingency plans. Diversion of experimental work or access within the partnership and re-budgeting in accordance.
Key personnel becoming unavailable during the lifetime of the project.	Major	Likely	ALL	Ask partners to identify key personnel. Each must have one or more deputies aware of critical operations, trained and prepared to substitute for any period as necessary. Implement early back-up of data to make them independent of any single person.
Financial difficulties in any partner impact on the project	Moderate	Likely	ALL	Replace physical attendances by teleconferencing. Re-budgeting and payment of partner's expenses directly by other partners or the project coordinator.
Internal conflicts, strikes and down-time	Moderate	Unlikely	ALL	Implement measures for early warning. Cancel/postpone reservations for access, as appropriate. Divert experimental activities to laboratories remaining functional.
External risks				
Dissolution (e.g. through mergers) or similar reconstitution of a partner	Major	Unlikely	ALL	Raise awareness of partners so that any such potential situation will be known at an early stage. Alteration of the partnership to include any successor company with minimal disruption of activities.
Physical consequences of extreme natural events	Major	Very Unlikely	WP3 to WP8	Raise awareness of partners so that critical operations have a better chance of remaining functional. Cancel/postpone reservations for access, as appropriate. Divert experimental activities to laboratories remaining functional. Implement procedure for early back-up of data in server networks making them resilient.

Table 3.2d – General risks identified before start of project
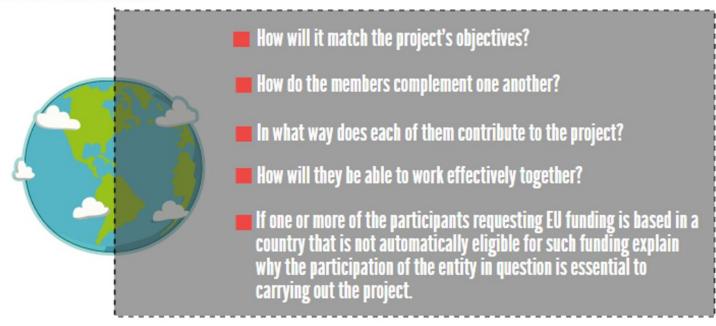
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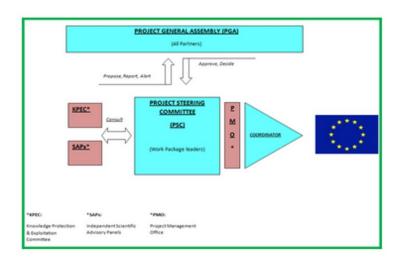
Summarizing, in the SECTION 3.2 you are going to have:

- **DETAILED DESCRIPTION OF WHAT ALREADY SUMMARIZED IN THE WP MNG**

- **DECISIONAL MECHANISMS (bodies, composition, roles)**

- **MANAGEMENT BODIES**

- **QUALITY CHECK (indicators, involvement of external experts , Advisory Board)**

- **CONTINGENCY PLAN**

Describe the consortium.

- How will it match the project's objectives?

- How do the members complement one another?

- In what way does each of them contribute to the project?

- How will they be able to work effectively together?

- If one or more of the participants requesting EU funding is based in a country that is not automatically eligible for such funding explain why the participation of the entity in question is essential to carrying out the project.

FOCUS ON:
- ✓ EACH PARTNER'S WELL DEFINED ROLE (COMPLEMENTARITY – 'VERTICAL' PARTNERSHIP)
- ✓ MAPPING OF EXPERTISES (TABLE?)
- ✓ DIFFERENT TYPES OF ORGANISATIONS (UNIVERSITIES, SMES, PUBLIC BODIES, ETC…)/
- ✓ GEOGRAPHICAL DISTRIBUTION (NEW MEMBER STATES? THIRD COUNTRIES?...)
- ✓ LINK PROJECT RESULTS TO PARTNERS
- ✓ INVOLVEMENT OF EXTERNAL *STAKEHOLDERS (E.G.* ADIVISORY COMMITTEE, END USERS: EVALUATION COMMITTEE) → MULTIACTOR APPROACH

1. a table showing number of person/months required.

2. a table showing 'other direct costs'.

Criterion 3 - Quality and efficiency of the implementation

Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

- The **share of technical/research activities versus networking and dissemination ones** and viceversa is sometimes imbalanced comparing with the type of action considered.
- **Work packages** do not build into a coherent approach.
- The **logical flow of the work plan** is not appropriate to the core objective of the proposal.
- The **work plan is overloaded** as well as tasks and deliverables lists./WPs' and tasks' overlap.
- The content of the **work plan** is unequal in the level of details provided.
- **Discrepancies** between work packages, tasks and person months.
- Allocation of budget raises questions.
- The **allocated resources for coordination and management** are high comparing with other WPs.
- The **allocation of person months** for the project is overestimated.
- More **public deliverables** needed.
- Deliverables defined are limited to reports (e.g. demonstrator deliverables, both for technical demonstrations and for first market exploitation, are missing)

Criterion 3 - Quality and efficiency of the implementation

Complementarity of the participants within the consortium (when relevant)

- Limited array of potential end-users included in the **advisory board**.

- **Social scientists are insufficiently represented** which raises questions as to the ability of the consortium partners in delivering the full range of expected impacts.

- The consortium does not provide a **exhaustive geographical coverage**.

- Limited participation of industrial sectors *(if IA)*.

- Misuse of **subcontracting** (showing lack of expertise whithin the consortium).

Appropriateness of the management structures and procedures, including risk and innovation management

- **Impropriety of the management structures** (e.g. The project executive board is too large, the role of the general assembly is not sufficiently explain or justified).

- **Weak innovation management**. It does not describe enough the potential impact of the project on the innovation capacity of every partner separately, nor is addressed the way new rising ideas will be handled during the project.

- **Poor risk management**.

- The risks related to regulatory constraints of innovation are not clearly addressed.

- Only a minority of the **staff** in the project teams consists of women.

4. MEMBERS OF THE CONSORTIUM

SECTION 4 – MEMBERS OF THE CONSORTIUM

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]

PARTICIPANTS

4.2. Third parties involved in the project (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	

THIRD PARTIES

5. ETHICS & SECURITY

Ethics Evaluation in Horizon 2020

- In H2020, all proposals considered for funding will be submitted to an Ethics Review.

- The CS2JU will check, as appropriate, with the help of independent ethics experts - if the proposal complies with ethical principles and relevant legislation.

- All proposals must describe ethical issues raised & how they will be addressed so as to conform to national, European and international regulations.

Ethical Issues raised in Calls for Partners in Clean Sky

Typical examples from previous Calls where applicants raised an ethical issue:

- Importing/exporting for non-EU countries

- Involvement of non-EU countries

- Dual use / Exclusive focus on civil application

- Use of humans in testing (infrequent in Clean Sky)

- Personal data (data protection, Art 39.2 of the GA)

- Misuse

Dual Use

In the aeronautics sector practically every technology, item, etc. has dual use potential, but this does not raise automatically an ethical issue.

Just consider the following guidance notes:

- Research focusing exclusively on civil applications
  http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/guide_research-civil-apps_en.pdf
  (e.g. clearly state in part B if research activity is exclusively on civil applications)

- Research involving dual use items
  http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/guide_research-dual-use_en.pdf
  (only applicable in terms of export)

- Potential misuse of research results
  http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/guide_research-misuse_en.pdf
  (provide a risk assessment in part B and explain how you will prevent misuse)

22-11-2018

www.apre.it

How to get your proposal "ethics-ready" for funding

Each applicant is responsible for:

- **identifying** any potential ethics issues

- **handling** ethical aspects of their proposal

- **detailing** how they plan to address them in sufficient detail already at the proposal stage

Which part of the proposal must be checked by the ethics screener?

- Part A (ethics issues table)

- Part B: Information can be anywhere,

  but special attention to the "Ethics section" in part B.II*, where the applicant must provide the ethics self-assessment, a description of the ethics issues identified and the related arrangements.

Ethics Issues Table in Part A

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	

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	36
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	37

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	

Indicates pages in Part B of the proposal

enterprise europe network

5.1 Ethics

A **guide regarding the ethic aspects** is available via the EC Participant Portal[4] and allows the participant to conduct a self-assessment, if necessary.

Are there any ethics issues that should be taken into consideration? If yes, please specify.

(YES/NO)

Note that 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 European, 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 regard:.

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

    o research methodology (e.g. protection of any data collected, etc.)

    o the potential impact of the research and the measure and safeguards which will be taken to prevent, monitor and mitigate any ethical issue (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).

[4] Applicant(s) is (are) invited to conduct an ethic self-assessment of his/her proposal. For this purposed, a guide is available via the following link of the EC Participant Portal: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm

Thank you!

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