



HORIZON 2020
Information and Communication Technologies
Integrating experiments and facilities in FIRE+

Proposal Template – Part A

Second Open Call

Grant Agreement number: 687884

Project acronym: F-Interop

Project title: FIRE+ online interoperability and performance test tools to support emerging technologies from research to standardization and market launch
The standards and innovations accelerating tool

Type of action: Research and Innovation Action (RIA)

Project website address: www.finterop.eu

Call Information:

Call Identifier: F-Interop02 call

Deadline: Wednesday December 20th, 2017 – 17h00 (CET)

Organisation name:

Coordinator name:

Coordinator telephone number:

Coordinator email address:

Date of submission:

Version:

Email address to which the Acknowledgement of Receipt should be sent:

(insert)



Co-funded by the
European Union



Co-funded by the
Swiss Confederation

Proposal Template – Part A

Instructions for completing Part A of the Proposal

The Proposal is comprised of two parts: Part A and Part B

Please note that proposals must be submitted in English to the online submission tool at the following address: <http://www.f-interop.eu/index.php/open-call> before the deadline, according to the procedure described in Section Error! Reference source not found. of the Guide for Applicants. Part A and Part B must be saved in PDF format and must not exceed 10Mb total

This Section provides the instructions and the proposal template to help you to structure Part A of your proposal aimed at providing the administrative details that will be used in the evaluation and further processing of your proposal. The applicant(s) must fill in the predefined forms, respecting the instructions provided in the forms themselves.

Beside the template for drafting Part A provided in the following pages, a “stand alone” electronic word version of it can be obtained through the F-Interop project website, in the section “Second Open call”, at the following link:

<http://www.f-interop.eu/index.php/open-call>

Please note that in case of proposals submitted by a group of institutions:

1. The main applicant fills in the front page;
2. The main applicant and all other participants already identified at the time of proposal submission fill in the remaining pages;

Proposal summary

Proposal Full Title: _____

Proposal Acronym: _____

Type of Project most relevant to your proposal

- Type C – SME F-Interop assessment reports
- Type D – Plugtest event

Duration in months:

Proposal Abstract: (2000 characters limit) _____

Free Keywords: (separated by commas) _____

Proposal participants

Single Applicant or Main Applicant organization (in case of projects involving a group of organizations)

Your organization	
Organization legal name:	
Organization short name:	
Official address (street name, number, town, postal code, country):	
Webpage (optional):	

Legal status of our organization <i>Select the correct option(s)</i>	
Public body (yes/no):	
International organization (yes/no):	
International organization of European Interest (yes/no)	
Secondary or Higher education establishment (yes/no):	
Enterprise (yes/no)	
Small or Medium-size Enterprise (optional):	

Dependencies with (another applicant(s):	
Are there dependencies between your organization and (an)other applicant(s) in this proposal? (yes/no)	
If yes:	
Participant Identification Code:	
Organization short name:	
Character of dependence (SG/CLS/CLB)*	

SG: Same group: if your organization and the other applicant are controlled by the same third parties;
 CLS: Controls: if your organization controls the other applicant; CLB: Controlled by: if your organization is controlled by the other applicant.

Organization contact point <i>It is the scientific contact person for your organization.</i>	
Title:	

Family name:	
First name:	
Gender:	
Position in the organization:	
Department, Faculty, Institute, Laboratory name:	
Email address:	
Telephone:	.
Fax (optional):	.
Official address (street name, number, town, postal code, country):	

Organization authorized representative <i>It is the authorized representative to sign the Grant Agreement or to commit the organization for this project.</i>	
Title:	.
Family name:	.
First name:	.
Gender:	.
Position in the organization:	
Department, Faculty, Institute, Laboratory name:	
Email address:	.
Telephone:	
Fax (optional):	.
Official address (street name, number, town, postal code, country):	.

Organization 2 (if any): proposer should complete the same fields as above

Organization 3 (if any): proposer should complete the same fields as above

Proposal Template - Part B

Instructions for completing Part B of the Proposal

The Proposal is composed of two parts: Part A and Part B.

Please note that proposals must be submitted through the online tool in English to the following address: <http://www.f-interop.eu/index.php/open-call> before the deadline, according to the procedure described in the Guideline for Applicants, found here: <http://www.f-interop.eu/images/OpenCall/SecondOpenCall/-F-Interop---Guidelines-for-Application---Second-Call.pdf>. Part A and Part B must be saved in PDF format and must not exceed 10Mb total size.

Proposal Part B contains the description of the content of the proposed work and covers, among others, the concept and objectives of the project, the implementation details and the impact that is expected to arise from the proposed work.

The instructions to complete Part B of the proposal are inserted along the template itself, explaining the expected content in each section using text in italics. You may eventually delete them from the final version of the Part B you intend to submit. Please always keep the evaluation criteria (Section 6 and 11 of the Guide for Applicants) in mind, and carefully follow the above-mentioned instructions when preparing Part B of the proposal.

In addition to the template for drafting Part B provided in the following pages, a “stand alone” electronic word version of it can be obtained through the F-Interop project website in the “Second Open Call” section via the following link: <http://www.f-interop.eu/index.php/open-call>.

It is in your interest to keep your text concise as overly-long proposals are rarely viewed in a positive light by the evaluating experts. **Part B of the proposal should therefore not exceed 10 pages.**

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(insert)

Proposal Abstract (max 2000 character)

REQUIRED

This should be copied from Part A

Cost and funding breakdown

REQUIRED

Participant Number	Participant short name	Estimated eligible costs						
		Effort (PM)	Personnel Costs (€)	Other Direct costs (€)	Indirect costs (€)	Total Subcontracting costs (€)*	Total costs (€)	Requested Funding** (€)
	Total							

In column 'Effort', insert the required person months for the work involved.

In column 'Personnel Costs', insert your personnel costs for the work involved.

In column 'Other Direct costs', insert any other direct costs, for example material or travel costs.

In column 'Indirect costs', insert your indirect (overhead) costs, 25 % of all your direct costs.

In column 'Total costs', calculate the sum of all your indicated costs.

In column 'Requested Funding', insert your requested EC contribution.

*In column "Total subcontracting costs", insert any costs related to a subcontract you would enter into. *Subcontracting costs should be exceptional, well justified and will require the prior written consent of the Cascade funding partner. Please note that you will have to ensure that the subcontractor will comply with all obligations – especially those from the contract you will sign with the Cascade funding partner, if successful.*

Please provide sufficient justification on what and why you need to subcontract some of your tasks here:

***You may request up to the total amount allowed by the related open call. The maximum European Commission contribution for industrial experiments per applicant is:*

- 10,000€ for project category C (SME F-Interop assessment reports)*
- 10,000€ for project category D (Plugtest Events)*

1 Impact

1.1 Expected impact

REQUIRED (RECOMMENDED 0.5 PAGES)

Please explain how your proposal aligns with the requirements for the category you are applying for, and how your project will support the following:

Enabling access to FIRE facilities by SMEs; serving new constituencies and new types of innovation-oriented experimentation previously not served within FIRE+.

Promotion of innovative applications and services, close-to-market, short-term, focused, mature ideas and acceleration of technology take-up and transfer.

In particular for category D please highlight how the organized plugfest events will reach existing communities and SDOs, what will be the expected impact for the F-Interop platform, the potential number of users/ participants mobilized for the plugfest events, and number of functionalities tested.

In particular for Category C, please highlight the number of the tools you will consider in the testing phase.

1.2 Dissemination and engagement activities

REQUIRED FOR CATEGORY D PROPOSALS (RECOMMENDED 0.5 PAGE)

OPTIONAL FOR CATEGORY C PROPOSALS

Describe the type of dissemination activities you envision, trying to align with the activity requested in Section 12 of Guide for Applicants, e.g., further promotion of outcome of your plugfest events.

If the result of your testing is integrated, how do you plan to further use, promote, and exploit the platform.

2 Implementation

Applicants must provide credible evidence that the project delivery team have the necessary skills and management experience to be able to deliver the project in the timescales and budget specified.

Define a clear set of deliverables aligned with the objectives of the open call and the specific category to which the proposal relates.

Include a clear budget, detailing the overall project cost, the amount of funding requested and how it will be spent. This budget must represent good value for money in the opinion of the evaluation panel selected to evaluate the open call applications. Due to the scope and scale of proposals, management structure and cost should be kept at minimum.

2.1 Description of the work plan including the project duration

REQUIRED (RECOMMENDED 2.5 PAGE)

Please provide the following:

Brief presentation of the overall structure of the work plan with work package list; timing of the work (please consider the maximum suggested length for the Category of project category you selected)

Detailed work description (use the template provided below; 1 table per WP)

Identify the F-Interop partners and testbeds you will need to interact, the type of expected interaction and support requested

Please add a list of deliverable using the provided table.

For Category C in particular add reference to the different elements of the F-Interop platform you will address in your testing and evaluation and how feedback will be reported to F-Interop development team.

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

Objectives

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

Deliverables (brief description and month of delivery)

Table 2.1a: List of Deliverables¹

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

Table 2.1b: List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
				<i>Total months</i>		

2.2 Justification of Costs and Resources

REQUIRED (RECOMMENDED 0.5 PAGE)

Please provide a summary of required efforts per WP and per partners using the table below.

Please explain the role and expertise of partners and how they match the proposal envisioned activity and the WP of involvement

¹ If your action taking part in the Pilot on Open Research Data, you must include a data management plan as a distinct deliverable within the first 6 months of the project. This deliverable will evolve during the lifetime of the project in order to present the status of the project's reflections on data management. A template for such a plan is available on the Participant Portal (Guide on Data Management)

Table 2.2a: Summary of staff effort

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

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

2.3 Company description (Third party)

REQUIRED (RECOMMENDED 1.0 PAGE)

For each third party provide a brief description of the legal entity, the main tasks they have been attributed, and the previous experience relevant to those tasks. Provide also a short profile of the individuals who will be undertaking the work.

3 Ethical Issues

REQUIRED

Describe any ethical issues that may arise in the action, filling the following form.

	YES	Page Number
Informed Consent		
• Does the proposal involve children?	_____	
• Does the proposal involve patients?		
• Does the proposal involve persons not able to give consent?		
• Does the proposal involve adult healthy volunteers?		
Biological research		
• Does the proposal involve human genetic material?		
• Does the proposal involve human biological samples?		
• Does the proposal involve human biological data collection?		
• Does the proposal involve human embryos?		
• Does the proposal involve human foetal tissue or cells?		
• Does the proposal involve human embryonic stem cells?		
Privacy		
• Does the proposal involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)		
• Does the proposal involve tracking the location or observation of people without their knowledge?	_____	
Research on Animals		
• Does the proposal involve research on animals?	_____	
• Are those animals transgenic small laboratory animals?		
• Are those animals transgenic farm animals?	_____	
• Are those animals cloned farm animals?		
• Are those animals non-human primates?	_____	
Research Involving Third Countries		
• Is any part of the research carried out in countries outside of the European Union and FP7 Associated states?	_____	

	YES	Page Number
Dual Use		
• Does the research have direct military application?	_____	..
• Does the research have the potential for terrorist abuse?	_____	..
ICT Implants	_____	..
• Does the proposal involve clinical trials of ICT implants?	_____	..
(IF NONE) I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		