

**Important information on how to submit your proposal**

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| The submission of a proposal to PRIMA is carried out in a combined process:   1. Fill in all the required data (administrative, financial, etc.) in the **Electronic Submission System-ESS** described in the relevant Guidelines for Applicants and the Electronic Submission System Handbook. 2. Fill in **this template** and convert it into a PDF file before uploading it to the Electronic Submission System. The structure of the proposal must correspond to the requirements specified under each section of this template. 3. Fill in the template **PART** **I** and convert it to a PDF file before uploading it in the Electronic Submission System as **an ANNEX**. 4. Fill in the **BUDGET TABLE (EXCEL** **TEMPLATE)** and upload it to the Electronic Submission System as **an ANNEX. This document must be uploaded as an Excel file.**   **DO NOT ENTER THE DETAILED BUDGET DIRECTLY IN THE ELECTRONIC SUBMISSION SYSTEM.**  In the electronic submission system, only provide the full cost and requested amount to PRIMA for each partner.  **THE BUDGET TABLE (excel template) IS SPECIFIC FOR EACH SECTION (Section 1 & Section 2).**  **BE SURE TO USE THE RIGHT ONE** |
| This template's structure must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2, and 3 each correspond to an evaluation criterion.  Please be aware that proposals will be evaluated as they were submitted rather than on their *potential* if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. Significant changes to content, budget, and consortium composition will not be possible during grant preparation.  **Page limit**: The title, list of participants, and **all** **the** **sections** **together** **(from** **1** **to** **3)** **should** **not** **be** **longer** **than** **45** **pages**. All tables, figures, references, and any other element pertaining to these sections must be included as an integral part of them and are thus counted against this page limit.  The page limit will be applied automatically; therefore, you **must remove this instruction page before submitting.**  If you attempt to upload a proposal longer than the specified limit, the electronic submission system will automatically reject it. The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information specifically designed to expand the proposal, thus circumventing the page limit.  Please **do not consider the page limit as a target**! It is in your interest to keep your text as concise as possible since experts rarely view unnecessarily long proposals in a positive light.  The following **formatting conditions** apply.  The reference font for the body text of PRIMA proposals is Times New Roman (Windows platforms),  Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions).  The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in the number of pages compared to using the reference font (for example to bypass the page limit).  **The minimum font size allowed is 11 points.** Standard character spacing and a minimum of single-line spacing is to be used.  Text elements other than the body text, such as headers, foot/end notes, captions, and formula, may deviate but must be legible.  The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers). |

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| **DEFINITIONS** | |
| **Critical risk** | A critical risk is a plausible event or issue that could significantly adversely impact the project's ability to achieve its objectives.  Level of likelihood to occur (Low/medium/high): The likelihood is the estimated probability that the risk will materialize even after taking account of the mitigating measures put in place.  Level of severity (Low/medium/high): The risk's relative seriousness and its effect's significance. |
| **Deliverable** | A report that is uploaded to the PRIMA monitoring system, providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements). |
| **Impacts** | In the context of the PRIMA Work Programme, *impact* refers to the wider, long-term effects of a project on society (including environmental aspects), the economy, and scientific progress. These effects are enabled by the project’s outcomes and contribute to the expected impacts outlined in the Work Programme contributing to the achievement of PRIMA objectives  Example: The adoption of the smart irrigation system leads to 20% reduction in water use and 15% increase in crop yield across pilot sites, contributing to long-term water sustainability, improved income for farmers and greater resilience to climate change. |
| **Milestone** | Control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development. The achievement of a milestone should be verifiable. |
| **Objectives** | The goals of the work performed within the project, in terms of its research and innovation content. This will be translated into the project’s results. These may range from tackling specific research questions, demonstrating the feasibility of an innovation, sharing knowledge among stakeholders on specific issues. The nature of the objectives will depend on the type of action, and the scope of the topic. |
| **Outcomes** | The expected effects, over the medium term, of projects supported under a given topic. The results of a project should contribute to these outcomes, fostered in particular by the dissemination and exploitation measures. This may include the uptake, diffusion, deployment, and/or use of the project’s results by direct target groups. Outcomes generally occur during or shortly after the end of the project.  Example: Adoption of the smart irrigation system by small farmers |
| **Pathway to impact** | The Pathway to Impact refers to the logical sequence of steps through which a project’s results are expected to lead to long-term impacts, particularly beyond the project's lifetime.  It starts with the project’s results (outputs), and includes their dissemination, exploitation, and communication, showing how these contribute to the expected outcomes defined in the specific call topic of the Work Programme. Ultimately, the pathway leads to the wider scientific, economic, and societal impact in line with the overarching objectives of the PRIMA partnership. |
| **Research output** | Results generated by the action to which access can be given in the form of scientific publications, data or other engineered outcomes and processes such as software, algorithms, protocols and electronic notebooks. |
| **Results** | What is generated during the project implementation. This may include, for example, know-how, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, guidelines, prototypes, demonstrators, databases and datasets, trained researchers, new infrastructures, networks, etc. Most project results (inventions, scientific works, etc.) are ‘Intellectual Property’, which may, if appropriate, be protected by formal ‘Intellectual Property Rights’.  Example: Pilot implementation in 3 Mediterranean farms of a smart, sensor-based irrigation system driven by real-time crop and climate data for optimised water use |
| **Technology Readiness Level** | See the Work Programme General Annexes |

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| **Guidance on the use of generative AI tools for the preparation of the proposal** |
| When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and **must be transparent in disclosing** which AI tools were used and how they were utilized.  This disclosure should be included in the section detailing your methodology or the resources utilized during the proposal's development. Specifically:   * Identify the AI Tools Used: Clearly state which generative AI tools were employed. * Explain Their Purpose: Describe how each AI tool contributed to the proposal's preparation. * Detail the Extent of Their Use: Specify which sections or aspects of the proposal were generated or assisted by AI.   Specifically, applicants are required to:   * Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies. * Provide a list of sources used to generate content and citations, including those generated by the AI tool. Double-check citations to ensure they are accurate and properly referenced. * Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else’s work. * Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge. |

**Glossary**

AC – Associated Countries

AI – Artificial Intelligence

DMP - Data Management Plan

DSS – Decision Support System

EC – European Commission

ESS – Electronic Submission System

EU – European Union

HE – Horizon Europe

GEP – Gender Equality Plan

IA – Innovation Action

IPR – Intellectual Property Rights

PI - Principal Investigator

PM – Person Month

R&I – Research and Innovation

RIA – Research and Innovation Action

SME – Small and Medium-sized Enterprises

TRL – Technology Readiness Level

WP – Work Package

WP2025 – Work Programme 2025

**!! PLEASE DELETE ALL EXPLANATIONS ABOVE !!**

**PRIMA**

**Proposal Template: Technical Description (Part II)**

Single-Stage Submission

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| **Full Title of Proposal:** |
| **Acronym of Proposal:** |
| **Keywords:** *minimum 3, maximum 6 keywords must be added. Please make sure they are the same as in Part I.* |

* The consortium members are listed in Part I of the proposal (administrative form). A summary list should also be provided in the table below. **Please ensure the two tables in all proposal templates (Part I & Part II) are identical.**

**List of participants**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Principal Investigator (PI) Name\* | Participating Organisation Legal Name\*\* | Participant Acronym | Country | PIC Number[[1]](#footnote-1) | Type of the Organisation |
| 1 |  |  |  |  |  |  |
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\* One PI per team/lab or institution. Add as many lines as you would need. Please use the same participant numbering and name as that used in the administrative proposal form (Part I).

\*\* Please use the same organisation name as used in administrative form (Part I) and the Electronic Submission System.

1. **Excellence**

***Excellence – aspects to be taken into account.***

Clarity and pertinence of the project’s objectives, and the extent to which the proposed work is ambitious, and goes beyond the state of the art.

Soundness of the proposed methodology, including the underlying concepts, models, assumptions, interdisciplinary approaches, appropriate consideration of the gender dimension in research and innovation content, and the quality of open science practices, including sharing and management of research outputs and engagement of citizens, civil society and end users where appropriate.

*The following aspects will be taken into account only to the extent that the proposed work is within the scope of the Call topic.*

* 1. **Objectives and ambition**  *[e.g. 4 pages]*
     + Briefly describe the objectives of your proposed work. Ensure these objectives are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Why are they pertinent to the Call topic? Are they measurable and verifiable? Are they realistically achievable?
     + Demonstrate how your project advances beyond the current state-of-the-art. Highlight the novelty and innovative aspects, explaining how your work will address existing gaps or challenges. Indicate any exceptional ground-breaking R&I, novel concepts and approaches, new products, services or business and organisational models. Where relevant, illustrate the advance by referring to products and services already available on the market. Refer to any patent or publication search carried out.
     + Describe where the proposed work is positioned in terms of R&I maturity (i.e. where it is situated in the spectrum from ‘idea to application’, or from ‘lab to market’). Where applicable, indicate the Technology Readiness Level, if possible distinguishing the start and by the end of the project, by referring to <https://horizoneuropencpportal.eu/sites/default/files/2022-12/trl-assessment-tool-guide-final.pdf>.

*Please bear in mind that advances beyond the state of the art must be interpreted in the light of the positioning of the project. Expectations will not be the same for RIAs at lower TRL, compared with Innovation Actions at high TRLs.*

* 1. **Methodology** *[e.g. 14 pages]*
     + *Concept and Approach:* Describe and explain the overall methodology, including the concepts, models and assumptions that underpin your work. Explain how this will enable you to deliver your project’s objectives. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them. *[e.g. 10 pages]*

*This section should be presented as a narrative. The detailed tasks and work packages are described below under ‘Implementation’.*

Describe any national or international research and innovation activities whose results will feed into the project, and how that link will be established. *[e.g. 1 page]*

* + - I*nterdisciplinarity*: Explain how expertise and methods from different disciplines will be brought together and integrated in pursuit of your objectives. If you consider that an inter-disciplinary approach is unnecessary in the context of the proposed work, please provide a justification. *[e.g. 1/2 page]*

For topics where the Work Programme indicates the need for the integration of social sciences and humanities, show the role of these disciplines in the project or provide a justification if you consider these disciplines irrelevant to your proposed project. *[e.g. 1/2 page]*

* *Gender dimension[[2]](#footnote-2):* Describe how the gender dimension (i.e. sex and/or gender analysis) is taken into account in the project’s research and innovation content *[e.g. 1 page]. Remember that this question relates to the content of the planned research and innovation activities, and not to gender balance in the teams in charge of carrying out the project.*
* *Sex and gender analysis refers 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* <https://ec.europa.eu/info/news/gendered-innovations-2-2020-nov-24_en>
  + - *Open Science Practices:* Describe how appropriate open science practices are implemented as an integral part of the proposed methodology. Detail your commitment to open science practices, including how you will manage research data in line with FAIR principles (Findability, Accessibility, Interoperability, and Reusability) and ensure open access to publications. ​ Show how the choice of practices and their implementation are adapted to the nature of your work, increasing the chances of the project delivering on its objectives *[e.g. 1 page]*. If you believe that none of these practices are appropriate for your project, please justify here.
      * *Open science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in the process. Open science practices include early and open sharing of research (for example through preregistration, registered reports, pre- prints, or crowd-sourcing); research output management; measures to ensure reproducibility of research outputs; providing open access to research outputs (such as publications, data, software, models, algorithms, and workflows); participation in open peer-review; and involving all relevant knowledge actors including citizens, civil society and end users in the co-creation of R&I agendas and contents (such as citizen science)*
      * *Please note that this question does not refer to outreach actions that may be planned as part of communication, dissemination and exploitation activities. These aspects should instead be described below under ‘Impact’.*
      * *Proposals selected for funding under PRIMA Calls will need to develop a detailed data management plan (DMP) for making their data/research outputs findable, accessible, interoperable and reusable (FAIR) as a deliverable by month 6 and revised towards the end of a project’s lifetime. The DMP should describe how research outputs (especially research data) generated and/or collected during the project will be managed to ensure that they are findable, accessible, interoperable and reusable.*
      * *For guidance on open science practices and research data management, please refer to the relevant section of the* [*HE Programme Guide*](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf)*.*

1. **Impact**

***Impact – aspects to be taken into account.***

Credibility of the pathways to achieve the expected outcomes and impacts specified in the, and the likely scale and significance of the contributions due to the project.

Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities.

*Your project's results should contribute to the medium-term expected outcomes set out for the work programme Call topic and to the longer-term scientific, societal, technical/economic impacts in line with the overarching objectives of the PRIMA partnership.*

*In this section you should show how your project could contribute to the outcomes described in the Call, the likely scale and significance of this contribution, and the measures to maximise these impacts.*

* 1. **Project’s pathways towards impact** *[e.g. 4 pages]*
     + Provide a **narrative** explaining how the project’s results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. The narrative should include the components below, tailored to your project.

1. Describe the unique contribution your project results would make towards (1) the **outcomes** specified in this topic, and (2) the **wider impacts**, in the longer term, *in line with the overarching objectives of the PRIMA partnership.*

* *Be specific, referring to the effects of your project, and not R&I in general in this field.*
* *State the target groups that would benefit. Even if target groups are mentioned in general terms in the work programme, you should be specific here, breaking target groups into particular interest groups or segments of society relevant to this project.*
* *The outcomes and impacts of your project may:* 
  + - * + ***Scientific****, e.g. contributing to specific scientific advances, across and within disciplines, creating new knowledge, reinforcing scientific equipment and instruments, computing systems (i.e. research infrastructures);*
        + ***Economic/technological****, e.g. bringing new products, services, business processes to the market, increasing efficiency, decreasing costs, increasing profits, contributing to standards’ setting, etc.*
        + ***Societal*** *, e.g. decreasing CO2 emissions, decreasing avoidable mortality, improving policies and decision making, raising consumer awareness.*

*Only include such outcomes and impacts where your project would make a significant and direct contribution. Avoid describing very tenuous links to wider impacts. However, include any potential negative environmental outcome or impact of the project including when expected results are brought at scale (such as at commercial level). Where relevant, explain how the potential harm can be managed.*

1. Give an indication of the scale and significance of the project’s contribution to the expected outcomes and impacts, should the project be successful. Provide quantified estimates where possible and meaningful

* ‘*Scale’ refers to how widespread the outcomes and impacts are likely to be. For example, in terms of the size of the target group, or the proportion of that group, that should benefit over time; ‘Significance’ refers to the importance, or value, of those benefits. For example, number of additional healthy life years; efficiency savings in energy supply.*
* *Explain your baselines, benchmarks and assumptions used for those estimates. Wherever possible, quantify your estimation of the effects that you expect from your project. Explain assumptions that you make, referring for example to any relevant studies or statistics. Where appropriate, try to use only one methodology for calculating your estimates: not different methodologies for each partner, region or country (the extrapolation should preferably be prepared by one partner).*
* *Your estimate must relate to this project only - the effect of other initiatives should not be taken into account.*

1. Describe any requirements and potential barriers - arising from factors beyond the scope and duration of the project - that may determine whether the desired outcomes and impacts are achieved. These may include, for example, other R&I work within and beyond PRIMA; regulatory environment; targeted markets; user behaviour. Indicate if these factors might evolve over time. Describe any mitigating measures you propose, within or beyond your project, that could be needed should your assumptions prove to be wrong, or to address identified barriers.

*Note that this does not include the critical risks inherent to the management of the project itself, which should be described below under ‘Implementation’.*

* 1. *Measures to maximise impact - Dissemination, exploitation and communication*

*[e.g. 5 pages, including section 2.3]*

* + - Describe the planned measures to maximise the impact of your project by providing a first version of your ‘plan for the dissemination and exploitation including communication activities’. Describe the dissemination, exploitation and communication measures that are planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large).
* *In case your proposal is selected for funding, a more detailed ‘plan for dissemination and exploitation including communication activities’ will need to be provided as a mandatory project deliverable within 6 months after signature date. This plan shall be periodically updated in alignment with the project’s progress.*
* *Communication*[*1*](#_heading=h.1luqt31pm81g) *measures should promote the project throughout the full lifespan of the project. The aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens. Activities must be strategically planned, with clear objectives, start at the outset and continue through the lifetime of the project. The description of the communication activities needs to state the main messages as well as the tools and channels that will be used to reach out to each of the chosen target groups.*
* *All measures should be proportionate to the scale of the project, and should contain concrete actions to be implemented both during and after the end of the project, e.g. standardisation activities. Your plan should give due consideration to the possible follow-up of your project, once it is finished. In the justification, explain why each measure chosen is best suited to reach the target group addressed. Where relevant, and for innovation actions, in particular, describe the measures for a plausible path to commercialise the innovations.*
* *Describe possible feedback to policy measures generated by the project that will contribute to designing, monitoring, reviewing and rectifying (if necessary) existing policy and programmatic measures or shaping and supporting the implementation of new policy initiatives and decisions.*
  + - Outline your strategy for the management of intellectual property, foreseen protection measures, such as patents, design rights, copyright, trade secrets, etc., and how these would be used to support exploitation.
* *If your project is selected, you will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, research data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project.*
* *If your project is selected, you must indicate the owner(s) of the results (results ownership list) in the final periodic report.*
  1. **Summary**

Provide a summary of this section by presenting in the canvas below the key elements of your project impact pathway and of the measures to maximise its impact.

### KEY ELEMENT OF THE IMPACT SECTION

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| **SPECIFIC NEEDS** |
| *What are the specific needs that triggered this project?*  Example 1  Many Mediterranean irrigation systems are outdated, causing inefficient use of water. This decreases the ability to respond to actual crop needs, resulting in water waste and less crop yields.  Example 2  Current food packaging methods in the Mediterranean agri-food sector mostly rely on non-biodegradable plastics, contributing to environmental pollution. There are challenges in providing sustainable packaging materials which can ensure food quality and meet the eco-friendly expectations of consumers. |

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| **D & E & C MEASURES** |
| What dissemination, exploitation and communication measures will you apply to the results?  Example 1  **Exploitation:** Patenting the smart irrigation Decision Support System  **Dissemination towards the scientific community** : Publication of results in peer-reviewed scientific journals  **Communication towards citizens and farmers:** Organisingworkshops with local farming communities to demonstrate the benefits of the smart irrigation technology.  Example 2  **Exploitation of the new product:** Patenting the new product; Licencing agreements with food packaging companies.  **Dissemination towards the scientific community and industry:**  Presenting at international conferences, sharing test results targeting SMEs in the agri-food value chain |

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| **EXPECTED RESULTS** |
| What do you expect to generate by the end of the project?  Example 1  **Successful large-scale demonstrator:** Pilot implementation in 3 Mediterranean farms of a smart, sensor-based irrigation system driven by real-time crop and climate data for optimised water use.  **Algorithmic model:**  Development of a Decision Support System tool which integrates weather forecasts, soil moisture data and crop water needs to guide efficient irrigation scheduling.  Example 2  **New product:** Eco-friendly, biodegradable food packaging made from agricultural waste, tested for shelf-life duration and consumer safety.  **Scientific Output:** Publication of research findings on sustainable bio-based packaging materials and their environmental and economic benefits. |

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| **TARGET GROUPS** |
| *Who will use or further up-take the results*  *of the project? Who will benefit from the results of the project?*  Example 1  Farmers and agricultural cooperatives in water-scarce Mediterranean regions  Agri-tech companies  Water management authorities, policy makers  Example 2  **End-users**: Agri-food SMEs/companies and packaging manufacturers, retailers and food distributors    Scientific community, consumers |

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| **OUTCOMES** |
| *What change do you expect to see after successful*  *dissemination and exploitation of project results to the target group(s)?*  Example 1  **Up-take by** **farmers:** At least 9 farms across the Mediterranean region adopt the piloted smart irrigation system, leading to 20% water-use efficiency and measurable crop productivity.  Example 2  **High use of the scientific discovery published** (measured with the relative rate of citation index of project publications).  Creation of a new start-up focused on scaling the production of the new bio-based packaging |

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| **IMPACTS** |
| *What are the expected wider scientific, economic and societal effects of the project contributing to the expected impacts outlined in the respective destination in the work programme?*  Example 1  **Scientific:**  **Economic:** Improved water use efficiency leading to cost savings for farmers. Up to 20% reduction in water consumption, resulting in 10-15% reduction in operational costs for farmers    **Societal:** Enhanced resilience of Mediterranean farming systems to climate change, reduced pressure on freshwater sources and improved food security for local communities.  Example 2  **Scientific:** New breakthrough scientific discovery on the development of biodegradable, bio-based packaging derived from agricultural by-products.  **Economic/Technological:** A new market for eco-friendly packaging solutions. Potential for replacing up to 20% of non-biodegradable plastic packaging in the Mediterranean agri-food supply chains.  **Societal:** Reduction in plastic waste and pollution, increased consumer awareness, promotion of circular economy principles and new job creation |

1. **Quality and efficiency of the implementation**

***Quality and efficiency of the implementation – aspects to be taken into account***

‒ *Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall*

‒ *Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise.*

* 1. **Work plan and resources** *[e.g. 14 pages – including tables]*

Please provide the following:

* + - brief presentation of the overall structure of the work plan;
    - timing of the different work packages and their components (Gantt chart or similar);
    - graphical presentation of the components showing how they inter-relate (Pert chart or similar).
    - detailed work description, i.e.:
* a list of work packages (table 3.1a);
* a description of each work package (table 3.1b);
* a list of deliverables (table 3.1c);
* *Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. Each work package should be a substantial part of the work plan, and the number of work packages should be proportionate to the scale and complexity of the project.*
* *Structure each work package by breaking it down into tasks. If tasks are not appropriate, work packages can be organised according to other criteria (e.g., according to the type of work or thematically). For each task or element of the work package, describe all activities to be carried out and quantify them (e.g., number of protocols, tests, measurements, combinations, study subjects, conferences, publications, etc.). Provide enough detail to clarify who will do this work and why it is needed for the project, (e.g., the level of qualification and number of person-months for personnel, as well as the requested equipment, consumables, meetings, etc.), to justify the proposed resources and so that progress can be monitored, including by PRIMA*.
* *Resources assigned to work packages should be in line with their objectives and deliverables. You are advised to include a distinct work package on ‘project management’, and to give due visibility in the work plan to ‘data management’ ‘dissemination and exploitation’ and ‘communication activities’, either with distinct tasks or distinct work packages.*
* *You will be required to update the ‘plan for the dissemination and exploitation of results including communication activities’, and a ‘data management plan’.* *This should include a record of activities related to dissemination and exploitation that have been undertaken and those still planned.*
* *Please make sure the information in this section matches the costs as stated in the Budget Table (excel template) of the application forms, and the number of person months, shown in the detailed work package descriptions.*
  + - a list of milestones (table 3.1d);
    - a list of critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. You will be able to update the list of critical risks and mitigation measures as the project progresses (table 3.1e);
    - a table showing number of person months required (table 3.1f);
    - a table showing description and justification of subcontracting costs for each participant (table 3.1g);
    - a table showing justifications for ‘purchase costs’ (table 3.1h) for participants where those costs exceed 15% of the personnel costs (according to the Budget Table (excel template));
    - if applicable, a table showing justifications for ‘other costs categories’ (table 3.1i);
    - if applicable, a table showing in-kind contributions from third parties (table 3.1j)
  1. **Capacity of participants and consortium as a whole**  *[e.g. 3 pages]*

*The individual participants of the consortium are described in a separate section under Part I. There is no need to repeat that information here.*

* + - Describe the consortium. How does it match the project’s objectives, and bring together the necessary disciplinary and inter-disciplinary knowledge? Show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I, as appropriate. Include in the description affiliated entities and associated partners, if any.
    - Show how the partners will have access to critical infrastructure needed to carry out the project activities.
    - Describe how the members complement one another (and cover the value chain, where appropriate)
    - In what way does each of them contribute to the project? Show that each has a valid role, and adequate resources in the project to fulfil that role.
    - If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.2).

**Other countries and international organisations**: If one or more of the participants requesting EU funding is an international organisation or is based in a country that is not automatically eligible for such funding (i.e., not a Member State of the EU, an Associated Country, or listed in the exhaustive list of eligible countries in the Work Programme 2025), please justify why the participation of the entity in question is essential for the successful implementation of the project, for instance explaining whether the entity offers specialized knowledge, skills, or infrastructure unavailable among other PS partners, crucial for achieving the project's objectives.

*Tables for section 3.1*

*Use plain text for the tables in section 3.1.*

*Table 3.1a: List of work packages*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work package No** | **Work Package Title** | **Lead Participant No** | **Lead Participant Short Name** | **Person- Months** | **Start Month** | **End month** |
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**Table 3.1b: Work package description For each work package:**

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| **Work package number** |  |
| **Work package title** |  |

*Participants involved in each WP and their efforts are shown in table 3.1f. Lead participant and starting and end date of each WP are shown in table 3.1a.)*

**Objectives**

**Description of work** (where appropriate, broken down into tasks), lead partner and role of participants. For each task, quantify the amount of work. Provide enough detail to justify the resources requested and clarify why the work is needed and who will do it. Deliverables linked to each WP are listed in table 3.1c (no need to repeat the information here).

**Table 3.1c: List of Deliverables**[**2**](#_heading=h.ky3tsqve65bd)

Only include deliverables that you consider essential for effective project monitoring.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Deliverable name** | **Short description** | **Work package number** | **Short name of lead participant** | **Type** | **Dissemin ation level** | **Delivery date**  **(in months)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**KEY**

Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>.

For example, deliverable 4.2 would be the second deliverable from work package 4.

**Type:**

Use one of the following codes:

R: Document, report (excluding the periodic and final reports) DEM: Demonstrator, pilot, prototype, plan designs

DEC: Websites, patents filing, press & media actions, videos, etc. DATA: Data sets, microdata, etc.

DMP: Data management plan

ETHICS: Deliverables related to ethics issues. SECURITY: Deliverables related to security issues

OTHER: Software, technical diagram, algorithms, models, etc.

**Dissemination level:**

Use one of the following codes:

PU – Public, fully open, e.g. web (Deliverables flagged as public will be automatically published in CORDIS project’s page)

SEN – Sensitive, limited under the conditions of the Grant Agreement

Classified R-UE/EU-R – EU RESTRICTED under the Commission Decision No2015/444 Classified C-UE/EU-C – EU CONFIDENTIAL under the Commission Decision No2015/444 Classified S-UE/EU-S – EU SECRET under the Commission Decision No2015/444

**Delivery date**

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



2 You must include a data management plan (DMP) and a ‘plan for dissemination and exploitation including communication activities as distinct deliverables within the first 6 months of the project. The DMP 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 in the [HE Online Manual.](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf)

**Table 3.1d: 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.

**Table 3.1e: Critical risks for implementation**

|  |  |  |
| --- | --- | --- |
| **Description of risk (indicate level of (i)**  **likelihood, and (ii) severity: 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.

**Level of severity: Low/medium/high**

The relative seriousness of the risk and the significance of its effect.

**Table 3.1f: 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** |  |  |  |  |

**Table 3.1g: ‘Subcontracting costs’ items**

For each participant describe and justify the tasks to be subcontracted (please note that core tasks of the project should not be sub-contracted).

|  |  |  |
| --- | --- | --- |
| **Participant Number/Short Name** | | |
|  | **Cost (€)** | **Description of tasks and justification** |
| **Subcontracting** |  |  |

**Table 3.1h: ‘Purchase costs’ items (travel and subsistence, equipment and other goods, works and services)**

Please complete the table below for each participant if the purchase costs (i.e. the sum of the costs for ’travel and subsistence’, ‘equipment’, and ‘other goods, works and services’) exceeds 15% of the personnel costs for that participant (according to the Budget Table (excel template)). The record must list cost items in order of costs and starting with the largest cost item, up to the level that the remaining costs are below 15% of personnel costs.

|  |  |  |
| --- | --- | --- |
| **Participant Number/Short Name** | | |
|  | **Cost (€)** | **Justification** |
| **Travel and subsistence** |  |  |
| **Equipment** |  |  |
| **Other goods, works and**  **services** |  |  |
| **Remaining purchase costs (<15% of pers.**  **Costs)** |  |  |
| **Total** |  |

**Table 3.1i: ‘Other costs categories’ items (e.g. internally invoiced goods and services)**

Please complete the table below for each participant that would like to declare costs under other costs categories (e.g. internally invoiced goods and services), irrespective of the percentage of personnel costs.

|  |  |  |
| --- | --- | --- |
| **Participant Number/Short Name** | | |
|  | **Cost (€)** | **Justification** |
| **Internally invoiced**  **goods and services** |  |  |
| **…** |  |  |

**Table 3.1j: ‘In-kind contributions’ provided by third parties**

Please complete the table below for each participant that will make use of in-kind contributions (non-financial resources made available free of charge by third parties). In kind contributions provided by third parties free of charge are declared by the participants as eligible direct costs in the corresponding cost category (e.g. personnel costs or purchase costs for equipment).

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant Number/Short Name** | | | |
| **Third party name** | **Category** | **Cost (€)** | **Justification** |
|  | **Select between** Seconded personnel Travel and subsistence Equipment  Other goods, works and services  Internally invoiced goods and services |  |  |
|  |  |  |  |

1. *9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes. If needed, one can apply for a temporary PIC on:* [*https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participantregister*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participantregister)*. A search tool for organisations and their PICs is available on* [*https://ec.europa.eu/info/funding*](https://ec.europa.eu/info/funding) [↑](#footnote-ref-1)
2. Having a gender equality plan is an eligibility criterion for Public bodies, Higher education establishments and Research organisations from Member States and Associated Countries (not Third Countries not associated to Horizon Europe). Be aware that if the proposal is selected, having a Gender Equality Plan will be necessary before the grant agreement signature. [↑](#footnote-ref-2)