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1.1 Concept and objectives

Explain the concept of your project. What are the main ideas that led you to propose this work? Describe in detail the S&T objectives. Show how they relate to the topics addressed by the call, which you should explicitly identify. The objectives should be those achievable within the project, not through subsequent development. They should be stated in a measurable and verifiable form, including through the milestones that will be indicated under section 1.4, 1.5 and 1.6 below.

1.2 Progress beyond the state-of-the-art

Describe the state-of-the-art in the area concerned, and the advance that the proposed project would bring about. If applicable, refer to the results of any patent search you might have carried out.

1.3 Methodology to achieve the objectives of the project, in particular the provision of integrated services

Describe the methodology to achieve the objectives of the project, especially the way integrated services will be provided.

1.4 Networking Activities and associated work plan¹

Describe the extent to which the proposed co-ordination mechanisms will foster a culture of cooperation between the participants, and enhance the services to the users.

A detailed work plan should be presented, broken down into work packages (WPs) which should follow the logical phases of the implementation of the project's Networking Activities, and include consortium management and assessment of progress and results. (Please note that your overall approach to management will be described later, in section 2).

Notes:

The number of work packages used must be appropriate to the complexity of the work and the overall value of the proposed project. The planning should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the Commission.

¹ A work package is a major sub-division of the proposed project with a verifiable end-point - normally a deliverable or a milestone in the overall project.

i) Overall strategy of the work plan²

² The first WP under this section should address the management related activities of the project and the costs relevant to this WP should be reported in the "Management" column of the appropriate A-form. The remaining costs should be reported under the "Co-ordination" column of the appropriate A-form.

ii) Timing of the different WPs and their components (Gantt chart)

iii) Detailed work description

Table 1.3 a: Work package list

Work package No³	Work package title	Type of activity⁴	Lead Part. No⁵	Lead Part. short name	Person/months⁶	Start month⁷	End month
	TOTAL						

³ Work package number: WP 1 – WP n.

⁴ Please indicate one activity per work package:

RTD = Research and technological development; COORD = Co-ordination; MGT = Management of the consortium; SVC = Service activities

⁵ Number of the participant leading the work in this work package.

⁶ The total number of person-months allocated to each work package.

⁷ Measured in months from the project start date (month 1).

Table 1.3 b: Deliverables List

Del. no.⁸	Deliverable name	WP no.	Nature⁹	Dissemination level¹⁰	Delivery date¹¹ (proj. month)

⁸ 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.

⁹ Please indicate the nature of the deliverable using one of the following codes:

R = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

¹⁰ Please indicate the dissemination level using one of the following codes:

PU = Public

PP = Restricted to other programme participants (including the Commission Services).

RE = Restricted to a group specified by the consortium (including the Commission Services).

CO = Confidential, only for members of the consortium (including the Commission Services).

¹¹ Measured in months from the project start date (month 1).

Table 1.3 c: Work package description

Work package number		Start date or starting event:					
Work package title							
Activity Type¹²							
Participant number							
Participant short name							
Person-months per participant:							

Objectives

Description of work (possibly broken down into tasks), and role of participants

Deliverables (brief description and month of delivery)

¹² Please indicate one activity per work package:
 RTD: Research and technological development; COORD: Co-ordination; MGT: Management of the consortium;
 SVC: Service activities

Table 1.3 d Summary of staff effort

A summary of the staff effort is useful for the evaluators. Please indicate in the table 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.

Participant no./short name	WP1	WP2	WP3	...	person months
Part.1 short name					
...					
Total					

Table 1.3 c List of milestones

Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development.

Milestone number	Milestone name	Work package(s) involved	Expected date¹³	Means of verification¹⁴

¹³ Measured in months from the project start date (month 1).

¹⁴ Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running flawlessly; software released and validated by a user group; field survey complete and data quality validated.

iv) Graphical presentation of the components showing their interdependencies (Pert diagram)

v) Risk assessment and Contingency Plans

.....text....

Risk WP1	Impact	Occurrence Probability	Mitigation

Risk WP...	Impact	Occurrence Probability	Mitigation

1.5 Service Activities and associated work plan

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

A detailed work plan should be presented, broken down into work packages (WPs) which should follow the logical phases of the implementation and provision of the project's Service Activities, and include assessment of progress and results.

- i) **Overall strategy of the work plan (max 1 page)**

ii) Timing of the different WPs and their components (Gantt chart)

iv) Detailed work description

Table 1.3 a: Work package list

Work package No ¹⁵	Work package title	Type of activity ¹⁶	Lead Part. No ¹⁷	Lead Part. short name	Person/months ¹⁸	Start month ¹⁹	End month
	TOTAL						

¹⁵ Work package number: WP 1 – WP n.

¹⁶ Please indicate one activity per work package:

RTD = Research and technological development; COORD = Co-ordination; MGT = Management of the consortium; SVC = Service activities

¹⁷ Number of the participant leading the work in this work package.

¹⁸ The total number of person-months allocated to each work package.

¹⁹ Measured in months from the project start date (month 1).

Table 1.3 b: Deliverables List

Del. no.²⁰	Deliverable name	WP no.	Nature²¹	Dissemination level²²	Delivery date²³ (proj. month)

²⁰ 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.

²¹ Please indicate the nature of the deliverable using one of the following codes:

R = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

²² Please indicate the dissemination level using one of the following codes:

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PP = Restricted to other programme participants (including the Commission Services).

RE = Restricted to a group specified by the consortium (including the Commission Services).

CO = Confidential, only for members of the consortium (including the Commission Services).

²³ Measured in months from the project start date (month 1).

Table 1.3 c: Work package description

Work package number		Start date or starting event:				
Work package title						
Activity Type²⁴						
Participant number						
Participant short name						
Person-months per participant:						

Objectives

Description of work (possibly broken down into tasks), and role of participants

Deliverables (brief description and month of delivery)

²⁴ Please indicate one activity per work package:
 RTD: Research and technological development; COORD: Co-ordination; MGT: Management of the consortium;
 SVC: Service activities

Table 1.3 d Summary of staff effort

A summary of the staff effort is useful for the evaluators. Please indicate in the table 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.

Participant no./short name	WP1	WP2	WP3	...	person months
Part.1 short name					
...					
Total					

Table 1.3 e List of milestones

Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development.

Milestone number	Milestone name	Work package(s) involved	Expected date²⁵	Means of verification²⁶

²⁵ Measured in months from the project start date (month 1).

²⁶ Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running flawlessly; software released and validated by a user group; field survey complete and data quality validated.

Table 1.3f: Connectivity services cost table

Connectivity services costs result from the provision of connectivity. Connectivity is defined as a set of one or more circuits allowing for the transmission of full duplex bit streams between defined end points. If relevant to your proposal, please identify the cost for connectivity services per partner.

Part. number	Part. short name	Cost (€)
1		
2		
3		
...		
-	Total	

Note that connectivity services are considered as a service activity and thus have to be declared under the column "Other" in the relevant A3 forms. The funding of connectivity services costs is limited to a maximum of 50% of the eligible costs.

iv) Graphical presentation of the components showing their interdependencies (Pert diagram)

v) Risk assessment and Contingency Plans

.....text....

Risk WP1	Impact	Occurrence Probability	Mitigation

Risk WP...	Impact	Occurrence Probability	Mitigation

1.6 Joint Research Activities and associated work plan

A detailed work plan should be presented, broken down into work packages (WPs) which should follow the logical phases of the implementation of the project's Joint Research Activities, and include assessment of progress and results.

- i) **Overall strategy of the work plan (max 1 page)**

ii) **Timing of the different WPs and their components (Gantt chart)**

v) **Detailed work description**

Table 1.3 a: Work package list

Work package No²⁷	Work package title	Type of activity²⁸	Lead Part. No²⁹	Lead Part. short name	Person/months³⁰	Start month³¹	End month
	TOTAL						

²⁷ Work package number: WP 1 – WP n.

²⁸ Please indicate one activity per work package:

RTD = Research and technological development; COORD = Co-ordination; MGT = Management of the consortium; SVC = Service activities

²⁹ Number of the participant leading the work in this work package.

³⁰ The total number of person-months allocated to each work package.

³¹ Measured in months from the project start date (month 1).

Table 1.3 b: Deliverables List

Del. no. ³²	Deliverable name	WP no.	Nature ³³	Dissemination level ³⁴	Delivery date ³⁵ (proj. month)

³² 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.

³³ Please indicate the nature of the deliverable using one of the following codes:

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CO = Confidential, only for members of the consortium (including the Commission Services).

³⁵ Measured in months from the project start date (month 1).

Table 1.3 c: Work package description

Work package number		Start date or starting event:				
Work package title						
Activity Type³⁶						
Participant number						
Participant short name						
Person-months per participant:						

Objectives

Description of work (possibly broken down into tasks), and role of participants

Deliverables (brief description and month of delivery)

³⁶ Please indicate one activity per work package:
 RTD: Research and technological development; COORD: Co-ordination; MGT: Management of the consortium;
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A summary of the staff effort is useful for the evaluators. Please indicate in the table 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.

Participant no./short name	WP1	WP2	WP3	...	person months
Part.1 short name					
...					
Total					

Table 1.3 e List of milestones

Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development.

Milestone number	Milestone name	Work package(s) involved	Expected date³⁷	Means of verification³⁸

³⁷ Measured in months from the project start date (month 1).

³⁸ Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running flawlessly; software released and validated by a user group; field survey complete and data quality validated.

iv) Graphical presentation of the components showing their interdependencies (Pert diagram)

v) Risk assessment and Contingency Plans

.....text....

Risk WP1	Impact	Occurrence Probability	Mitigation

Risk WP...	Impact	Occurrence Probability	Mitigation

(Indicative maximum length for the whole of Section 1 – forty pages. This limit does not include the Gantt chart, Pert diagram and tables 1.3a-f))

2. Implementation

2.1 Management structure and procedures (VF)

Describe the organisational structure and decision-making mechanisms of the project. Show how they are matched to the complexity and scale of the project.

*(Recommended length for Section 2.1 - **five pages**)*

2.2 Individual participants

For each participant in the proposed project, 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.

*(Maximum length for Section 2.2: **one page per participant**. However, where two or more departments within an organisation have quite distinct roles within the proposal, one page per department is acceptable.*

The maximum length applying to a legal entity composed of several members, each of which is a separate legal entity, is one page per member, provided that the members have quite distinct roles within the proposal.)

2.3 Consortium as a whole

Describe how the participants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and are committed to the tasks assigned to them. Show the complementarity between participants. Explain how the composition of the consortium is wellbalanced in relation to the objectives of the project.

If appropriate describe the industrial/commercial involvement to ensure exploitation of the results.

Show how the opportunity of involving SMEs has been addressed

i) Sub-contracting: If any part of the work is to be sub-contracted by the participant responsible for it, describe the work involved and explain why a sub-contract approach has been chosen for it.

ii) Other countries: If a one or more of the participants requesting EU funding is based outside of the EU Member states, Associated countries and the list of International Cooperation Partner Countries²³, explain in terms of the project's objectives why such funding would be essential.

iii) Additional partners: If there are as-yet-unidentified participants in the project, the expected competences, the role of the potential participants and their integration into the running project should be described. (These as-yet-unidentified participants will not be counted in the minimum number of participants for the eligibility of the proposal).

(No recommended length for Section 2.3 – depends on the size and complexity of the consortium)

2.4 Resources to be committed

Describe how the totality of the necessary resources will be mobilised, including any resources that will complement the EC contribution. Show how the resources will be integrated in a coherent way, and show how the overall financial plan for the project is adequate.

In addition to the costs indicated on form A3 of the proposal, and the effort shown in section 1.3 above, please identify any other major costs (e.g. equipment). Ensure that the figures stated in Part B are consistent with these.

(Recommended length for Section 2.4 – two pages)

3. Impact

3.1 Expected impacts listed in the work programme

Describe how your project will contribute towards the expected impacts listed in the work programme in relation to the topic or topics in question. Mention the steps that will be needed to bring about these impacts. Explain why this contribution requires a European (rather than a national or local) approach. Indicate how account is taken of other national or international research activities. Mention any assumptions and external factors that may determine whether the impacts will be achieved.

3.2 Dissemination and/or exploitation of project results, and management of intellectual property

Describe the measures you propose for the dissemination and/or exploitation of project results, and how these will increase the impact of the project. In designing these measures, you should take into account a variety of communication means and target groups as appropriate (e.g. policy-makers, interest groups, media and the public at large).

For more information on communication guidance, see

http://ec.europa.eu/research/science-society/science-communication/index_en.htm

Describe also your plans for the management of knowledge (intellectual property) acquired in the course of the project.

3.3 Contribution to socio-economic impacts

Describe the socio-economic impacts of the project.

(Maximum length for the whole of Section 3 – ten pages)

4. ETHICAL ISSUES TABLE

	YES	PAGE
Informed Consent		
• Does the proposal involve children?		
• Does the proposal involve patients or persons not able to give consent?		
• Does the proposal involve adult healthy volunteers?		
• Does the proposal involve Human Genetic Material?		
• Does the proposal involve Human biological samples?		
• Does the proposal involve Human data collection?		
Research on Human embryo/foetus		
• Does the proposal involve Human Embryos?		
• Does the proposal involve Human Foetal Tissue / 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?		
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 Developing Countries		
• Use of local resources (genetic, animal, plant etc)		
• Impact on local community		
Dual Use		
• Research having direct military application		
• Research having the potential for terrorist abuse		
ICT Implants		
• Does the proposal involve clinical trials of ICT implants?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Ethical Issues

Describe any ethical issues that may arise in their proposal. In particular, you should explain the benefit and burden of their experiments and the effects it may have on the research subject. The following special issues should be taken into account:

Informed consent: When describing issues relating to informed consent, it will be necessary to illustrate an appropriate level of ethical sensitivity, and consider issues of insurance, incidental findings and the consequences of leaving the study.

Data protection issues: Avoid the unnecessary collection and use of personal data. Identify the source of the data, describing whether it is collected as part of the research or is previously collected data being used. Consider issues of informed consent for any data being used. Describe how personal identify of the data is protected.

Use of animals: Where animals are used in research the application of the 3Rs (Replace, Reduce, Refine) must be convincingly addressed. Numbers of animals should be specified. State what happens to the animals after the research experiments.

Human embryonic stem cells: Research proposals that will involve human embryonic stem cells (hESC) will have to address all the following specific points:

- the necessity to use hESC in order to achieve the scientific objectives set forth in the proposal.
- whether the applicants have taken into account the legislation, regulations, ethical rules and/or codes of conduct in place in the country(ies) where the research using hESC is to take place, including the procedures for obtaining informed consent;
- the source of the hESC
- the measures taken to protect personal data, including genetic data, and privacy;
- the nature of financial inducements, if any.

Identify the countries where research will be undertaken and which ethical committees and regulatory organisations will need to be approached during the life of the project.

Include the Ethical issues table below. If you indicate YES to any issue, please identify the pages in the proposal where this ethical issue is described. If you are sure that none of the issues apply to your proposal, simply tick the YES box in the last row.

(No maximum length for Section 4 – depends on the number and complexity of the ethical issues involved)

Notes:

1. For further information on ethical issues relevant to ICT, see Annex 5 of this Guide
2. Only in exceptional cases will additional information be sought for clarification, which means that any ethical review will be performed solely on the basis of the information available in your proposal.

5 Gender issues

EGI-SSC

“...”

Part B

END PAGE

Type of funding scheme:

Combination of Collaborative Project and Coordination and Support Action: Integrated Infrastructure Initiative (I3)

Work programme topic addressed:

FP7-INFRA-2010-1.2.3.: Virtual research communities

Name of the coordinating person:

Charles LOOMIS