



# Submission Form

For the

## **Pilot Project on defence research**

Administrative form (Part A)  
Research proposal (Part B)

29 April 2016

# Pilot Project

## Call 1

Topic	
Call Reference <sup>1</sup>	
Proposal acronym	

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<sup>1</sup> Make a choice between PP-15-INR-01 and PP-15-STAN-CERT-01

# PART A

## Administrative form

### 1 – General Information

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Topic	<input style="width: 100%;" type="text"/>		
Call 1 Reference <sup>2</sup>	<input style="width: 100%;" type="text"/>	Acronym	<input style="width: 100%;" type="text"/>
Proposal title	<input style="width: 100%;" type="text"/>		
Duration in months	<input style="width: 100%;" type="text"/>		
Free keywords	<input style="width: 100%;" type="text"/>		

### Abstract

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Short summary (max. 2,000 characters, with spaces) to clearly explain:

- the objectives of the proposal
- how they will be achieved
- its relevance to the work plan.

*Will be used as the short description of the proposal in the evaluation process and in communications with the as if programme committee.*

*Do not include any confidential information.*

*Use plain typed text, avoiding formulae and other special characters.*

Has this proposal synergies with a project in response to a call for proposals under the 7th Framework Programme, Horizon 2020 or the EDA programmes (Cat A or Cat B)?

If so, please give the proposal reference(s):

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<sup>2</sup> See footnote 1

Declarations

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1) The consortium leader 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) The consortium leader 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.

4) The consortium leader 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 consortium leader and each beneficiary applicant will be required to present a formal declaration in this respect.

Signature by the  
Consortium leader:

## 2 – Administrative data of participating organisations

### Organisation carrying out the proposed work

#### Organisation

Legal Name	<input type="text"/>
Short Name	<input type="text"/>
Address of the Organisation	<input type="text"/>
Registration country	<input type="text"/>
Registration number	<input type="text"/>
Legal Status	<input type="text"/>
Webpage	<input type="text"/>
Legal Name	<input type="text"/>

#### Department

Department Name	<input type="text"/>
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### Consortium leader

Title	<input type="text"/>
First name	<input type="text"/>
Family name	<input type="text"/>
E-mail	<input type="text"/>
Contact number	<input type="text"/>
Position	<input type="text"/>
Department	<input type="text"/>

### Second contact person

First Name	Last Name	E-mail	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PROPOSAL SUBMISSION FORM

Consortium participant 1 (Legal name of organisation)

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Title:	<input type="text"/>
First name	<input type="text"/>
Family name:	<input type="text"/>
E-mail:	<input type="text"/>
Contact number:	<input type="text"/>
Organisation:	<input type="text"/>
Position:	<input type="text"/>
Department:	<input type="text"/>

Consortium participant 2 (Legal name of organisation)

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Title:	<input type="text"/>
First name	<input type="text"/>
Family name:	<input type="text"/>
E-mail:	<input type="text"/>
Contact number:	<input type="text"/>
Organisation:	<input type="text"/>
Position:	<input type="text"/>
Department:	<input type="text"/>

Please reproduce these tables according to the number of participants in your consortium.

## PART B

# Research proposal

Please follow the structure of this template 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.

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. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation

- ✓ **Page limit:** For full proposals, the cover page, and sections 1, 2 and 3, together should not be longer than 70 pages. All tables in these sections must be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).
- ✓ 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.

# COVER PAGE

## 1. List of Participants

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Participation Name	Participant organisation name	Country

## 2. Table of Contents

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## 3. Content

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### 3.1. Relevance to the work plan

#### I. Objectives

Describe the specific objectives for the project, 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.

#### II. Relation to the work plan

Indicate the work plan 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 plan.

#### III. Concept and approach

- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved.
- Describe the positioning of the project. Refer to Technology Readiness Levels where relevant.
- 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 projects,
- Describe and explain the overall approach and methodology.



### 3.2. Excellence

- Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious. Your answer could refer to the ground-breaking nature of the objectives, concepts involved, issues and problems to be addressed, and approaches and methods to be used.
- Describe the innovation potential which the proposal represents.
- Describe the tangible and demonstrable improvements your proposal will bring in the field of defence.

### 3.3. Potential of Cooperation

Describe how your project will contribute to:

- Strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and defence markets;
- Building effective partnerships between (public) users, industry and research.

### 3.4. Management and IPR

Describe the ability of the project to ensure efficient management and clear plans for the management and protection of intellectual property.

Where relevant, include information on how the participants will manage the research data generated and/or collected during the project, in particular addressing the following issues:

- What types of data will the project generate/collect?
  - What standards will be used?
  - How will this data be exploited and/or shared/made accessible for verification and re-use? If data cannot be made available, explain why.
  - How will this data be managed and preserved?
- ✓ *You will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project's results*

### 3.5. Implementation

#### I. Work plan – Work packages, deliverables and milestones

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);
- detailed work description, i.e.:
  - a description of each work package (Table A);
  - a list of work packages (Table B);
  - a list of major deliverables (Table C);
- graphical presentation of the components showing how they inter-relate.

## PROPOSAL SUBMISSION FORM

- ✓ Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. Include details of the resources to be allocated to each work package. The number of work packages should be proportionate to the scale and complexity of the project.
- ✓ You should give enough detail in each work package to justify the proposed resources to be allocated and also quantified information so that progress can be monitored.
- ✓ You will be required to include an updated (or confirmed) 'plan for the dissemination and exploitation of results' in both the periodic and final reports. (This does not apply to topics where a draft plan was not required.) This should include a record of activities related to dissemination and exploitation that have been undertaken and those still planned. A report of completed and planned communication activities will also be required.

### KEY

'Work package' means a major sub-division of the proposed project.

'Deliverable' means 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.

'Milestones' means control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, 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.

### II. Management structure and procedures

- Describe the organisational structure and the decision-making (including a list of milestones (Table D))
- Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project.
- Describe any critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. Please provide a table with critical risks identified and mitigating actions (Table E)

### III. Consortium as a whole

- ✓ *The individual members of the consortium are described in a separate section. There is no need to repeat that information here.*
- Describe the consortium. How will it match the project's objectives? How do the members complement one another (and cover the value chain, where appropriate)? In what way does each of them contribute to the project? How will they be able to work effectively together?
- 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.

### IV. Resources to be committed

## PROPOSAL SUBMISSION FORM

Please provide the following:

- a table showing number of person/months required (Table F)
- a table showing 'other direct costs' (Table G) for participants where those costs exceed 15% of the personnel costs.

**PROPOSAL SUBMISSION FORM**

**Table A: Work package description**

For each work package:

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

**Objectives**

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

**Deliverables** (brief description and month of delivery)

PROPOSAL SUBMISSION FORM

Table B: List of work packages

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

**PROPOSAL SUBMISSION FORM**

**Table C: List of deliverables**

<b>Deliverables (number)</b>	<b>Deliverable name</b>	<b>Work package number</b>	<b>Short name of lead participant</b>	<b>Type</b>	<b>Delivery date</b>

**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.
- OTHER: Software, technical diagram, etc.

**Delivery date:**

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

**PROPOSAL SUBMISSION FORM**

**Table D: List of milestones**

Milestone number	Milestone name	Related work package(s)	Estimated date	Means of verification

**KEY**

**Estimated 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.*

**Table E: Critical risks for implementation**

Description of risk	Work package(s) involved	Proposed risk-mitigation measures

**PROPOSAL SUBMISSION FORM**

**Table F: 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				
<b>Total Person/Months</b>				

**Table G: 'Other direct cost' items (travel, equipment, other goods and services)**

Please complete the table below for each participant if the sum of the costs for 'travel', 'equipment', and 'goods and services' exceeds 15% of the personnel costs for that participant.

Participant Number/Short Name	Cost €	Justification
Travel		
Equipment		
Other goods and services		
<b>Total</b>		



## 4. Members of the consortium

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### Participants (applicants)

Please provide, for each participant (outlined at page 6), 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.]

### Security

Please indicate if your project will involve:

activities or results raising security issues	Y/N
'EU-classified information' as background or results	Y/N