Horizon Europe Programme

Application Form (EIT)

Project proposal – Technical description (Part B)

Version 2.0
21 January 2022

Structure of the Proposal

The proposal contains two parts:

- **Part A** of the proposal **is generated by the IT system. It is based on the information entered by the participants through the submission system in the Funding & Tenders Portal.** The participants can update the information in the submission system at any time before final submission.

- **Part B** of the proposal is the narrative part that includes three sections that each correspond to an evaluation criterion. Part B needs to be uploaded as a PDF document following the templates downloaded by the applicants in the submission system for the specific call or topic. The templates for a specific call may slightly differ from the example provided in this document.

The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal. The submission process consists of 6 steps:

- Step 1: Logging in the Portal
- Step 2: Select the call, topic and type of action in the Portal
- Step 3: Create a draft proposal: Title, acronym, summary, main organisation and contact details
- Step 4: Manage your parties and contact details: add your partner organisations and contact details.
- Step 5: Edit and complete web forms for proposal part A and upload proposal part B
- Step 6: Submit the proposal

HISTORY OF CHANGES		
Version	**Publication date**	**Changes**
1.0	10.03.2021	▪ Initial version
1.1	19.04.2021	▪ Formatting and alignment ▪ Clarification of the indicative number of pages in section 2.2 is for sections 2.2 and 2.3 ▪ Added the name of the award criterion in section 3
1.2	25.05.2021	▪ Addition of a table in section 3.1 about in-kind contributions
2.0	21.01.2022	▪ Changes in tables on section 3 avoiding duplication of information ▪ Reorder of points in 'Impact' section

Proposal template Part B: technical description

The structure of this template must be followed when preparing your proposal. It has been designed in line with the Key principles and concepts of the EIT KIC model (see Annex 1 in the Invitation to submit proposals for 2023-2025 Cross-KIC activities) 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.

⚠️ **Page limit**: The title, list of participants and sections 1, 2 and 3 of Part B, together, 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 these sections and are thus counted against this page limit. The number of pages included in each section of this template is only **indicative**.

The page limit will be applied automatically. **At the end of this document you can see the structure of the actual proposal that you need to submit, please remove all instruction pages that are watermarked.**

If you attempt to upload a proposal longer than the specified limit before the deadline, you will receive an automatic warning and will be advised to shorten and re-upload the proposal. After the deadline, excess pages (in over-long proposals/applications) will be automatically made invisible, and will not be taken into consideration by the experts. The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is 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 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 number of pages compared to using the reference font (for example with a view 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. This applies to the body text, including text in tables.

Text elements other than the body text, such as headers, foot/end notes, captions, formula's, 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).

	DEFINITIONS
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.
Deliverable	A report that is sent to the Commission or Agency 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	Wider long term effects on society (including the environment), the economy and science, enabled by the outcomes activity (long term). It refers to the specific contribution of the activity to the work programme expected impacts described in the destination. Impacts generally occur some time after the end of the project.
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 content. This will be translated into the activity's results. These may range from tackling specific challenges, 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 activity supported under a given topic. The results of an activity 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 activity's results by direct target groups. Outcomes generally occur shortly after the end of the activity.
Pathway to impact	Logical steps towards the achievement of the expected impacts of the activity over time, in particular beyond the duration of an activity. A pathway begins with the activity' results, to their dissemination, exploitation and communication, contributing to the expected outcomes in the work programme topic, and ultimately to the wider scientific, economic and societal impacts of the work programme destination.
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 activity 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.
Technology Readiness Level	See Work Programme General Annexes B

⚠️ *Fill in the title of your proposal below.*

TITLE OF THE PROPOSAL

⚠️ *The consortium members are listed in part A of the proposal (application forms). A summary list should also be provided in the table below.*

List of participants

Participant No. *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

* Please use the same participant numbering and name as that used in the administrative proposal forms.

> ***Excellence – aspects to be taken into account.***
> - Relevance, value added and clarity and pertinence of the project's objectives
> - 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.
> - Financial sustainability

1. Excellence

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

1.1 Objectives and ambition *[max. 4 pages]*

- Please substantiate the value added and rationale for the cross-KIC activity.

- State the long terms objectives/ mission and the specific objectives for the cross-KIC activity. The objectives should be formulated according to the SMART methodology (specific, measurable, attainable, relevant and time-bound). For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value – if relevant and target value).

  To complete the section, answer the following questions:

  1. What are the underlying reasons for the cross-KIC activity (e.g. in terms of policy context, strategic considerations)?

  2. What is the cross-KIC activity value added over the KICs individual activities?

  3. Are the objectives of an activity specific, measurable, attainable, relevant and time-bound? Has a proposal preliminary indication of a commercialisation approach of the project outputs, indicating close cooperation with the clients/citizens, potential financial returns from the project?

  4. How will an accomplishment of the objectives/ missions and impact be measured?

  5. What is a contribution to the relevant policy objectives/mission and the activity's distinctive EIT/EU added value?

- Please provide explanation how the activity will contribute to the **KICs financial sustainability / efficiency gains**. Please present planned commercialisation strategy of the project outputs, indicating close cooperation with the clients/citizens, potential financial returns from the project and potential contribution of the project towards achieving the Innovation Community's financial sustainability.

1.2 Methodology *[e.g. 3 pages]*

- Describe 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. Present how you will monitor the activity's implementation. Refer to any challenges you may have identified in the chosen methodology and how you intend to overcome them.

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

⚠️ *Where relevant, include how the project methodology complies with the 'do no significant harm' principle as per Article 17 of [Regulation (EU) No 2020/852](#) on the establishment of a framework to facilitate sustainable investment (i.e. the so-called 'EU Taxonomy Regulation'). This means that the methodology is designed in a way it is not significantly harming any of the six environmental objectives of the EU Taxonomy Regulation.*

- Describe how the gender dimension (i.e. sex and/or gender analysis) is taken into account in the project's content. *If* you do not consider such a gender dimension to be relevant in your project, please provide a justification.

  ⚠️ *Remember that that this question relates to the <u>content</u> of the planned 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

- Describe (if relevant) how appropriate open science practices are implemented as an integral part of the proposed methodology. Show how the choice of practices and their implementation are adapted to the nature of your work, in a way that will increase the chances of the project delivering on its objectives. If you believe that none of these practices are appropriate for your activity, please provide a justification 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'.*

- Research **data management and management of other innovation outputs**: Applicants generating/collecting data and/or other research outputs (except for publications) during the project must provide information on how the data/research outputs will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable), addressing the following (the description should be specific to your project):

  Types of data/research outputs (e.g. experimental, observational, images, text, numerical) and their estimated size; if applicable, combination with, and provenance of, existing data.

  Findability of data/research outputs: Types of persistent and unique identifiers (e.g. digital object identifiers) and trusted repositories that will be used.

  Accessibility of data/research outputs: IPR considerations and timeline for open access (if open access not provided, explain why); provisions for access to restricted data for verification purposes.

Interoperability of data/research outputs: Standards, formats and vocabularies for data and metadata.

Reusability of data/research outputs: Licenses for data sharing and re-use (e.g. Creative Commons, Open Data Commons); availability of tools/software/models for data generation and validation/interpretation /re-use.

Curation and storage/preservation costs; person/team responsible for data management and quality assurance.

⚠️ *Proposals selected for funding under Horizon Europe 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.*

⚠️ *For guidance on open science practices and research data management, please refer to the relevant section of the HE Programme Guide on the Funding & Tenders Portal.*

1.3. Financial sustainability *[e.g. 2-3 pages]*

- Please provide explanation how the activity will contribute to the **KICs financial sustainability**. Please present planned commercialisation strategy of the project outputs, indicating close cooperation with the clients/citizens, potential financial returns from the project and potential contribution of the project towards achieving the Innovation Community's financial sustainability.

2. Impact *[max. 5 pages]*

> **Impact – aspects to be taken into account.**
>
> – Credibility of the pathways to achieve the expected outcomes and impacts specified in the EIT SIA 2021-2027, and the likely scale and significance of the contributions due to the activity.
> – Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities.

The results of your activity should make a contribution to the expected outcomes set out for the EIT SIA 2021-2027 over the medium term, and to the wider expected impacts set out in the 'destination' over the longer term.

In this section you should show how your project could contribute to the outcomes and impacts described in the EIT SIA 2021-2027 and the KPIs in the EIT Impact Framework, the likely scale and significance of this contribution, and the measures to maximise these impacts. Please note that each KAVA included in the KIC Business Plans must contribute to at least one core EIT KPI.[1]

2.1   Project's pathways towards impact *[max. 4 pages]*

- Provide a **narrative** explaining how the activity'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

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[1] The EIT core KPIs are provided in red in the EIT Impact Framework: https://eit.europa.eu/library/eit-simplified-impact-framework. These KPIs are taken into account for funding allocation decisions.

components below, tailored to your activity.

(a) Describe the unique contribution your activity results would make towards (1) the **outcomes** specified in this topic, and (2) the **wider impacts**, in the longer term addressing the societal challenges and achieving EIT's objectives and by when.

⚠️ *Be specific, referring to the effects of your activity.*

⚠️ *State the target groups that would benefit if relevant. 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 should be aligned with the EIT Impact Framework and may be:*

- *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 and services to the market, increasing efficiency, decreasing costs, increasing profits, contributing to standards' setting, etc.*

- *Societal , e.g. decreasing CO_2 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 measured through the KPIs in the EIT Impact Framework. Avoid describing very tenuous links to wider impacts. However, include any potential negative environmental outcome or impact of the project. Where relevant, explain how the potential harm can be managed.

(b) Describe the activity's contribution to the EIT core and KICs specific KPIs.

Table 2.1. List of EIT Core KPIs

Year 2023, 2024 and 2025

EIT area	KPI Code	EIT KPI	Target	Indicate WP(s)
Innovation	[EITHE02.4]	Innovations launched on the market with a sales revenue of at least 10 000 EUR documented		
Business Creation	[EITHE04.4]	Start-ups created having a financial transaction of at least 10 000 EUR for a service/product (result of the KIC KAVA) sold to customers		
	[EITHE05.1]	Start-ups created by students enrolled and graduates from EIT-labelled programmes		
	[EITHE06.1]	Investment attracted by KIC-supported start-ups and scale-ups		
Education	[EITHE07.1]	Graduates from EIT-labelled programmes		
Leveraging investments in R&I	[EITHE11.2]	Financial sustainability coefficient - Total non-EIT financing generated by the KIC Legal Entity		
Horizontal outputs	[EITHE18.1]	% of less represented gender in top governance and management positions combined		

(c) Describe any requirements and potential barriers - arising from factors beyond the scope and duration of the activity - that may determine whether the desired outcomes and impacts are achieved. These may include, for example, other R&I work within and beyond Horizon Europe; regulatory environment; targeted markets; user behaviour. Indicate if these factors might evolve over time. Describe any mitigating measures you propose, within or beyond your activity, 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'.*

2.2 Dissemination, exploitation and communication *[e.g. 3 pages]*

- Describe the planned measures to maximise the impact of your activity by providing a first version of your '<u>plan for the dissemination and exploitation including communication activities</u>'. Describe the dissemination, exploitation and communication measures that are planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, relevant stakeholders, public at large).

⚠️ *Please remember that this plan is an admissibility condition. 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 activity's progress.*

The D&E plan should:

• be specific and proportionate to the scale of the project.

• define the relevant stakeholder groups, such as policy makers, industry representatives, investors, standardisation bodies and regulatory authorities, national and regional administrations who will be reached by the projects with their dissemination and exploitation activities.

• contain the designated dissemination channels (including , Horizon Results Platform, Open Air, EU Science Publication, EIT website), target audiences and consortium partners responsible for the Dissemination activities.

• contain the expected exploitable results, their exploitation routes and consortium partners responsible for the exploitation activities.

• Include also an overview of good practices, lessons learnt and success stories that could be disseminated.

• be updated regularly according to the project work plan with results achieved and possible drawbacks experienced.

- Describe the Cross-KIC's overall planned contribution to the development of the EIT Community brand identity, including the consistent visibility of EU and EIT support and financing through all of the Cross-KIC's activities in full alignment with the Partnership Agreement (PA) provisions.

⚠️ *Communication[2,] measures should promote the activity throughout the full lifespan of the activity. The aim is to inform and reach out to society and show the activities performed, and the use and the benefits the activity will have. Activities must be strategically planned, with clear objectives,*

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[2] *For further guidance on communicating EU research and innovation for project participants, please refer to the Online Manual on the Funding & Tenders Portal*

start at the outset and continue through the lifetime of the activity. 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.

⚠ *Dissemination is related to sharing results and good practices with a view of facilitating their further exploitation by the European and global innovation community. Dissemination of results is mandatory for EU R&I beneficiaries to maximise the take-up of the new knowledge, both for commercial purposes and for policy making; and to boost research & innovation among participants in EU R&I programmes and others who could benefit from the activities taking place and to be accountable for expenditure and making sure that EU citizens benefit.*

⚠ *Exploitation is the utilisation of results in further research activities other than those covered by the action concerned, or in developing, creating and marketing a product or process, or in creating and providing a service, or in standardisation activities, or feeding back into policy making activities.*

⚠ *All measures should be proportionate to the scale of the activity, and should contain concrete actions to be implemented both during and after the end of the activity, e.g. standardisation activities. Your plan should give due consideration to the possible follow-up of your activity, 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.*

⚠ *If exploitation is expected primarily in non-associated third countries, justify by explaining how that exploitation is still in the Union's interest.*

⚠ *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.*

- If relevant, outline your strategy for the management of intellectual property, foreseen protection measures, such as patents, design rights, copyrights, trade secrets, etc., and how these would be used to support exploitation.

  ⚠ *If your activity 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 activity.*

  ⚠ *If your activity is selected, you must indicate the owner(s) of the results (results ownership list) in the final periodic report.*

3. Quality and efficiency of the implementation

> *Award criteria – 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.*
> – *Implementation efficiency*
> – *Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise.*

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

Please provide the following:

- brief presentation of the overall structure of the work plan ensuring its relevance and consistency with the scope defined in the Invitation to submit proposals for the 2022-2024 Cross-KIC activities;

- 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.:

  o a list of work packages (table 3.1a);

  o a description of each work package (table 3.1b);

  o 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. 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, including by the Commission.*

    ⚠️ *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 'dissemination, exploitation and communication activities', and to give due visibility in the work plan to 'data management' 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 does not apply to topics where a plan was not required.) 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 in section 3 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 activity 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 activity 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 in proposal part A);

- if applicable, a table showing justifications for 'other costs categories' (table 3.1i).

3.2 Implementation effciency *[e.g. 2 pages including tables]*

Please indicate the <u>total budget</u> for the cross-KIC activity in year 2023-2025 and its breakdown per KIC and main work packages.

Total Cost Summary Table

2023 EIT Contribuiton

KIC / Work Package	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					
WP 2					
….					
……					
……					
WP (n)					
Total Cost (€)					

2024 EIT Contribuiton

KIC / Work Package	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					
WP 2					
….					
……					

……					
WP (n)					
Total Cost (€)					

2025 EIT Contribuiton

KIC / Work Package	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					
WP 2					
….					
……					
……					
WP (n)					
Total Cost (€)					

2023 – 2025 EIT Contribution

KIC / Work Package	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					
WP 2					
….					
……					
……					
WP (n)					
Total Cost (€)					

2023 – 2025 Total cost (in case of co-funding)

KIC / Work Package	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					

WP 2					
….					
……					
……					
WP (n)					
Total Cost (€)					

3.3 Capacity of participants and consortium as a whole *[e.g. 3 pages]*

⚠️ *The individual members of the consortium are described in a separate section under Part A. 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. Include in the description affiliated entities and associated partners, if any.

- Show (if appllicable) 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, evidencing a cross-KIC value added of the activity on the work package level? 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 based in a country or is an international organisation that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in the Work Programme General Annexes B are automatically eligible for EU funding), explain why the participation of the entity in question is essential to successfully carry out the project

- Cross-KIC activities governing and executive structure, organigramme and roles and responsibilities of the KIC LE executive staff.

- Anti-Fraud elements in line with the KIC policy.

- Audit control system, grant assurance and monitoring.

Tables for section 3.1

⚠️ *Use plain text for the tables in section 3.1. If the proposal is invited to start Grant Agreement preparation, these tables will have to be encoded in the grant management IT tool, where no graphics or special formats are supported.*

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

Table 3.1b: Work package description

For each work package:

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

Provide relevance and cross-KIC value value added of the WP, as well as its intendent and specific (quantified) impact to be achieved.

Provide the WP's objectives. The objectives should be formulated according to the SMART methodology and aligned with the expected outcomes and contributing to the objectives of the cross-KIC activity as defined in the invitation to submit proposals for the 2023-2025 Cross-KIC activities.

For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value – if relevant and target and interim values).

Description of work

Describe the key activities/ tasks of the work package together with the timeline and expected deliverables. The description must clearly show what will be implemented in consecutive years and how the WP's activities contribute to its objectives.

Clearly indicate roles and activities run by specific KICs. Please describe their exact contribution.

Provide information about the work package coordination activities and its contribution to the activity's monitoring and reporting modalities to the EIT.

Provide quantified information of the WP's contribution to the KICs' financial sustainability.

Provide detailed information of the WP Management and/or coordination, in particular regarding the way the FTE dedicated to Cross-KIC activities is controlled/monitored in regards other activities delivered in the KIC Business Plan in the same period.

Provide information on the WP's contribution to the cross-KIC activity's dissemination and communications activities.

Please note that the scope of the actions should be aligned with scope defined in the Invitation to submit proposals for the 2023-2025 Cross-KIC activities;

Deliverables and outputs

List all outputs and deliverables (brief description and month of delivery). Mention, which KICs are responsible for which outputs and deliverables. Each output/deliverable should be assigned to one KIC only and should be linked with the WP's specific activities.

Table 3.1c: List of Deliverables (focus on delivering impact)[3]

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

Deliverable (number)	Deliverable name and short description	Short description	Work package number	Short name of lead participant	Type	Dissemination 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)

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[3] 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 Online Manual on the Funding & Tenders Portal.

Table 3.1d: **List of milestones (focus on the activity implementation milesones such as progress reports, Steering Committees meeting, etc.)**

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 activity rather 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 in proposal part A). 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 participants 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
Financial support to third parties		
Internally invoiced goods and services		

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

Please complete the table below for each participants 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		

ANNEXES TO PROPOSAL PART B

Some calls may ask to upload annexes to proposal part B. The annexes must be uploaded as separate documents in the submission system. The most common annexes to be uploaded in Horizon Europe are (standard templates are published in the Funding & Tenders portal):

- **CLINICAL TRIALS:** Annex with information on clinical trials
- **FINANCIAL SUPPORT TO THIRD PARTIES:** Annex with information on financial support to third parties.
- **CALLS FLAGGED AS SECURITY SENSITIVE:** Annex with information on security aspects.

ETHICS: ethics self-assessment should be included in proposal part A. However, in calls where several serious ethics issues are expected, the character limited in this section of proposal part A may not be sufficient for participants to give all necessary information. In those cases, participants may include additional information in an annex to proposal part B.

Proposal template Part B: technical description

TITLE OF THE PROPOSAL

List of participants

Participant No. *	Participant organisation name	Country
1 (Coordinator)		
2		
3		
…		

Executive summary

1.   Excellence

1.1   Objectives and ambition

Insert here text for your proposal

1.2   Methodology

Insert here text for your proposal

1.3. Financial sustainability

Insert here text for your proposal

2.   Impact

2.1   Project's pathways towards impact

Insert here text for your proposal

KPIs Tables - The Key Performance Indicators (KPIs) at portfolio level

Table 2.1. List of EIT Core KPIs

Year 2023, 2024 and 2025

EIT area	KPI Code	EIT KPI	Target	Indicate WP(s)

Innovation	[EITHE02.4]	Innovations launched on the market with a sales revenue of at least 10 000 EUR documented		
Business Creation	[EITHE04.4]	Start-ups created having a financial transaction of at least 10 000 EUR for a service/product (result of the KIC KAVA) sold to customers		
	[EITHE05.1]	Start-ups created by students enrolled and graduates from EIT-labelled programmes		
	[EITHE06.1]	Investment attracted by KIC-supported start-ups and scale-ups		
Education	[EITHE07.1]	Graduates from EIT-labelled programmes		
Leveraging investments in R&I	[EITHE11.2]	Financial sustainability coefficient - Total non-EIT financing generated by the KIC Legal Entity		
Horizontal outputs	[EITHE18.1]	% of less represented gender in top governance and management positions combined		

2.2 Measures to maximise impact - Dissemination, exploitation and communication

Insert here text for your proposal

3. Quality and efficiency of the implementation

3.1 Work plan and resources

Insert here text for your proposal

3.2 Implementation effciciency [e.g. 2 pages including tables]

Total Cost Summary Table

2023 EIT Contribution

KIC *Work Package*	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					
WP 2					
….					
……					
……					
WP (n)					
Total Cost (€)					

2023 Total Cost

KIC *Work Package*	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					
WP 2					
….					
……					
……					
WP (n)					
Total Cost (€)					

2024 EIT Contribution

KIC *Work Package*	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					
WP 2					
….					
……					
……					
WP (n)					
Total Cost (€)					

2024 Total Cost

KIC *Work Package*	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					
WP 2					
….					
……					
……					
WP (n)					
Total Cost (€)					

2025 EIT Contribution

KIC / Work Package	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					
WP 2					
….					
……					
……					
WP (n)					
Total Cost (€)					

2025 Total Cost

KIC / Work Package	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					
WP 2					
….					
……					
……					
WP (n)					
Total Cost (€)					

2023 – 2025 EIT Contribution

KIC / Work Package	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					
WP 2					
….					
……					
……					
WP (n)					
Total Cost (€)					

2023 – 2025 Total cost

KIC / Work Package	KIC 1	KIC 2	KIC…	KIC (n)	Total Cost (€)
WP 1					
WP 2					
….					
……					
……					
WP (n)					
Total cost (€)					

3.3 Capacity of participants and consortium as a whole

Insert here text for your proposal

Tables for 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

Table 3.1b: Work package description

For each work package:

Work package number	
Work package title	

Objectives

Description of work

Table 3.1c: List of Deliverables

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

Table 3.1d: List of milestones

Milestone number	Milestone name	Related work package(s)	Due date (in month)	Means of verification

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

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Participant Number/ Short Name				
Participant Number/ Short Name				
Total Person Months				

Table 3.1g: 'Subcontracting costs' items

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)**

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)**

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

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

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		