European Institute of
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Horizon Europe Programme

Application Form (EIT)
Higher Education Institutions (HEI) initiative
2023-2025

Project proposal – Technical description (Part B)

Version 1.0
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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 in the Invitation to submit proposals for EIT HEI Initiative - Innovation Capacity Building for Higher Education 2023-2025) 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. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation.

⚠️ **Page limit**: The title, list of participants and sections 1, 2 and 3, 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 of R&I investments (long term). It refers to the specific contribution of the project 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 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 shortly after the end of the project.
Pathway to impact	Logical steps towards the achievement of the expected impacts of the project over time, in particular beyond the duration of a project. A pathway begins with the projects' 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 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.
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.*
>
> − Clarity pertinence and relevance of the proposal's objectives
>
> − Credibility of the financial model and contribution to KIC financial sustainability.
>
> − Quality of the proposed coordination and/or support measures including soundness of methodology.
>
> − Quality of synergies and links with existing initiatives at EU, national and regional level.

1. Excellence *[e.g. 12 pages]*

- *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.*

- *Disclaimer: Please take note that the proposal for all elements of activities taking place beyond year 2023 are subject to the EIT Interim assessment of the pilot stage of the initiative (2021-2023), as foreseen in the EIT SIA 2021-2027, and could go ahead only if as a result of this interim evaluation, the EIT Governing Board will decide on continuation of the initiative beyond 2023.*

1.1 Objectives and ambition *[e.g. 3 pages]*

- Briefly describe the long terms objectives/ mission and the specific objectives for the proposed work. The objectives should be formulated according to the SMART methodology (Specific, Measurable, Achievable, Relevant, and Time-bound). Why are they pertinent to the strategic objectives of the initiative (as specified in the EIT Strategic Innovation Agenda 2021-2027)?

- For each objective, define appropriate indicators for measuring achievement in line with the KPIs in the EIT Impact Framework (including a unit of measurement, baseline value – if relevant and target value).

- How does the proposal demonstrates ambition to contribute to strengthening the European Higher Education Institutions' (HEIs') capacity through innovative and new models compared to what is already done?

- Briefly describe the alignment of the objectives to the participating KICs' Multiannual Strategic Agendas. How is the proposal relevant and appropriate for implementation of the KICs' multiannual strategies? How is the Knowledge Triangle Integration (KTI) covered? How does the proposal contribute to achieving the future high-level results and impacts included in the EIT Impact Framework?

- What are the key success factors, main lessons learnt and how these lessons were taken on board when preparing the proposal?

1.2 Financial model and financial sustainability approach *[e.g. 2 pages]*

- Credibility of the financial model. Please describe briefly the financial model in narrative (the detail budget and costs are described below under different section). Please explain how the financial commitment from HEIs participating in the activities will be ensured.

- Please provide explanation how the projects are expected to become sustainable beyond the EIT funding and potentially how the activity will contribute to the participating 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 participating KICs' financial sustainability, where relevant.

1.3   Coordination and/or support measures and methodology *[e.g. 5 pages]*

- Describe and explain the coordination and/or support measures and 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. Please explain how the openness and transparency will be ensured and provide explain how the open calls will be conducted to select the particular activities. .

  - *This section should be presented as a narrative (and visuals). 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.*

- Present how you will monitor the activity's implementation. Please describe how the checkpoints and different phases / stages of the selected projects implementation are structured and evaluated. Refer to any challenges you may have identified in the chosen methodology and how you intend to overcome them.

- Explain how the proposal will enable the participating KICs to deliver their strategic objectives in the context of this initiative. Refer to the main challenges you may have identified and how you intend to overcome them.

- Describe mechanisms supporting integration of partners and their activities across the knowledge triangle and how existing know-how, past results and experience will be used to contribute to the objectives of the initiative. Please explain how these approaches are contributing to the Knowledge Triangle Integration.

- 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 proposal, 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 research outputs:** Applicants generating/collecting data and/or other research outputs (except for publications) during the implementation must provide maximum 1/2 page on how the data/research outputs will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable).

  - *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.*

1.4 Quality of synergies and links with existing initiatives at EU, national and regional level. [e.g. 2 pages]

- Describe how the synergies with the relevant initiatives at the EU, national and regional level will be created and exploited. Provide more details specifically on the following connections, tools and synergies: European University Initiative, HEInnovate, Smart Specialization, Regional Innovation Impact Assessment (RIIA) Framework, etc.

2. Impact [e.g. 13 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, participating KICs' Strategic Agendas and in the EIT Impact Framework, and the likely scale and significance of the contributions due to the proposal.

- 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 proposal should make a contribution to the expected outcomes set out in the EIT SIA 2021-2027, participating KICs' Strategic Agendas over the medium term, and to the wider expected impacts (and respective targets) 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 (and the core EIT KPIs in particular), the likely scale and significance of this contribution, and the measures to maximise these impacts. Please note that your project must contribute to at least one core EIT KPI.[1]

2.1 Pathways towards impact [e.g. 7 pages]

- Provide a **narrative** explaining how the results foreseen in the proposal 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 proposal.

  (a) Describe the unique contribution your results would make towards (1) the **outcomes** specified in this initiative, and (2) the **wider impacts**, in the longer term, specified in the EIT SIA 2021-2027, participating

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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.

KICs' Strategic Agendas and in the EIT Impact Framewrok (with particular reference to the EIT core KPIs).

- *Be specific, referring to the effects of your proposal..*

- *State the target groups that would benefit, if relevant.*

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) KPIs Tables - The Key Performance Indicators (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		

* Disclaimer: Please take note that the proposal for all elements of activities taking place beyond year 2023 are subject to the EIT Interim assessment of the pilot stage of the initiative (2021-2023), as foreseen in the EIT SIA 2021-2027, and could go ahead only if as a result of this interim evaluation the EIT Governing Board will decide on continuation of the initiative beyond 2023.

(c) Give an indication of the scale and significance of the contribution to the expected outcomes and impacts, should the proposal 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*

(d) Describe any requirements and potential barriers - arising from factors beyond the scope and duration of the proposal - that may determine whether the desired outcomes and impacts are achieved.. Describe any mitigating measures you propose, within or beyond your proposal, 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. 6 pages]*

- Describe the planned measures to maximise the impact of your proposal 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. relevant stakeholders, end users, , public at large, etc.).

  - *This plan shall describe the **contribution to the development of the EIT Community brand identity** through all of the activities, including the consistent **visibility** of EU and EIT support and financing through all of the activities.*

  - *It shall also include overview of the planned **external communications of activities** and achievements across Europe including the general approach including annual objectives and targets, channels tools, and target audiences.*

  - *It shall provide an overview of the planned **dissemination of results, good practices and lessons learnt** from all of its activities including the general approach, including key objectives, indicators ; target audiences and main stakeholders; dissemination tools and channels (internal and external); management and monitoring of dissemination activities; links to communication and exploitation*

  - *It shall also include an overview of the planned **stakeholder engagement priorities and activities**, including the annual identifying priority stakeholders, formats of engagement and general timeline.*

  - *Please remember that this plan is an admissibility condition. In case the 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 implementation progress.*

- *Communication[2] measures should promote the initiative throughout the full lifespan of the activities. The aim is to inform and reach out to society and show the activities performed, and the use and the benefits the initiative and particular activities will have for citizens. Activities must be strategically planned, with clear objectives, start at the outset and continue through the lifetime of the initiative. 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 utilization 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.*

- *Stakeholder Engagement refers to the process of engaging and interacting in a timely and targeted manner with relevant, influential stakeholders (e.g. key decision-makers, Knowledge Triangle stakeholders etc.). The main objective of the stakeholder engagement efforts should be to ensure the support of the stakeholder for the mission and activities of the initiative and the overall EIT Community, via awareness raising, effective consultation and involvement.*

- *All measures should be proportionate to the scale of the proposal, and should contain concrete actions to be implemented both during and after the end of the proposal, e.g. standardisation activities. Your plan should give due consideration to the possible follow-up of your proposal, once it is finished. In the justification, explain why each measure chosen is best suited to reach the target group addressed. Where relevant, describe the measures for a plausible path to commercialise the outcomes.*

- *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 proposal that will contribute to designing, monitoring, reviewing and rectifying (if necessary) the initiative 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 proposal 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 activities.*

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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*

- *If your proposal 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 [e.g. 20 pages]

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.

– 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. 15 pages – as shall be 2 pages max. per WP; the tables must be filled as part of the Part B template.]*

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.:

  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 proposal 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 proposal.*

    - *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 implementation, that the stated 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 implementation progresses (table 3.1e);

- a table showing number of Full-time equivalent (FTE) per year required per Work Package (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   Capacity of participants and consortium as a whole *[e.g. 5 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 and partnership between the participating KICs. How does it match the project's objectives, and bring together the necessary disciplinary and inter-disciplinary knowledge..

- Show (if applicable) how the participating KICs will have access to critical infrastructure needed to carry out the project activities.

- Describe how the participating KICs complement one another (and cover the value chain, where appropriate)

- In what way does each of the participating KICs 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 proposal 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 proposal (see section 2.2).

- **Other countries and international organisations**: If one or more of the participating KICs 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

- HEI governing and executive bodies (in line with overall EIT approved governance of the initiative), organigram, 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

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
1	Management and Administration					
2	HEI CBI Call for Proposals					
3	HEI CBI Grant Management					
4	Innovation Vision Action Plan (IVAPs) Implementation					
5	HEI CBI Monitoring, Evaluation and Learning					
6	Communication and dissemination					
	…					
	…					

Table 3.1b: Work package description

For each work package:

Work package number	
Work package title	e.g HEI CBI Call for Proposals

- *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
Provide detailed information of the WP in particular regarding the way the FTE dedicated to HEI activities is controlled/monitored in regards other activities delivered in the KIC Business Plan in the same period.

Deliverables (brief description and month of delivery)

Table 3.1c: List of Deliverables[3]

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

Deliverable (number)	Deliverable name	Short description	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)
	Quarterly status reports						
	Text of the call for activities proposed by HEI CBI Project management team,						
	Process and methodology for selection of the activities,						
	Mid-term evaluation of the particular projects and activities carried out by the HEI CBI Project management team (stage-gate assessment);						

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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.

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)

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 proposal; 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		
…		

1.   Excellence

1.1   Objectives and ambition

Insert here text for your proposal

1.2   Financial model and financial sustainability approach

Insert here text for your proposal

1.3   Coordination and/or support measures and methodology

Insert here text for your proposal

1.4   Quality of synergies and links with existing initiatives at EU, national and regional level
Insert here text for your proposal

2.   Impact

2.1   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 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

Table 3.1f: Summary of staff effort

	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

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		