Instructions for the Applicant

## 

This template is used to fill in the description of the project by the applicant under call *09I05-03-V2 – Call to support research projects focused on digitalization of the economy in TRL levels 1-3.* The structure of this form **must be maintained.** It is prepared to allow an efficient, transparent, and fair examination of each application. Parts 1, 2 and 3 are identical to the evaluation criteria. Only complete applications, which address all the mandatory parts set out in this template and in the call, will be included in the evaluation process. If the application is approved, substantial changes in the content of the project or in the composition of the consortium (if the project is submitted together with the partners) will not be possible.

The description of the project shall not exceed 30 pages. All tables, numbers, references, or other relevant information must be included in the project description and count towards the total page limit. The maximum limit must not be circumvented by inserting external hyperlinks. Content that exceeds the allowed project description limit will not be considered and will not be subject to expert evaluation, so we recommend respecting the maximum page limit.

Formal requirements for the description of the project:

The prescribed font to use in the description of the project is Times New Roman or Arial, minimum size 11. A font size of 10 is allowed in the tables; the applicant should not circumvent the set limit on the number of pages by artificially replacing the text with tables.

The size of the page is A4 with edges of at least 1.5 cm. Page numbering should be maintained in the project description.

Delete all instructions in this template highlighted in grey before the application is submitted.

Project description (template) under call 09I05-03-V2 Call to support research projects focused on digitalization of the economy in TRL levels 1-3

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Title of the project:

Short title of the project/Acronym: *max. 50 characters*

Technology Readiness Level (TRL) of the project activities[[2]](#footnote-3):

Identification of the entities involved in the implementation of the project:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Official name of the entity | Abbreviated name of the entity  Please indicate the short name of the entity that you will use throughout the application, max. 15 characters | Role in the project |
| 1 |  |  | Applicant |
| 2 |  |  | Partner |
| 3 |  |  | Partner |
|  |  |  |  |
|  |  |  |  |

It is necessary to maintain the same order and numbering of the entities throughout the application. Where the project is submitted only by the applicant without application of the partnership institute, it shall delete the lines intended for the partners.

## 1. Excellence of the project

*Specification of the aspects relevant for this section*:

*Relevance of the project or its link and contribution to the objectives and areas targeted by the call.*

*Relevance of the problems/needs to which the project is focused on.*

*How the project goes beyond the currently available technical solutions, procedures, products, etc. (“beyond the state of the art”)*

*Compliance of the project with strategic documents at national and/or European level and link of the project activities to the European Research Area.*

*Compliance of the project activities with the declared technology readiness level (TRL).*

*The excellence of the applicant and partners and their relevance to the project and the proposed methodology.*

*Appropriateness, timeliness and relevance of the proposed methodology to the objectives of the project.*

*Quality of use and management of research data and outputs within the project, integrating the principles of open science.*

### 1.1 OBJECTIVES OF THE PROJECT

* Main objective of the project

Describe the main objective of the project and its relevance to the objective and goal of the call.

* Specific objectives of the project

Describe the individual objectives of the project – the objectives should be clearly defined, realistic, measurable, achievable in the implementation of the project and synergistic between all consortium partners (if there are partners in the project). For each objective, please also indicate how it will be verified and evaluated.

### 1.2 RELEVANCE, QUALITY AND INNOVATIVENESS OF THE PROJECT

* Challenges and problems the project responds to

*Please briefly describe current state in the area the project will focus on. How will the planned activities of the project address problems and challenges in this area? What is necessary/appropriate to deal with such a project? What is the comparative advantage of solving this project in Slovakia, given applicants/consortium versus other countries, other entities?*

*How does the project go beyond the currently available solutions, processes, products, etc.? What makes it original and innovative?*

*What is the demand for the areas and solutions that the project will address? How does the project respond to market demand?*

Describe at what stage of preparation and development are the specific activities of the project. Define the technology readiness level within the planned activities – in what spectrum from “idea to application” or from “laboratory to market” are the proposed activities and where they should get (within the project?) (where possible/relevant).

*Identify the link and consistency of your project’s activities with strategic documents at national and/or European level.*

*Describe the link between the project and its activities to the European Research Area.*

* **Excellence of the applicant, partners**

*Describe the excellence of the applicant, partners, compliance of their expertise and capacities with the proposed project.*

*Describe the uniqueness of the applicant, the partners in relation to the project, the synergy between the different partners (if there are partners in the project).*

1.3 METHODOLOGY

*Describe how the project is implemented. Describe the methods and procedures used in each activity and their suitability and interconnection. Describe the concepts, models, assumptions underlying the proposed project methodology.*

*Describe how the proposed methods and procedures will ensure the achievement of the project’s objectives.*

*Describe the link between the project entities (applicant, partners) and the proposed procedures and methods.*

*Describe possible challenges in the implementation of the project in relation to the methodology and the proposed way to overcome them.*

*Describe the use and management of research data and other research outputs within the project. If the project collects data and/or other research outputs (except publications), how the data/outputs of the research will be managed. Describe how open science principles will be integrated in the project.*

*Describe the use of the research infrastructure within the project and its link with the proposed methodology, if the project aims to invest in research infrastructure.*

*Please indicate how the activities of the project comply with the ‘do no significant harm’ principle[[3]](#footnote-4) and identify that they are not among the activities and assets that are excluded from support[[4]](#footnote-5).*

*Describe the applicant and the consortium as such (consortium – if relevant) and their excellence, how they bring sufficient expertise to the project to implement it to the required quality and scope and cover all its aspects (including e.g. multi- and interdisciplinary approach, principles of open science, FAIR access to research data, gender equality in research, etc.).*

## Impact of the project

Specification of the aspects relevant for this section:

*The credibility of the proposed procedures, the likelihood that the project will achieve the expected results and will have the expected impact.*

*The significance of the expected impact – on the given area of knowledge and the scientific community, on the economy, on society, on the environment.*

*Adequacy of expected results and impacts of the project – qualitative and quantitative.*

*The appropriateness and quality of the proposed measures to maximise the results and impact of the project.*

*The quality of the proposed intellectual property rights management strategy for project results (if applicable).*

### 2.1 WIDER IMPACT OF THE PROJECT

Describe the expected impact of the project in the medium and long term.

Describe the wider impact of the project, what the implementation of the project will have beyond its direct focus and after completion of its implementation.

Identify the individual target groups that will benefit from the activities and fulfilment of the project objectives, describe the impact of the project on these groups.

Describe the direct and relevant scientific, economic, environmental, societal impact of the project (or other, if relevant).

Identify and describe the potential negative impact of the project and what are the proposed measures to eliminate/minimise it.

Describe the specific expected results and impact of the project activities (qualitative and quantitative), which will bring significant and direct benefits measurable within the monitored data. Provide the monitored data in a structured form (e.g. table).

Monitored data may include, for example:

* + number of top students, PhD candidates and scientists working in the project
  + number of joint projects supported by other schemes (if partners in the project)
  + number of patent applications
  + number of publications
  + number of collaborations (international, private sector, application sphere)
  + other

When designing project results and impact as part of the monitored data, describe the basis on which the estimate, benchmarks, statistical data, etc. were made.

* Potential obstacles to the planned impact of the project

Describe potential barriers, conditions (e.g., legislative, competitive environment or others that go beyond the scope and duration of the project) that may affect the desired results and impact. Identify whether these factors can evolve over time and the ways you address them.

(This does not include the implementation risks of the project, which will be described below).

### 2.2 MEASURES TO MAXIMISE IMPACT – DISEMINATION AND COMMUNICATION, exploitation of results

*What tools and measures do you choose to maximise the impact of project results and outputs? Describe what communication and sharing tools you will use, list the planned communication activities and target audiences that will be targeted both during and after the project.*

*(In the planned communication activities, take into account the target groups and how to reach them through various tools and ways.)*

*How will possible technology transfer, future commercialisation of project outputs, etc. be ensured?*

Describe the measures to exploit the results of the project even after its completion. Describe the measures for the use of research data and other research outputs after the completion of the project implementation. Describe the measures for the use of the research infrastructure after completion of the project, if the project concerned (also) investment in research infrastructure.

* **Use and protection of intellectual property rights (if relevant)**

*If relevant, describe the strategy for managing intellectual property rights in relation to the results of the project. How will their protection and the possibility of future commercial use be ensured? Briefly describe what requirements will need to be met for the results of the project to be exploited by intellectual property and how you intend to meet these conditions.*

## Implementation

*Specification of the aspects relevant for this section*:

Quality and efficiency of the project plan, feasibility of planned activities.

The coherence and logical framework of the work packages and the adequacy of the resources allocated to them, the adequacy of the proposed milestones and deliverables.

The capacity and roles of each of the actors; as an applicant or consortium, it has the necessary expertise and material-technical equipment.

Estimation of implementation risks, quality of proposed measures.

How the consortium will coordinate and manage the project and processes between the different actors, the adequacy of the division of tasks and responsibilities (in the case of partner projects).

Quality of project management and process setup.

Quality of ensuring gender equality and equal opportunities within the project.

3.1 PROJECT PLAN AND DELIVERABLES

Describe the overall structure of the project plan, which consists of individual work packages, their interconnection, logical and temporal follow-up (e.g. use the Pert diagram).

Please indicate the timeline of the project – indicate the number of months of project duration and the timetable for the implementation of the individual work packages (e.g. use the Gantt diagram)

List the planned work packages (template of the table below) and draw up a separate table for each work package. The number of work packages should be proportionate to the scale and complexity of the project.

3.1.1 Work packages

Template of the table for the work package (1 work package = 1table):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Work package code | Enter the code of the work package generated in the project budget. | | | | |
| Type of research carried out in the work package | Please indicate the type of research that will be carried out in the work package as indicated in the project budget. | | | | |
| Title of the work package | Enter the name of the work package, which will have a maximum of 20 characters. This name should be indicated equally throughout the application and its annexes. | | | | |
| **Start of implementation of the work package (Mx Month[[5]](#footnote-6))** |  | | | | |
| End of implementation of the work package (Mx month) |  | | | | |
| Entities involved (identify also the entity responsible for managing the work package) |  |  |  |  |  |
| Objectives | | | | | |
|  | | | | | |
| Description of the work package | | | | | |
| Where appropriate, please also provide a breakdown into the level of tasks assigned to each entity. | | | | | |
| Deliverables | | | | | |
| *Identify deliverables in numbered list* *and describe it in more detail* | | | | | |

3.1.2 List of work packages (template):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work package code | Title of the work package | Entity responsible for managing the work package | **Start of activities** *(specify month of project implementation)* | **End of activities** *(specify month of project implementation)* |
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3.1.3 List of deliverables (template):

Mandatory deliverables shall be at least:

* Interim report on the implementation and achievements of the project presented at mid-term of project implementation
* Final report on the achievements of the project presented at the end of the project implementation

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Deliverable number | Deliverable | Work package code | Entity responsible for deliverable | Type | Access and dissemination | Method of verification | Delivery (project implementation month) |
|  |  |  |  | Report, prototype, software, patent, other (please specify)... | P= public (public)  N= non-public, limited only to consortium members and intermediary, executor for reporting purposes |  |  |
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3.1.4 List of milestones (template):

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| --- | --- | --- | --- | --- |
| Milestone number | Milestone | Work package code (one or more) | Method of verification | Expected time to reach the milestone (project month) |
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3.2 PROJECT MANAGEMENT AND PROCESSES WITHIN PROJECT MANAGEMENT

Describe the project management, structure, and way of managing the activities, as well as the management and functioning of the consortium, the coordination of the different actors (if relevant).

Describe how gender equality and equal opportunities will be ensured in the implementation of the project and consortium (consortium – if relevant).

Describe the approach of the applicant and other actors (if relevant) to risk management in the implementation of the project.

3.2.1Implementation risks (template):

|  |  |  |
| --- | --- | --- |
| **Description of theimplementation risks[[6]](#footnote-7)** | **Work package code** *(one or more)* | Proposed measures to minimise or eliminate the risk |
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3.3 OPERATIONAL CAPACITY OF THE APPLICANT AND CONSORTIUM

(consortium – if relevant)

Describe the infrastructure necessary for the implementation of the project and how the applicant and partners (partners – if relevant) will have access to it.

Describe the involvement of the private sector/application sphere and how their involvement is consistent with the measures outlined in Section 2 of the Project description – Impact.

*3.3.1* *List of key researchers, innovators or experts involved in the project, their role in the project (template):*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Surname | Gender | Nationality | Entity | Career stage | Role in the project | Identifier |
|  |  | M-man  F-woman (female)  I don't want to mention/other |  |  | R3 – Independent researcher  *R4 – Lead researcher [[7]](#footnote-8)* | team member or team leader | **(***ORCID or Researcher ID or other-Specify)* |
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3.3.2 Description of the research/innovation infrastructure available to the applicant and partners (if the partner is involved) and is necessary for the implementation of the project (template):

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| --- | --- | --- |
| Name of infrastructure or equipment | Responsible entity | Short description and relevance to the project |
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3.3.3 List of the five most important projects per applicant and partners (if a partner is involved) in which they have been involved and are relevant to the submitted project (over the last 5 years) (template):

|  |  |  |
| --- | --- | --- |
| Project name | Responsible entity | Short description |
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3.3.4 A list of maximum five most important outputs to date relevant to the submitted project (for the applicant and for each partner separately – if the partner is also involved in the project) (template):

|  |  |  |  |
| --- | --- | --- | --- |
| Output name | **Type of output** *(e.g. publication, dataset, software, patent, service, product, etc.)* | Responsible entity | Short description  (in case of public output, please also provide a link) |
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1. *After completion of the document, update the Content.* [↑](#footnote-ref-2)
2. *In case of multiple TRL levels during project implementation, please indicate all of them.*  [↑](#footnote-ref-3)
3. *As set out in the Technical Guidance on the application of the ‘do no significant harm’ principle under the RRF Regulation (2021/C 58/01).*  [↑](#footnote-ref-4)
4. *In order to ensure compliance of the call with the DNSH Technical Guidance (2021/C58/01), the following activities and assets are excluded from support:*

   1. *activities and assets related to fossil fuels, including subsequent use, except for electricity and/or heat generation projects, as well as related natural gas transmission and distribution infrastructure that comply with the conditions set out in Annex III to the technical guidance on the application of the ‘do no significant harm’ principle (2021/C58/01).*
   2. *activities and assets under the EU Emissions Trading System (ETS) achieving projected greenhouse gas emissions that are not lower than the relevant benchmarks. If the supported activity achieves projected greenhouse gas emissions that are not significantly below the relevant benchmarks, an explanation of the reasons why this is not possible shall be provided. Benchmarks established for free allocation of allowances for activities falling within the scope of the emissions trading scheme as laid down in Commission Implementing Regulation (EU) 2021/447.*
   3. *activities and assets related to landfills, incinerators. This exclusion shall not apply to activities in installations dedicated exclusively to the treatment of non-recyclable hazardous waste and to existing installations where activities are aimed at improving energy efficiency, capturing exhaust gases for the storage or use or recovery of materials from incineration ash, provided that such measures do not lead to an increase in the capacity of waste treatment facilities or an extension of the lifetime of such facilities; evidence on this shall be provided at installation level.*
   4. *activities and assets related to mechanical-biological treatment facilities of waste. This exclusion shall not apply to activities in existing mechanical biological treatment facilities where the activities are aimed at improving energy efficiency or retrofitting activities for separate waste recycling, composting and anaerobic digestion of bio-waste, provided that such activities do not lead to an increase in the capacity of waste treatment facilities or to an extension of the lifetime of such facilities; evidence on this shall be provided at installation level.*
   5. *activities and assets where long-term disposal of waste can harm the environment.*

   [↑](#footnote-ref-5)
5. The months are indicated ascending from the start of the project, i.e. the month in which the project started is M1. [↑](#footnote-ref-6)
6. Indicating the likelihood that the risk will occur (low, medium, high) and level of the risk (low, medium, high) [↑](#footnote-ref-7)
7. *According to the definitions of categories R1-R4 used by EURAXESS:* [*https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors*](https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors) [↑](#footnote-ref-8)