## Instructions for the Applicant

This template project description is used to fill in the project description by the applicant under the call *09I02-03-V2 – Transformation and innovation consortia*. The structure of this template must be maintained and prepared in such a way as to allow for an efficient and fair evaluation of each application. Sections 1, 2 and 3 are identical to the evaluation criteria. Only complete applications addressing all the mandatory sections set out in this template and the call will be included in the evaluation process. If the application is approved, substantial changes in the content or composition of the consortium will not be possible.

The project description shall not exceed 60 pages. All tables, numbers, references or other important information must be included in the project description and count towards the overall page limit. The maximum limit shall not be circumvented by inserting external links (hyperlinks). Content that exceeds the allowed project description limit will not be taken into account and will not be subject to expert evaluation, so we recommend respecting the maximum limit for the number of pages.

Formal requirements of the project description:

The prescribed font to be used in the project description is Times New Roman or Arial, minimum size 11. The page size is A4 with edges of at least 1.5 cm. Page numbering must be maintained in the project description.

Delete all auxiliary data in this template, indicated in grey before submitting.

In the case of conflicting meanings between language versions of project description form, the English version prevails.

Project description template under the call 09I02-03-V2 Transformation and Innovation Consortia (TIC)

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Name of the project:

Short name of the project: *max. 50 characters*

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Official name of the entity | Short name of the entity  Enter the shortened name of the entity you will use for the entire application form, maximum 15 characters | State | Role in the project |
| 1 |  |  |  | Applicant |
| 2 |  |  |  | Partner |
| 3 |  |  |  | Partner |
|  |  |  |  |  |
|  |  |  |  |  |

It is necessary to maintain the same order and numbering of entities throughout the whole application form.

## 1. Excellence of the project

*Specification of the aspects to be taken into account in the evaluation*:

### 1.1 PROJECT OBJECTIVES

* Main project objective
* Specific project objectives

The objectives should be clearly defined, realistic, measurable, achievable within the project implementation period and synergic among all partners of the consortium. For each objective, indicate also how it will be verified and evaluated.

### 1.2 QUALITY AND AMBITION, RELLEVANCE AND CONTRIBUTION OF THE PROJECT

* Linking the objectives of the project with the objectives of the call

How does the project contribute to the objectives set out in the call? Briefly describe the current state in the area that TIK will focus on. Based on the previous analysis justify:

* why the area/s and identified sectors of the economy on which TIK will focus have significant research and innovation potential for Slovakia. How will the planned activities of TIK directed towards solving problems and challenges in this area?
* how TIC will contribute to the concentration of innovative capacities in Slovakia,
* how TIC will mobilize the participation of the private sector in research and innovation,

*What is the comparative advantage of implementing this project in Slovakia compared to other countries?*

* **Specific areas and challenges to be addressed by TIC and the contribution of the project**

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

*Identify the current status in the areas TIC will deal with. The project goes beyond currently available solutions, processes, products, etc. How does the project go beyond currently available solutions, procedures, products, etc.? How does the project respond to the challenges described above?*

*Describe the joint research and innovation activities of the applicant and TIC partners, new concepts, processes, approaches, services, products, collaborations, etc., that will result from the project or will be develop and their synergy with similar or related projects. Describe the expected outcomes and benefits of the project and its compliance with project objectives.*

Describe at what stage of preparedness and development the specific research and innovation activities of TIC are. Define the level of readiness of the technology within the planned R & I activities — in what spectrum from “ideas to application” or from “laboratory to market”(TRL) are the proposed activities to be covered by the project and where they should get (within the project)? (where possible).

*Describe the method and conditions of using the existing research and innovation infrastructure with the identification of its owners, or operators in TIC and the possible establishment and/or modernization of research infrastructure for the needs of the project.*

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

*Identify the intersection and consistency of your project activities with the long-term priorities and strategic documents of the applicant and key project partners.*

*Describe the connection of TIC and its activities to the European Research Area.*

*How does the project contribute to the development of human resources and the promotion of excellence of the consortium members involved? How does the project contribute to development of entrepreneurial skills.*

*Why should the project be funded under this call? Why is it not possible to finance the project from other sources?*

* **Excellence of the Consortium**

*Describe how the individual consortium members will contribute to its excellence and their respective roles and contributions.*

*Justify the selection of an excellent foreign partner and its contribution to the implementation of the project.*

### 1.3 METHODOLOGY

Describe the overall concept of TIC —realization of individual R & I activities and the role of consortium members in their implementation, potential weaknesses. Describe the methodology and procedures used in the different TIC activities and their interconnectivity. Indicate the interdisciplinarity and cross-sectoral cooperation of consortium members within the activities.

*Describe how the proposed methods and processes ensure achievement of project objectives.*

*Describe how excellent foreign partner will be involved and how best practices will be transferred from abroad.*

*Describe how project activities comply with the “do no significant harm principle”*[[1]](#footnote-2) *and identify that they are not among and assets that are excluded from support.[[2]](#footnote-3)*

How will the research data be used, shared and accessible in the project? What types of data will be collected, gathered and stored and according to what standards? How will this data be used, shared and made available for verification and re-use? If the data is not made available, please indicate why.

## Impact of the project

Specification of the aspects to be taken into account in the evaluation — provide only relevant information — quantify where possible the indicators and targets listed below:

### 2.1 THE WIDER IMPACT OF THE PROJECT

Describe the expected impact of the project from a medium and long-term perspective, explain how TIC and its activities will specifically contribute to meeting the objectives of this call and of the strategic documents of the Slovak Republic in the field of research and innovation, describe their wider impact.

Describe planned scope of project impact (e.g. on national, international, european level etc.)

Describe the concrete expected results and impacts of project activities (both qualitatively and quantitatively) that will bring significant and direct benefits measurable within the monitored data. Provide the monitored data in a structured form (e.g. table).

The monitored data should include:

* + level of private investment in RDI of TIC;
  + number of public-private partnerships established in the field of RDI
  + number of new innovative companies created (startups, spinoffs etc.)
  + number of top students, PhD students and scientists involved in TIC;
  + number of joint submitted projects in other schemes
  + number of joint projects supported by other schemes
  + number of patent applications
  + number of publications

When proposing outcomes and impact of the project within monitored data, describe how was the estimate done – what are the benchmarks, statistic data etc.

* the impact of the project and its outcomes should be in line with the call and the strategic documents of the Slovak Republic in the field of research and innovation and should be:
  + scientific and innovative
  + economic and technological
  + social and environmental
* Sustainability and potential of the consortium beyond the RRP[[3]](#footnote-4)
* Describe how you intend to ensure the sustainability and functionality of the consortium after the end of the RRP funding. Indicate the planned methods of financing and operation.
* Potential obstacles to the planned impact of the project

Describe potential obstacles to the project’s research and innovation activities, 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 how you address them.

* Not including project implementation risks, which will be described below

#### 2.1.1 Target groups

Indicate the target groups that will benefit from TIC activities and outcomes — be specific and indicate specific impacts and target groups.

### 2.2 IMPACT MAXIMISATION MEASURES — DISSEMINATION AND COMMUNICATION

*What tools and measures will you choose to maximise the impact of the project’s results and deliverables? Describe what communication and sharing tools you will use, indicate the planned communication activities and target groups that will be targeted during and after the project.*

* *When planning communication activities, take into account the target audience and how to reach them through different tools and methods.*

*How will technology transfer, commercialization of project deliverables, etc. be ensured?*

*Describe the measures for using the results of the project after its completion. Describe measures for the use of research data and other research outputs after the completion of the project.*

*In case that project included investments in the research infrastructure, describe the measures for the use of the research infrastructure after the completion of the project.*

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

*Will the activities of the project use the technologies, concepts, tools, etc. that are subject to intellectual property? If yes, how will their use be ensured in accordance with the applicable regulations and standards? Describe briefly what steps will need to be taken.*

*Identify TIC deliverables that will be subject to intellectual property and to whom they will belong. How will they be protected and commercially exploited? Briefly describe what requirements will need to be met in order for the project deliverables that will be intellectual property to be used and how you intend to meet these conditions.*

## Implementation of the project

*Specification of the aspects to be taken into account in the evaluation*:

Describe the overall structure of the project plan, which consists of individual work packages, their connectivity, logical and time sequence (e.g. use the Pert diagram).

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

### 3.1 PROJECT PLAN AND DELIVERABLES

Provide a list of planned work packages (table template below) and draw up a separate table for each work package. The mandatory work packages in this call are:

* management
* communication and dissemination

#### 3.1.1 Work packages

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number of work package |  | | | | |
| **Title of the work package** | Indicate the name of the work package, which will have a maximum of 20 characters. This name should be indicated in the same way throughout the application and its annexes. | | | | |
| **Start of the work package (month Mx)** |  | | | | |
| **End of work package (month Mx)** |  | | | | |
| Entities involved (identify also the entity responsible for the management of the work package) |  |  |  |  |  |
| Involvement of the entity (expressed in Person Months) |  |  |  |  |  |
| Overall direct costs including cofinancing if it is relevant for the subject without personal costs allocated to the WP (EUR) |  |  |  |  |  |
| Objectives | | | | | |
|  | | | | | |
| Description of work package | | | | | |
| *Where appropriate, please also provide a breakdown into the level of tasks assigned to each entity.* | | | | | |
| Deliverables | | | | | |
| *Identify a numbering of deliverables and describe each deliverable in more detail* | | | | | |

#### 3.1.2 List of work packages (template):

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

The mandatory deliverable shall be at least:

* Summary report on TIC activities and results presented once a year with a list of outcomes and deliverables and newly created projects in key sectors of the economy
* The final report on the achieved results of the project submitted at the end of the project implementation.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Deliverable number | Deliverable | Number of work package | Entity responsible for deliverable | Type | Access and dissemination | Method of verification | Delivery (project implementation month) |
|  |  |  |  | Report, prototype, software, patent, other (specify)... | V=Public  N= non-public, limited to consortium members and executors for reporting purposes only |  |  |
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#### 3.1.4 List of milestones (template):

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| --- | --- | --- | --- | --- |
| Number of Milestone | Milestone | Work package number *(multiple if applicable)* | Method of verification | Delivery time (in months) |
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### 3.2 PROJECT MANAGEMENT AND PROJECT MANAGEMENT PROCESSES

Describe the overall concept of TIC — how the project will be implemented and coordinated by individual entities (e.g. communication, assignment of tasks and division of competences, etc.). How will the involvement of new members be possible during the functioning of the consortium?

Describe how activities are managed, process setup, activity management structure.

Justify the division of the different tasks and responsibilities within the work packages between the applicant and the partners — justify why the assigned entity has sufficient resources to carry out the tasks in the project?

How will gender equality and equal opportunities be ensured in the functioning of TIC?

#### 3.2.1 The risks of implementation (template):

|  |  |  |
| --- | --- | --- |
| Description of implementation risk | **Work package** *(multiple if applicable)* | Proposed measures to minimise or eliminate the risk |
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### 3.3 OPERATIONAL CAPACITY OF THE APPLICANT AND THE CONSORTIUM

*3.3.1* *List of key researchers, innovators or experts involved in the project, their role in the project – max. 5 per institution (template):*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Last name | Gender | Nationality | Entity | The Career Phase | Role in the project | Identifier (ORCID or Researcher ID or other-*specify)* |
|  |  | M-male  F-Female  N-I don't want to mention/other |  |  | R1 — First Stage Researcher  R2 — Recognised Researcher  R3 — Established Researcher  *R4 — Leading Researcher [[4]](#footnote-5)* | team member or team leader |  |
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3.3.2 Description of the research/innovation infrastructure that the applicant and partners have and that is necessary for the implementation of the project *(template):*

|  |  |  |
| --- | --- | --- |
| Infrastructure or equipment | Responsible entity | Short description |
|  |  |  |
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3.3.3 List of the five most important projects for the applicant and the partners in which they have been involved and are relevant to the submitted project (implemented max. in the last 5 years) (template):

|  |  |  |
| --- | --- | --- |
| Project or activity | Responsible Entity | Short description |
|  |  |  |
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3.3.4 List of up to five most important previous outputs (for the applicant and for each partner separately) that are relevant to the submitted project template:

|  |  |  |  |
| --- | --- | --- | --- |
| Output | **Output type** *(e.g. publication, dataset, software, patent, service, product, etc.)* | Responsible Entity | Short description |
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1. *As stated in the Technical guidance on the application of ‘do no significant harm’ under the Recovery and Resilience Facility Regulation (2021/C 58/01).* [↑](#footnote-ref-2)
2. *In order to ensure that the measure complies with the ‘Do no significant harm’ Technical Guidance (2021/C58/01), the following list of activities and assets should be excluded from eligibility:*

   1. *activities and assets related to fossil fuels, including downstream use, except projects under this measure in power and/or heat generation, as well as related transmission and distribution infrastructure, using natural gas, that are compliant with the conditions set out in Annex III of the ‘Do no significant harm’ Technical Guidance (2021/C58/01).*
   2. *activities and assets under the EU Emission Trading System (ETS) achieving projected greenhouse gas emissions that are not lower than the relevant benchmarks. Where the activity supported achieves projected greenhouse gas emissions that are not significantly lower than the relevant benchmarks an explanation of the reasons why this is not possible shall be provided. Benchmarks established for free allocation for activities falling within the scope of the Emissions Trading System, as set out in the Commission Implementing Regulation (EU) 2021/447.*
   3. *activities and assets related to waste landfills, incinerators. This exclusion does not apply to actions under this measure in plants exclusively dedicated to treating non-recyclable hazardous waste, and to existing plants, where the actions under this measure are for the purpose of increasing energy efficiency, capturing exhaust gases for storage or use or recovering materials from incineration ashes, provided such actions under this measure do not result in an increase of the plants’ waste processing capacity or in an extension of the lifetime of the plants; for which evidence is provided at plant level.*
   4. *activities and assets related to mechanical biological treatment plants. This exclusion does not apply to actions under this measure in existing mechanical biological treatment plants, where the actions under this measure are for the purpose of increasing energy efficiency or retrofitting to recycling operations of separated waste to compost bio-waste and anaerobic digestion of bio-waste, provided such actions under this measure do not result in an increase of the plants’ waste processing capacity or in an extension of the lifetime of the plants; for which evidence is provided at plant level.*
   5. *activities and assets where the long-term disposal of waste may cause harm to the environment.*

   [↑](#footnote-ref-3)
3. *Recovery and Resilience Plan of the Slovak Republic* [↑](#footnote-ref-4)
4. *According to the definitions of R1-R4 categories in EUROPEAN FRAMEWORK FOR RESEARCH CAREERS -* [*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-5)