

 Annex 1 to the application – Project description

**PROJECT DESCRIPTION[[1]](#footnote-1)**

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| **Identification details of the applicant/project partner(s)** |
| **Name of the applicant:** |  |
| **Name of partner 1 (if relevant):** |  |
| **Name of partner 2 (if relevant):** |  |
| **Project title:** |  |

1. **PROJECT EXCELLENCE**
	1. **Describe the relevance and benefits of implementing the proposed project to the focus area of the call (research and development focused on innovative digital solutions)**

**Describe the relevance and benefits of implementing the proposed project to the key objective of the call**

**Describe the thematic area within which the proposed digital solution will be developed (in relation to the thematic areas defined under condition no 9 for granting funds from the mechanism – *Project eligibility condition*)**

* 1. **List and characterise the issues and/or needs within the relevant field/industry that the project and the proposed digital solution aim to address at the corporate level**

**List and characterise the issues and/or needs within the relevant field/industry that the project and the proposed digital solution aim to address at the national level**

**List and characterise the issues and/or needs within the relevant field/industry that the project and the proposed digital solution aim to address at the international level,**

**Specify the urgency of the issues and/or needs you have identified at all levels**

**Describe and characterise how and to what extent the project results may contribute to addressing the issues and needs in question**

* 1. **Describe the state-of-the-art and/or current technical solutions and practices in the field/industry in which the digital solution developed through implementing the project is to be used**

**Characterise how and define the extent to which your proposed digital solution goes beyond the current state of play**

* 1. **Define the qualitative level of innovativeness of the digital solution on which the proposed project is focused**

**Describe and specify the potential of the digital solution on which the proposed project is focused to bring added value to the field/industry in which it is envisaged to be used, at the international, national and corporate levels**

**Carry out a comparative analysis of the state of play before and after implementing the proposed project in relation to the proposed digital solution**

* 1. **Identify the potential availability of the proposed digital solution and/or the availability of its sub-elements within the relevant market segment**
	2. **Describe the suitability of the proposed digital solution for application in the field/industry for which it is intended and in which it is envisaged to be used**

**Characterise the extent of the potential of the proposed digital solution for application in the field/industry for which it is intended and in which it is envisaged to be used**

* 1. **Specify the degree of likelihood that the developed digital solution will contain elements of innovativeness in relation to the processes taking place within the field/industry in which it is envisaged to be applied and used**

**1.8 Specify the opportunities for using the developed digital solution, or its sub-elements, in the context of the different actors operating in the field/industry within which it is envisaged to be used at the corporate/national/international level**

**Indicate the potential for using the developed digital solution, or its sub-elements, in the context of the different actors operating in the field/industry within which it is envisaged to be used at the corporate/national/international level**

**1.9 Describe the current phase and/or current status of research and development related to the subject matter of the project (the baseline for implementing the proposed project must be at least at technology readiness level (TRL) 3)**

 **Specify in detail the expected and proposed implementation of exclusively those activities under the project which are in a phase of the research and innovation cycle corresponding to TRL 4-8 (the final state of implementation of the proposed project after completion must not exceed TRL 8)**

**1.10 Characterise and justify in the project the classification of the identified work packages and activities into the different categories of research and development, which are industrial research and experimental development**

**1.11 Describe the thematic focus of the project that is the subject of the application and the thematic focus declared in the project under the step “*short proposal*” submitted under the Horizon Europe EIC Accelerator facility under which it was recommended for submission of a “*full proposal*” (i.e. given a 'go' decision in the *Evaluation Results/Evaluation Summary Report*) and identify the consistency between the two**

1. **PROJECT IMPACT**

**2.1 Characterise the expected impact of implementing the project and achieving its objectives on the state-of-the-art and/or current technical solutions and practices in the field/industry within which the application and use of the developed digital solution is envisaged**

* 1. **Describe in more detail the broader impacts of implementing the project and achieving its objectives (e.g. economic, environmental and social impacts and/or impacts at national/international level)**
	2. **Specify in detail both the qualitative and quantitative impacts of implementing the project and achieving its objectives on the activities of the actors operating in the field/industry within which the application and use of the developed digital solution is envisaged and on improving the efficiency and productivity of these activities**

**Provide a definition of the success criteria in relation to the implementation of the project and the achievement of its objectives and the processes to achieve them through the proposed project and after the completion of the project**

* 1. **Characterise the degree of probability that the eligible project activities implemented will lead to and result in achieving the innovative digital solution proposed in the project (including, where appropriate, the testing, validation and pilot deployment of the solution)**

**Declare the measures to maximise the probability identified**

* 1. **Conduct an analysis of the key production parameters, including final output indicators, for actors operating in the field/industry within which the application and use of the developed digital solution is envisaged, before and after the application of the proposed digital solution**
	2. **Characterise the added value of the developed digital solution for the overall economic performance, health and competitiveness of the actors operating in the field/industry within which the application and use of the developed digital solution is envisaged**
	3. **Specify the potential for creating new markets and/or disrupting existing markets for the developed digital solution**

**Define the essential demand for the developed digital solution**

* 1. **Describe in detail the commercial potential of the digital solution achieved**

**Declare the existence of a realistic and relevant strategic plan for commercialising the developed digital solution, including a strategy for bringing the digital solution to market**

* 1. **Identify and describe the presence of competitors in the same or similar field/industry as that of the applicant and/or project partner(s)**

**Clarify the effect of the identified and described competition on the expected impact of project implementation**

* 1. **Describe in detail and provide all relevant facts which clearly demonstrate that the proposed project adheres to the principle of ‘do no significant harm’ (*‘do no significant harm’*** *means not to promote or carry out an economic activity that significantly harms, where relevant, any environmental objectives within the meaning of Article 17 of Regulation (EU) 2020/852 on the establishment of a framework to facilitate sustainable investment, and amending Regulation (EU) 2019/2088 – activities and assets that are excluded from support in order to ensure that the call complies with the technical guidance on the application of the principle of ‘do no significant harm' are listed and described in the call under condition no 9 for granting funds from the mechanism – Project eligibility condition)*

**Indicate how the activities and assets under the proposed project comply with the principle of ‘do no significant harm’ and identify that they are not among the activities and assets excluded from support**

**2.11 Declare the existence of a strategy to protect the know-how and knowledge of the applicant and/or partner(s)**

**Characterise and describe the current and expected state of intellectual property rights protection and licensing in relation to the proposed project**

1. **PROJECT IMPLEMENTATION**

**3.1 Describe and characterise in as much detail as possible a framework plan for implementing the project, its timetable and the feasibility of the planned activities forming part of the project, both in terms of content and time**

**3.2 In the table below, illustrate and describe in detail the division of the project into individual work packages and specify the information required for each work package in such a way and to such an extent as to make clear their interconnectedness and their logical and temporal continuity – the table in question must be completed for each work package that forms part of the project**

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| **Work package number:** |   |
| **Work package title:** |  |
| **Start of implementation of the work package (month/year):** |   |
| **End of implementation of the work package (month/year):** |   |
| **Research and development category under which the work package falls (industrial research/experimental development):** |  |
| **Members of the partnership involved in the implementation of the work package:** |     |
| **Number of person-months allocated to the implementation of the work package:** |      |
| **Amount of eligible project expenditure allocated to the implementation of the work package:** |  |
| **Description of the work package content:** |  |
| **Description of the work package objectives:**   |  |
| **Description of the activities the implementation of which is the subject matter of the work package, specifying the members of the partnership to carry out each activity:** |  |
| **Description of the tasks to be accomplished through the implementation of the work package:** |  |

**3.3 In the table below, identify and describe in detail the individual project milestones and specify the information required for each milestone in such a way and to such an extent as to make clear their logical and temporal allocation to the individual work packages and their adequacy and relevance in relation to the planned activities, as well as the expected expenditure related to achieving the milestones – the table in question should be completed for each milestone that forms part of the project**

|  |  |
| --- | --- |
| **Milestone number:** |  |
| **Milestone title:**  |  |
| **The date when the milestone will be achieved (month/year) and its relevance to this date:** |  |
| **Number and title of the work package under which the milestone is to be achieved and its relevance to the given work package:** |  |
| **Members of the partnership who will be involved in achieving the milestone and a description of their contribution to achieving it:** |  |
| **A description of the activities necessary to achieve the milestone:** |  |
| **The importance of the milestone and milestone achievement for the implementation of the project:** |  |
| **The probability that the milestone will be achieved and the factors that may slow down/jeopardise achieving it:** |  |
| **Approximate amount of eligible project expenditure allocated to achieving the milestone:**  |  |

 **In the table below, identify and describe in detail the individual project deliverables and specify the information required for each deliverable in such a way and to such an extent as to make clear their logical and temporal allocation to the individual work packages and their relevance and justification in relation to the planned activities and the expected expenditure related to achieving the deliverables – the table in question should be completed for each deliverable that forms part of the project**

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| --- | --- |
| **Deliverable number:** |  |
| **Name and type/kind of deliverable:**  |  |
| **The date when the deliverable will be achieved (month/year) and its relevance to this date:** |  |
| **Number and title of the work package under which the deliverable is to be achieved and its relevance to the given work package:** |  |
| **Members of the partnership who will be involved in achieving the deliverable and a description of their contribution to achieving it:** |  |
| **A description of the activities necessary to achieve the deliverable:** |  |
| **The importance of the deliverable and deliverable achievement for the implementation of the project:** |  |
| **The likelihood that the deliverable will be achieved and the factors that may slow down/jeopardise achieving it:** |  |
| **Approximate amount of eligible project expenditure allocated to achieving the deliverable:**  |  |

**3.4 In the table below, characterise in detail the distribution of roles and responsibilities between the applicant and each project partner under each of the identified work packages and defined project milestones and deliverables**

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| --- | --- | --- | --- | --- |
| **applicant** | **Identified work packages** | **Identified project milestones** | **Identified project deliverable** | **Additional information** |
| **Applicant’s roles** |  |  |  |  |
| **Applicant’s responsibilities** |  |  |  |  |
| **Partner 1** | **Identified work packages** | **Identified project milestones** | **Identified project deliverable** | **Additional information** |
| **Roles of partner 1** |  |  |  |  |
| **Responsibilities of partner 1** |  |  |  |  |
| **Partner 2** | **Identified work packages** | **Identified project milestones** | **Identified project deliverable** | **Additional information** |
| **Roles of partner 2** |  |  |  |  |
| **Responsibilities of partner 2** |  |  |  |  |

**3.5 Describe in detail (in the table below) the material and technical equipment and personnel capacities of the applicant and all project partners allocated to project implementation (in relation to the data and information provided in section B. Personnel matrix in Annex 2 to the application – *Supplementary data*)**

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| **Personnel capacity of the applicant** |
| **Working position under which the capacity is classified** | **Actions/activities to be carried out under this capacity in the context of project implementation** | **Roles for which the capacity will be responsible** | **Qualifications and professional prerequisites of the capacity for implementing the project (education, experience)** | **Previous experience of the capacity in implementing similar/R&D projects** |
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| **Personnel capacity of partner 1** |
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| **Personnel capacity of partner 2** |
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**Define and describe the plan and strategy established to provide for the lacking capacity needed to implement the project and achieve its objectives and deliverables**

**3.6 Specify and explain in detail the previous experience of the applicant and each partner in implementing comparable projects and in implementing research, development and innovation activities**

**3.7 Identify and describe the obstacles and risks (both internal and external) that could potentially jeopardise or slow down the project implementation process and the achievement of its objectives and deliverables**

**Identify and characterise the measures you plan to adopt to minimise or eliminate the negative impact of the identified obstacles and risks**

**3.8 Describe in more detail how the principles of effectiveness, efficiency and necessity of the proposed project expenditure are satisfied with regard to the declared course of project implementation, the achievement of its objectives and the set milestones and deliverables**

**3.9 Provide a detailed justification for the selection of the individual project partners, describe in more detail their previous activities, their relevance and contribution to the implementation of the proposed project and to the achievement of its objectives and deliverables**

**3.10 Characterise how the activities of the individual members of the partnership are coordinated and managed, with an emphasis on the aspects of their effectiveness**

**Characterise the method and scope of communication between the individual members of the partnership, with an emphasis on its effectiveness**

 **Define the roles, division of competences and their adequacy in relation to specific members of the partnership**

**3.11 Characterise the method of project management and the administrative framework to support the individual processes that the implementation of the project involves**

**Describe in detail (in the table below) the material and technical equipment and personnel capacities of the applicant and all partners allocated to project management**

|  |
| --- |
| **Personnel capacity of the applicant allocated to project management** |
| **Working position under which the capacity is classified** | **Actions/activities to be carried out under this capacity in the context of project management** | **Roles for which the capacity will be responsible** | **Qualifications and professional prerequisites of the capacity for managing the project (education, experience)** | **Previous experience of the capacity in managing similar projects/projects supported from public funds** |
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| **Personnel capacity of partner 1 allocated to project management** |
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| **Personnel capacity of partner 2 allocated to project management** |
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1. **We expressly note that the applicants/project partners are not authorised to tamper with or modify in any way the content or formatting of the binding application form under Annex 1 to the application – *Project* *description*. One exception to this rule (where necessary) is the addition of rows to the sheets provided for the purpose of specifying the applicant’s/project partner’s personnel capacity allocated to project implementation and management, as well as copying of the tables provided to describe the specified work packages, milestones and project deliverables. Please also note that when completed and submitted, the volume of Annex 1 to the application – *Project description,* must not exceed 70 pages; at the same time, the applicant/partner is not authorised to modify the formatting of the binding form (page size, margins, font and font size, etc.).** [↑](#footnote-ref-1)