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KYKLOS 4.0

**Annex 2.1:
Open Call #2 Technical proposal template**

**July 2022**

**PROPOSAL TEMPLATE - INSTRUCTIONS**

**Please read carefully before starting your proposal:**

Please use this template to prepare your proposal. It has been organised to ensure that the important aspects of your planned work are measurable with respect to the evaluation criteria. Sections 1 to 4 of this template each correspond to an evaluation criterion (see **Annex 1 – Guideline for Applicants** document for details: <https://kyklos40project.eu/open-calls/open-call-2/>).

The structure of this template **must** be followed when preparing your proposal. Applicants using another template/ document structure will be disqualified. Only those proposals that successfully address all the required aspects included in the template will have the opportunity to be funded.

Please take advantage of the different communication instruments offered by the KYKLOS4.0 consortium (i.e., webinars, help-desk, Q&A section on the website) to receive feedback on questions you may have before submitting your proposal.

The page limit for the proposal (Sections 1-5) is **10** pages (i.e., limit excludes the **cover** and **summary of the project** page, and Ethics and Security section). Figures and tables are allowed and must be included within this page limit. The minimum font size allowed is 11 points (note: tables can use font size 10 points). The page size is A4, and all margins (top, bottom, left, right) should not be changed from their current setting. Paragraph spacing should be a minimum 0pt before/ after, and 1pt line spacing. Calibri or Arial are the required font style and black as the font colour to facilitate readability.

**If you attempt to upload a proposal longer than the specified limit, excess pages will be made invisible, and will not be taken into consideration by the experts.**

Please delete this page when submitting the proposal. Delete the guidance/ information text in green in each section and any footnotes.

# KYKLOS4.0 OPEN CALL #2 – COVER PAGE

|  |
| --- |
| **PROPOSAL INFORMATION AND PARTICIPANTS** |
| **Proposal acronym** |  |
| **Proposal title** |  |
| **KYKLOS4.0 service selected [ID]** |  |
|  |  |
| **PARTNER NO.** | **PARTNER NAME** | **COUNTRY** |
| **Partner 1 (Coordinator)** |  |  |
| **Partner 2** |  |  |
| **Partner 3***(if applicable)* |  |  |

**NOTE: Partner 1 (Coordinator) must be an SME**

**NOTE 2: Only indicate the MAIN service the proposal targets, as selected in the application form**

*[Proposal cover page]*

# SUMMARY OF THE PROJECT

**NOTE: MAXIMUM OF 1 PAGE**

*Provide a full public summary of the project that can be published if the project is funded.*

# CONCEPT

*Describe the overall concept and objectives (general and specific) of the project within the scope of the open call and the KYKLOS 4.0 project, addressing the challenge proposed by the project.*

*Include also:*

* *The addressed manufacturing scenario and proposed solution(s), and integration of KYKLOS 4.0 services and components (see Annex 1.1).*
* *The technical challenges and barriers expected to be solved, aligned with the KYKLOS 4.0 project concept.*
* *Expected project outcomes, which should be justified, measurable and realistic within the timeline of the project implementation.*
* *The innovation potential, and how the project is novel. The circular nature of the project.*
* *The technology readiness level of the proposed experiment.*

# IMPACT

## Socio-economic impact

*Describe the overall impact of the project. Include also:*

* *Describe the relevance and socio-economic impact and benefits of your project and planned experiment.*
* *Describe the industrial relevance and market potential of the project and planned experiment.*
* *Describe the circular nature of the planned experiment and contribution to the circular economy.*

## Commercialisation and business strategy

*Describe the commercialisation and business strategy of the project: Include also:*

* *Planned activities (during and post-project) to ensure the commercialisation of the solution and business strategy to ensure the sustainability of expected project outcomes.*
* *Describe the proposed promotional activities.*

# IMPLEMENTATION

*Describe the proposed experiment and workplan to be implemented towards the achievement of the objectives/ results. Include also:*

* *The specific activities that will be implemented, the time required, and expected outputs.*
* *Relevant milestones and KPIs to measure achievement of results.*
* *KYKLOS 4.0 KPIs that will be targeted (see Annex 1.1).*
* *Partners’ participation in the different work plan activities*
* *External barriers/ risks that may affect the work plan and compromise the project.*
* *How the experiment will be demonstrated and validated at the pilot location of the industrial partner.*

*Table 1. Suggested table for description of activities*

|  |  |  |  |
| --- | --- | --- | --- |
| **Workplan activity name** | **Activity description** | **Planned duration** | **Expected output** |
| **Activity 1** |  |  |  |
| **Activity 2** |  |  |  |
| **Activity 3** |  |  |  |

*NOTE: Add lines (for activities) as required*

*Table 2. Suggested table for description of milestones*

|  |  |  |
| --- | --- | --- |
| **Milestone name** | **Milestone description** | **Delivery month** |
| **Activity 1** |  |  |
| **Activity 2** |  |  |
| **Activity 3** |  |  |

*NOTE: Add lines (for milestones) as required*

*Table 2. Suggested table for description of KPIs*

|  |  |  |
| --- | --- | --- |
| **Milestone name** | **Milestone description** | **Delivery month** |
| **KPI 1** |  |  |
| **KPI 2** |  |  |
| **KPI 3** |  |  |

*NOTE: Add lines (for KPis) as required*

*NOTE: Unless justified, the workplan should only include the 3 mandatory reports (all technical progress associated to the workplan should be included in these reports):*

* *Report R1 - Detailed [project acronym] implementation plan*
* *Report R2 - [Project acronym] experiment report*
* *Report R3 - [Project acronym] commercialisation and business sustainability report*

# CONSORTIUM

## Consortium structure and capacity

*Provide the core consortium structure, including names of people per partner, in the table below. The people included in the proposal must be later involved in the execution. The involvement of additional people in the project implementation but not identified in the proposal is welcome, but the core team provided below must be maintained.*

*Include also:*

* *A short summary of the relevant experience of each person included in the table. Include previous project references relevant to the proposal, products, publications, participation in conferences, collaborations, community projects, etc. Links that evidence these records are recommended as they will help evaluators assess the consortium’s experience and skills).*
* *Justification of how the team has the required knowledge and capacity to guarantee a successful project implementation.*
* *Justification of the partners’ complementarities.*
* *Justification of the consortium’s gender balance.*
* *If applicable, explain the alignment of the proposed project with the partners’ business and strategy (e.g., if this is a new line of work, etc.).*
* *If applicable, describe links or relationship with other entities, customers or experts that are relevant for the implementation of the project.*

|  |  |
| --- | --- |
| **PARTNER NO. 1** | **PARTNER NAME:**  |
| **Name of person** | **Gender (M/F)** | **Role in the project** | **LinkedIn profile (or similar)** | **Key areas of expertise** |
| **Person 1** |  |  |  |  |
| **Person 2** |  |  |  |  |
| **Person 3** |  |  |  |  |

*NOTE: Add tables (for partners) and lines (for persons) as required*

## Consortium motivation

*Briefly describe the consortium’s motivation to apply to this open call.*

# RESOURCES

*Please indicate the number of person-months (full-time equivalent) of people involved in the project in the table below for the duration (up to 6 months) of the project.*

*Table 3. Person-months allocated to the project*

|  |  |  |
| --- | --- | --- |
| **Partner no./ name** | **Name of person** | **Person months (PMs[[1]](#footnote-1))** |
| **Person 1** |  |  |
| **Person 2** |  |  |
| **Person 3** |  |  |
| **TOTAL** |  |

*NOTE: Add lines as required (for persons identified in Section 3.1)*

*Provide a description of expected costs and the requested total contribution using the table.*

*Table 3. Person-months allocated to the project.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost category** | **Partner 1** | **Partner 2** | **Partner 3** *(if applicable)* | **Total consortium** |
| **[A] Direct personnel costs**[[2]](#footnote-2) |  |  |  |  |
| **[B] Travel costs**[[3]](#footnote-3) |  |  |  |  |
| **[C] Equipment costs**[[4]](#footnote-4) |  |  |  |  |
| **[D] Other direct costs** |  |  |  |  |
| **Subcontracting**[[5]](#footnote-5) |  |  |  |  |
| **Indirect costs**[[6]](#footnote-6) |  |  |  |  |
| **TOTAL COSTS** |  |  |  |  |
| **TOTAL REQUESTED FUNDING[[7]](#footnote-7)** |  |  |  |  |

*NOTE: Footnotes can be removed to increase page availability.*

# Ethics and Security

**NOTE: PLEASE FILL OUT THE ETHICS/ SECURITY ANNEX ON THE FOLOWING PAGE.**

## Ethics

If you have entered any ethics issues in the ethical issue table, you must:

* submit an ethics self-assessment, which:
* describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out;
* explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:
* research objectives (e.g. study of vulnerable populations, dual use, etc.)
* research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)
* the potential impact of the research (e.g. dual use issues, environmental damage, stigmatization of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).
* provide the documents that you need under national law (if you already have them), e.g.:
* an ethics committee opinion;
* the document notifying activities raising ethical issues or authorizing such activities

 *If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).*

 *If you plan to request these documents specifically for the project you are proposing, your request must contain an explicit reference to the project title.*

## Security

**Please indicate if your project will involve:**

* Activities or results raising security issues: [YES/NO]
* 'EU-classified information' as background or results: [YES/NO]
* Any potential “dual use” of results: [YES/NO]

## ANNEX: Ethics/Security checklist

**ETHICAL ISSUES TABLE**

|  |  |
| --- | --- |
|  | **YES/NO** |
| **Informed consent** |  |
| Does the proposal involve children? |  |
| Does the proposal involve patients or persons not able to give consent? |  |
| Does the proposal involve adult healthy volunteers? |  |
| Does the proposal involve Human Genetic Material? |  |
| Does the proposal involve Human biological samples? |  |
| Does the proposal involve Human data collection? |  |
| **Research on human embryo/foetus** |  |
| Does the proposal involve Human Embryos? |  |
| Does the proposal involve Human Foetal Tissue / Cells? |  |
| Does the proposal involve Human Embryonic Stem Cells? |  |
| **Privacy** |  |
| Does the proposal involve processing of genetic information or personal data (e.g., health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction) |  |
| Does the proposal involve tracking the location or observation of people? |  |
| **Research on animals** |  |
| Does the proposal involve research on animals? |  |
| Are those animals transgenic small laboratory animals? |  |
| Are those animals transgenic farm animals? |  |
| Are those animals cloned farm animals? |  |
| Are those animals nonhuman primates? |  |
| **Research involving developing countries** |  |
| Use of local resources (genetic, animal, plant etc) |  |
| Benefit to local community (capacity building i.e., access to healthcare, education etc) |  |
| **Dual use** |  |
| Research having direct military application |  |
| Research having the potential for terrorist abuse |  |
| **ICT implants** |  |
| Does the proposal involve clinical trials of ICT implants? |  |
| **I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL** | **YES/NO** |

1. Note that a PM is a metric for expressing the effort of a person dedicated full time in one month. [↑](#footnote-ref-1)
2. Costs of the persons implementing the project. [↑](#footnote-ref-2)
3. Travel costs should foresee at least one dissemination event. [↑](#footnote-ref-3)
4. Only depreciation costs of equipment are accepted. [↑](#footnote-ref-4)
5. Any subcontracting should be clearly justified, both in the budget as well as in the proposal. [↑](#footnote-ref-5)
6. Must be calculated as (A+B+C+D)\*0.25. Subcontracting is not included. [↑](#footnote-ref-6)
7. Note that the requested amount of funding may not exceed 70% of the total (project) costs. Total requested funding must not exceed €150.000 for a consortium; each partner may only receive up to €60.000. [↑](#footnote-ref-7)