**PROPOSAL TEMPLATE - INSTRUCTIONS**

Read carefully before preparing your proposal:

Please delete this page, your proposal should start with the “Open Call 2- Technical Annex”

Delete the guidance/ information text in light grey (style Emphasis), in each section and any template footnotes.

*This is an example of the guidance text to be deleted in each section of the template.*

You **must** use this template to prepare your proposal and respect the structure. It has been organised to ensure that the important aspects of your planned work are measurable with respect to the evaluation criteria.

Applicants using another template/ document structure will be automatically disqualified. Only those proposals that successfully address all the required aspects included in the template will have the opportunity to be funded.

Please complete the Proposal cover page thoroughly.

**The page limit for the proposal is 20 pages** including the cover page to the end of section 5. This means that the start of section 6 Ethics and Security must be at most in page 21 of the pdf submitted. To avoid doubts, the cover page is page 1 and is included in the page limit.

Consider the limits indicated below the title of each section as guidance to keep within the total page limit. Tables are allowed but must be included within this page limit. The minimum font size allowed is **11 points in Arial font.** (Note: tables can use font size 10 Arial). 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/ 6pt after, and single line spacing. Black must be used as the font colour to facilitate readability.

The proposal **must** be uploaded in .PDF format. Failure to do so may result in exclusion. If you attempt to upload a proposal longer than the specified limit, pages beyond the limit will not be visible to the experts and will result in parts of the proposal not being evaluated.



**Open Call 2 - Technical Proposal**

| **PROPOSAL INFORMATION** | |
| --- | --- |
| Project Acronym | Write here as provided in F6S form |
| Project Title | Write here as provided in F6S form |
| Selected challenge | Write here as provided in F6S form |

| **APPLICANT INFORMATION (Full legal names)** | | **COUNTRY** |
| --- | --- | --- |
| Lead Beneficiary | As provided in the F6S form |  |
| Beneficiary 2 | As provided in the F6S form |  |

DISCLAIMER

Resilmesh project is Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Commission. Neither the European Union nor the granting authority can be held responsible for them.

# Overview of the Proposal

*Maximum one page*

## Executive Summary

*Describe an overview of your intended proposed work. What will be developed, why is it important, who will be involved, how the challenge will be addressed, expected outcome and potential impact.*

Add text here.

## Objectives

*Please state a clear objective/ a set of objectives of your intended work for the nine-month Resilmesh programme. Are they measurable and verifiable? Are they realistically achievable?*

Add text here.

# Alignment and Excellence

*Suggested maximum of three pages*

## Alignment with Resilmesh challenge

*Describe how your project is aligned with the Resilmesh project and the challenge it proposed to address.*

Add text here.

## Novelty and impact

*Describe: how the proposed solution is novel or not yet widely deployed; the overall impact of the project, including a quantitative and qualitative overview, with examples, of the long-term impact in the form of (individual and/or societal) behaviour change, market potential and scalability.*

Add text here.

## Feasibility and exploitation

*Describe the starting and expected TRL, and respective rationale. Measures to exploit results of the project including a provisional statement on a possible licensing model for the Technical Solution.*

Add text here.

# Training Datasets

*Suggested maximum of three pages*

## Data summary

*Describe how your project will contribute to the Resilmesh training datasets and how the project will respect citizens’ data rights, specifically:*

* *Describe the type[s] of data that will be generated, collected and used in the project. If the project will generate new data, describe the nature and origin of the data, and consent mechanisms to be used. If the project will collect and re-use existing data, describe the source of the data and any consent mechanisms to be considered.*
* *If the data fall in the scope of GDPR, who will be the Data Controllers.*
* *Present meaningful metrics and features not present in current state of the art datasets.*
* *Describe if and how the data will be made available to Resilmesh consortium or other parties and the conditions for its usage*

Add text here.

## Curation, storage, and security of data

*Describe the processes your project will implement to curate and store the data that will be collected, generated and/ or re-used. Please include which cryptographic techniques will be used to achieve data privacy when sharing model parameters.*

Add text here.

# Technical Excellence and Novelty

*Suggested maximum of four pages*

## Envisioned scenario

*Describe how will your proposal approaches the selected challenge, including but not limited to:*

* *the adopted technology for the application of the solution and comparison with state-of-the-art.*
* *Identify the technical challenges and barriers and how your project will address this/these.*
* *describe the positive advancement based on your activity and how your project goes beyond the state-of-the-art. Whenever possible, quantify the aspects involved.*

Add text here.

## Technical approach

*Describe your technical approach including the identification of the platforms/technologies required to be integrated/developed, the applicable standards to be used and/or updated, data to be captured for decision support systems, validation methodologies.*

*Identify the Resilmesh technical components/framework to be used. Please refer to Guidelines for applicants.*

*Applicants are expected to demonstrate and validate their solutions. Describe your anticipated validation plan, including the context, testing scenario and number of users if applicable.*

Add text here.

## Visual description

*Include a scheme(s)/image(s)/figure(s) supporting the description of your anticipated work to be performed.*

Add visuals here.

# Implementation, team and budget

*Suggested maximum of six pages*

## Specific goals for Sprints 1, 2 & 3

*Considering the general goals of Sprints 1 2 and 3 described in the Guide for Applicants, describe the specific goals you will achieve in each sprint and how it will be possible to verify them Add or remove goals per sprint as needed*

Table 1. Suggested table for Specific Goals per Sprint

| **Milestone number and name** | **Description and means of verification** |
| --- | --- |
| Sprint 1:  *G1.1 – Title*  *G1.2 - Title* |  |
| Sprint 2  *G2.1 – Title*  *G2.2 - Title* |  |
| Sprint 3:  *G3.1 – Title*  *G3.2 - Title* |  |

## Planned activities

*Describe the planned activities with enough detail to assess how the general and specific goals to be achieved in each sprint will be achieved.*

Table 2. Suggested table for description of activities

| **Activity name** | **Description** | **Planned outputs** | **Planned duration** |
| --- | --- | --- | --- |
| Activity 1 |  |  |  |
| Activity 2 |  |  |  |
| Activity *x* |  |  |  |

## Entity / Entities and team

*Please describe the competences of the organisation and in particular the team which will be involved in the project.*

Entity #1 (Leader)

Include:

* Company profile and main expertise/products/services if relevant
* Business and technical competences and
* Competences adequate to the expected role

Entity #2

Please describe the competences of the organisation and in particular the team which will be involved in the project.

Include:

* organisation profile and main expertise/products/services if relevant
* Business and technical competences and
* Competences adequate to the expected role

Table 3. Suggested table for description of consortia team

| **Name of Person (M/F/O) *(Entity short name)*** | **Role in the project and areas of expertise** |
| --- | --- |
| Person name 1 (M/F/O) *(Entity short name)* | Role in the project  Short Bio  Link to CV/Linkedin |
| Person name 2 (M/F/O) *(Entity short name)* | Role in the project  Short Bio  Link to CV/Linkedin |
| Person name *X* (M/F/O) *(Entity short name)* | Role in the project  Short Bio  Link to CV/Linkedin |

M (Male), F (Female), O (Other)

## Effort allocated to the project

Table 4. Suggested table for distribution of PMs for team

| **Name of Person** | **PMs[[1]](#footnote-0)** | **Name of Person** | **PMs** |
| --- | --- | --- | --- |
| Person name 1 |  | Person name 1 |  |
| Person name 2 |  | Person name 2 |  |
| Person name *X* |  | Person name *X* |  |
| TOTAL PMs | Insert value here | | |

## High Level Budget

Table 5. Suggested table for description project costs

| **Cost category** | **Total** | **Description** |
| --- | --- | --- |
| [A] Direct personnel costs |  |  |
| [B] Travel costs |  |  |
| [C] Equipment costs |  |  |
| [D] Other direct costs |  |  |
| TOTAL PROJECT COSTS | Insert value here | |

## Risk assessment

Table 6. Suggested table for risk assessment

| **Risk** | **Level (low, medium, high)** | **Mitigation Plan** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# ETHICS & SECURITY

*This section is NOT covered by the page limit.*

*Please fill the ethics/security check list. Provide yes/no answer for each item.*

## Ethics/ Security Checklist

|  | **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 |  |

## Ethics

If you have entered any ethics issues in the Ethics/ Security checklist, you must:

* Submit an ethics self-assessment, which:
  + Provides a rationale for the option made.
  + 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, 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, stigmatisation 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 authorising such activities.

## 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]

1. A PM is a metric for expressing the effort of a person dedicated full time in one month. [↑](#footnote-ref-0)