Information measures for the EU Cohesion policy (IMREG)

Application Form

Administrative Forms (Part A)
Technical Description (Part B)

(IMREG Standard)

Version 2.0
15 October 2022

#@APP-FORM-IMREG@#

Disclaimer
This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:.

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

How to prepare and submit it?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and **page limits**:

- page limit normally **70** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

⚠ **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

⚠ This document is tagged. Be careful not to delete the tags; they are needed for the processing.

Example, not to complete

ADMINISTRATIVE FORMS (PART A)

Part A of the Application Form must be filled out directly in the Portal Submission System screens.

Example, not to complete

Call:
()
Topic:
Type of Action:
()
Proposal number:
Proposal acronym:
Type of Model Grant Agreement:

Table of contents

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Other questions	

Example, not to complete

How to fill in the forms

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

Proposal ID

Acronym

1 - General information

Field(s) marked * are mandatory to fill.

Topic	Type of Action
Call	Type of Model Grant Agreement
Structured Proposal Reference	

Acronym

Proposal title *Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *Estimated duration of the project in full months.*

Fixed keyword 1 Add

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract

Remaining characters 2000

Example, not to complete

Application forms

Proposal ID

Acronym

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? ○ Yes ○ No

Please give the proposal reference or contract number.
Previously submitted proposals should be with either 6 or 9 digits.

Remove

A specific grant agreement (SGA) implements a concrete action/work programme under a valid framework partnership agreement (FPA).

The reference or the contract number of the linked FPA is needed for the assessment of the SGA proposal. *xxxxxx(xxx)*

Example, not to complete

Proposal ID

Acronym

Declarations

Field(s) marked * are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *	☐
2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).	☐
3) We declare: - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046 - to have the financial and operational capacity to carry out the proposed project.	☐
4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions.	☐
5) We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).	☐

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

Example, not to complete

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1				

Example, not to complete

Organisation data

PIC	Legal name

Short name:

Address

Street

Town

Postcode

Country

Webpage

Specific Legal Statuses

Legal person	unknown
Public body	unknown
Non-profit	unknown
International organisation	unknown
Secondary or Higher education establishment	unknown
Research organisation	unknown

SME Data

Based on the below details from the Participant Registry the organisation is unknown (small- and medium-sized enterprise) for the call.

SME self-declared status	unknown
SME self-assessment	unknown
SME validation sme	unknown

Example, not to complete

Departments carrying out the proposed work

Department 1

Department name	*Name of the department/institute carrying out the work.*	☐ not applicable
	☐ Same as proposing organisation's address	
Street	*Please enter street name and number.*	
Town	*Please enter the name of the town.*	
Postcode	*Area code.*	
Country	*Please select a country*	

Example, not to complete

Application forms

Proposal ID

Acronym

Short name

Main contact person

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title _____ Gender ◯ Woman ◯ Man ◯ Non Binary

First name Last name

E-Mail

Position in org. Please indicate the position of the person.

Department *Name of the department/institute carrying out the work.* ☐ Same as organisation name

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.* Post code *Area code.*

Country *Please select a country*

Website *Please enter website*

Phone *+xxx xxxxxxxxx* *Phone 2* *+xxx xxxxxxxxx*

Example, not to complete

Proposal ID

Acronym

3 - Budget

?

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers/ EUR	Personnel costs – volunteers/ EUR	Personnel costs – ESS Personnel costs based on time/ EUR	Personnel costs – ESS Personnel costs based on deliverables/ EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/ EUR	Financial contributions/ EUR	Own resources/ EUR	Total estimated project income/ EUR
1								0.00					0.00
	Total												

Example, not to complete

4 - Other questions

Essential information to be provided for proposals including clinical Trials / studies / investigations

Clinical study means, for the purpose of this document, any systematic prospective or retrospective collection and analysis of health data obtained from individual patients or healthy persons in order to address scientific questions related to the understanding, prevention, diagnosis, monitoring or treatment of a disease, mental illness, or physical condition. It includes but it is not limited to clinical studies as defined by Regulation 536/2014 (on medicinal products), clinical investigation and clinical evaluation as defined by Regulation 2017/745 (on medical devices), performance study and performance evaluation as defined by Regulation 2017/746 (on in vitro diagnostic medical devices).

Are clinical studies / trials / investigations included in the work plan of this project?	◯ Yes ◯ No

GHG Emission

Absolute GHG emission avoidance (in tCO2e)	0

Result of the GHG emission avoidance calculation. Explanation is provided in application form part B

Relative GHG emission avoidance (as a %)	0.00

Result of the GHG emission avoidance calculation. Explanation is provided in application form part B

Cost efficiency

Cost efficiency ratio	0.00

Result of the calculation of the cost efficiency ratio. Explanation is provided in application form part B

Ethics Issues Table

1. Human Embryonic Stem Cells and Human Embryos			Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?	◯ Yes	◉ No	
Does this activity involve the use of human embryos?	◯ Yes	◉ No	
2. Humans			**Page**
Does this activity involve human participants?	◯ Yes	◉ No	
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?	◯ Yes	◉ No	
Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014)? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	◯ Yes	◉ No	
3. Human Cells / Tissues (not covered by section 1)			**Page**
Does this activity involve the use of human cells or tissues?	◯ Yes	◉ No	
4. Personal Data			**Page**
Does this activity involve processing of personal data?	◯ Yes	◉ No	
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	◯ Yes	◉ No	

Example, not to complete

Is it planned to export personal data from the EU to non-EU countries? Specify the type of personal data and countries involved	◯ Yes	◉ No	
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? Specify the type of personal data and countries involved	◯ Yes	◉ No	
Does this activity involve the processing of personal data related to criminal convictions or offences?	◯ Yes	◉ No	

5. Animals			Page
Does this activity involve animals?	◯ Yes	◉ No	

6. Non-EU Countries			Page
Will some of the activities be carried out in non-EU countries?	◯ Yes	◉ No	
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?	◯ Yes	◉ No	
It is planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	◯ Yes	◉ No	
Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.	◯ Yes	◉ No	
Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.	◯ Yes	◉ No	
Does this activity involve low and/or lower middle income countries, (if yes, detail the benefit-sharing actions planned in the self-assessment)	◯ Yes	◉ No	
Could the situation in the country put the individuals taking part in the activity at risk?	◯ Yes	◉ No	

7. Environment, Health and Safety			Page
Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants.(during the implementation of the activity or further to the use of the results, as a possible impact) ?	◯ Yes	◉ No	
Does this activity deal with endangered fauna and/or flora / protected areas?	◯ Yes	◉ No	
Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity.(during the implementation of the activity or further to the use of the results, as a possible impact) ?	◯ Yes	◉ No	

8. Artificial Intelligence			Page
Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).	◯ Yes	◉ No	
Does this activity involve the development, testing, deployment, distribution and/or use of Artificial Intelligence-based systems?	◯ Yes	◉ No	

9. Other Ethics Issues			Page
Are there any other ethics issues that should be taken into consideration?	◯ Yes	◉ No	

I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines How to Complete your Ethics Self-Assessment ☐

Example, not to complete

Proposal ID

Acronym

Ethics Self-Assessment

Ethical dimension of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to:
- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Remaining characters 5000

Compliance with ethical principles and relevant legislations

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

Remaining characters 5000

Example, not to complete

Proposal ID

Acronym

Security issues table

Please go through the table and indicate which elements concern your proposal by answering 'Yes' or 'No'.
If you answer 'Yes' to any of the questions:

- indicate in the adjacent box at which page in your full proposal further information relating to that security issue can be found, and
- provide additional information on this security issue in the Security self-assessment section below.

For more information on potential security issues and how to address them, see the guidance How to handle security-sensitive projects and the programme-specific guidelines Classification of information in Horizon Europe projects, Classification of information in Digital Europe projects, Classification of information in EDF projects.

1. EU Classified Information (EUCI)[2]			Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	○ Yes	◉ No	
Does this activity involve non-EU countries which need to have access to EUCI?	◉ Yes	○ No	
Do the non-EU countries concerned have a security of information agreement with the EU?	○ Yes	◉ No	

2. Misuse			Page
Does this activity have the potential for misuse of results?	○ Yes	◉ No	

3. Other Security Issues			Page
Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)	○ Yes	◉ No	
Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)	○ Yes	◉ No	

Security self-assessment

If you have answered YES for one or more of the questions indicated above, describe the measures you intend to take to solve/avoid them. For more information, see the guidelines Classification of information in Horizon Europe projects, Classification of information in Digital Europe projects, Classification of information in EDF projects.

Please specify: (Maximum number of characters allowed: 5000)

Remaining characters 5000

Example, not to complete

[2]According to the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information, "European Union classified information (EUCI) means any information or material designated by an EU security classification, the unauthorised disclosure of which could cause varying degrees of prejudice to the interests of the European Union or of one or more of the Member States".

[3]Classified background information is information that is already classified by a country and/or international organisation and/or the EU and is going to be used by the project. In this case, the project must have in advance the authorisation from the originator of the classified information, which is the entity (EU institution, EU Member State, third state or international organisation) under whose authority the classified information has been generated.

[4]EU classified foreground information is information (documents/deliverables/materials) planned to be generated by the project and that needs to be protected from unauthorised disclosure. The originator of the EUCI generated by the project is the European Commission.

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked (**proposal will be submitted with the missing or incorrect value).

Section	Description
	The form has not yet been validated, click "Validate Form" to do so!

Example, not to complete

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

***Note:** Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.*

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

Example, not to complete

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#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

PROJECT SUMMARY

Project summary
See Abstract (Application Form Part A).

#§PRJ-SUM-PS§# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives *Describe the background and rationale of the project.* *How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?*
Insert text

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives *Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?* *The objectives should be clear, measureable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).*
Insert text

#§PRJ-OBJ-PO§# #@COM-PLE-CP@#

1.3 Complementarity with other actions — EU dimension

Complementarity with other actions (including continuation of previous campaign/s) *Explain how the project builds on the results of past campaigns and describe the need for continuation and its innovative aspects.* *Explain how the activities proposed are complementary to other (on-going) activities carried out by your or other organisations and which synergies can be created*
Insert text

#§COM-PLE-CP§# #§REL-EVA-RE§# #@QUA-LIT-QL@# #@CON-MET-CM@#

Example, not to complete

2. QUALITY

2.1 Concept and methodology

Concept and methodology *Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.*
Insert text

#§CON-MET-CM§# #@CON-SOR-CS@#

2.2 Consortium set-up

Consortium cooperation and division of roles (if applicable) *Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?* *In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.* ***Note:** When building your consortium you should think of organisations that can help you reach objectives and solve problems.*
Insert text

2.3 Project teams, staff and experts

Project teams and staff

Describe the project teams and how they will work together to implement the project.

List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe briefly their tasks. Provide CVs of all key actors (if required).

Name and function	Organisation	Role/tasks/professional profile and expertise

Outside resources (subcontracting, seconded staff, etc)

If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).

If there is subcontracting, please also complete the table in section 4.

Example, not to complete

Insert text

2.4 Consortium management and decision-making

Consortium management and decision-making (if applicable)
Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control. ***Note:*** *The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.*
Insert text

#§CON-SOR-CS§# #@PRJ-MGT-PM@#

2.5 Project management, quality assurance and monitoring strategy — Evaluation methods and project indicators

Project management, quality assurance and monitoring strategy
Describe the measures planned to ensure that the project implementation is of high quality and completed in time. *Describe the methods to ensure good quality, monitoring, planning and control.*
Insert text

Evaluation methods and project indicators
Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results. *The tables below should be filled in with the output and results indicators for each WP.* *Impact indicators should be aligned with the listed project objectives. For each impact indicator, please insert baseline and values at the end of the project.*
Insert text

Output and results indicators

WP	Output indicators	Result indicators
Work package 1		
Work package 2		

Example, not to complete

Impact indicators		
Impact indicator description	**Baseline**	**End of programme**
Impact indicator 1	Insert baseline	Insert value at end of project
Impact indicator 2	Insert baseline	Insert value at end of project
…		

#§PRJ-MGT-PM§# #@FIN-MGT-FM@#

2.6 Cost effectiveness and financial management

Cost effectiveness and financial management *Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.* *Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.* ⚠ *Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.*
Insert text

#§FIN-MGT-FM§# #@RSK-MGT-RM@#

2.7 Risk management

Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

***Note:** Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.*

Risk No	Description	Work package No	Proposed risk-mitigation measures

#§RSK-MGT-RM§# #§QUA-LIT-QL§# #@IMP-ACT-IA@#

3. IMPACT

3.1 Impact and ambition

Example, not to complete

Impact and ambition *Define the short, medium and long-term effects of the project.* *Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?* *Does the project use innovative means of communication? If so, describe them and the degree of ambition .*
Insert text

#§IMP-ACT-IA§# #@COM-DIS-VIS-CDV@#

3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding *Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.* *Describe how the visibility of EU funding will be ensured.*
Insert text

#§COM-DIS-VIS-CDV§# #@SUS-CON-SC@#

3.3 Sustainability and continuation

Sustainability, long-term impact and continuation *Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?* *What will need to be done? How will the campaign's results be used? Will any of the activities be maintained after the end of the project (e.g. websites, platforms, etc)?*
Insert text

#§SUS-CON-SC§#

Example, not to complete

#@WRK-PLA-WP@#

4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

4.1 Work plan

Work plan *Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).*
Insert text

4.2 Work packages, activities, resources and timing

WORK PACKAGES
Work packages *This section concerns a detailed description of the project activities.* *Group your activities into work packages. **A work package means a major sub-division of the project**. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.* *Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.* ⚠ *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).*
Objectives *List the specific objectives to which the work package is linked.*

Example, not to complete

Activities and division of work (WP description)

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

*Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.*

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of the work package.

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.

If there is subcontracting, please also complete the table below.

Milestones and deliverables (outputs/outcomes)

***Milestones** are control points in the project that help to chart progress. They are not needed for IMREG projects. You can leave the section on milestones empty.*

***Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.*

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

- *Public — fully open (⚠ automatically posted online on the Project Results platforms)*
- *Sensitive — limited under the conditions of the Grant Agreement*
- *EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.*

Work Package 1

Work Package 1: [Name, e.g. Project management and coordination]			
Duration:	MX - MX	**Lead Beneficiary:**	1-Short name

Example, not to complete

Objectives							
▪							
Activities and division of work (WP description)							
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)		
			Name	Role (COO, BEN, AE, AP, OTHER)			
T1.1							
T1.2							
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
n/a	n/a	n/a	n/a	n/a		n/a	n/a
n/a	n/a	n/a1	n/a	n/a		n/a	n/a
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —Websites,	[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C —		

Example, not to complete

				patent filings, videos, etc*]* *[*DATA — data sets, microdata, etc*]* *[*DMP — Data Management Plan*]* *[*ETHICS*]* *[*SECURITY*]* *[*OTHER*]*	EU Classified*]* *[*S-UE/EU-S — EU Classified*]*		
D1.2		1		*[*R — Document, report*]* *[*DEM — Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*]* *[*DATA — data sets, microdata, etc*]* *[*DMP — Data Management Plan*]* *[*ETHICS*]* *[*SECURITY*]* *[*OTHER*]*	*[*PU — Public*]* *[*SEN — Sensitive*]* *[*R-UE/EU-R — EU Classified*]* *[*C-UE/EU-C — EU Classified*]* *[*S-UE/EU-S — EU Classified*]*		

Estimated budget — Resources

Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accomodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
[name]	X person months	X EUR	X EUR	X travels	X persons	X EUR	X EUR	X EUR	X EUR	X EUR	n/a	n/a	X EUR	X EUR

Example, not to complete

					travelling									
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	n/a	n/a	X EUR	X EUR
Total	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	n/a	n/a	X EUR	X EUR

Work Package …

To insert work packages, copy WP1 as many times as necessary.

Staff effort

Staff effort per work package

Fill in the summary on work package information and effort per work package.

Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months
1						
2						
3						

Example, not to complete

4						
					Total Person-Months	

Staff effort per participant

Fill in the effort per work package and Beneficiary/Affiliated Entity.

Please indicate the number of person/months over the whole duration of the planned work.

*Identify the work-package leader for each work package by showing the relevant person/month figure in **bold**.*

Participant	WP1	WP2	WP…	Total Person-Months
[name]				
[name]				
Total Person-Months				

Subcontracting

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

***Note:** Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.*

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)

Example, not to complete

	S1.1					
	S1.2					

Other issues: *If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.*	Insert text

Timetable

Timetable

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: *Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.*

ACTIVITY	MONTHS											
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12
Task 1.1 - …												
Task 1.2 - …												
Task …												

#§WRK-PLA-WP§#

Example, not to complete

#@ETH-ICS-EI@#

5. OTHER

5.1 Ethics

Ethics
Not applicable.

#§ETH-ICS-EI§# #@SEC-URI-SU@#

5.2 Security

Security
Not applicable.

#§SEC-URI-SU§# #@DEC-LAR-DL@#

6. DECLARATIONS

Double funding	
Information concerning other EU grants for this project ⚠ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*	**YES/NO**
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details.	

Financial support to third parties (if applicable)
Not applicable.

#§DEC-LAR-DL§#

Example, not to complete

ANNEXES

LIST OF ANNEXES

Standard
Detailed budget table (annex 1 to Part B) — *not applicable*
CVs (annex 2 to Part B) — *mandatory, if required in the Call document*
Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*
List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

Special
Other annexes (annex X to Part B) — *mandatory, if required in the Call document*

Example, not to complete

LIST OF PREVIOUS PROJECTS

List of previous projects *Please provide a list of your previous projects for the last 4 years.*					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

Example, not to complete

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	n/a	Initial version (new MFF).
2.0	15.10.2022	Consolidation, formatting and layout changes. Tags added.