**HEDGE IoT Open Call 1**

**Proposal Template**

General Instructions on the Template

This template is to be used for the HEDGE-IoT call submission procedure.

The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria.

Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and team composition during grant preparation.

**Total page limit: Sections 1, 2 and 3, together, should not be longer than 10 pages.**

All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit.

The total page limit will be applied automatically; therefore, you must **remove this instruction page** before submitting.

After the deadline, excess pages (in over-long proposals/applications) will not be taken into consideration by the experts.

The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit. Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

The following formatting conditions apply: The reference font for the body text is Times New Roman. The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit). The minimum font size allowed is 11 points.

Standard character spacing and a minimum of single line spacing is to be used. Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible.

The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm.

**Delete the guidance text in each section.**

**Cover Page**

Please include here information regarding proposing consortium:

* The name of your proposal
* Acronym
* Name, email address and organization (contact person)

**PROPOSAL ACRONYM**

**Proposal Name**

This proposal addresses the following business use case: (please select the business use case number. The business use cases’ definitions can be found in the Guide for Applicants file in the following link: <https://hedgeiot.eu/open-call/>

|  |  |  |
| --- | --- | --- |
| **Demonstration Area** | **Demo** | **Business Use Case** |
|  |  |  |
|  |  |  |

Participant

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization name** |  | | |
| **Key person** |  | | |
| **Address** |  | **City** |  |
| **ZIP Code** |  | **Country** |  |
| **Phone Number** |  | | |
| **E-Mail** |  | | |
| **Website** |  | | |
| **PIC** *(1)* |  | **Role** |  |

*(1) Participant Identification Code (PIC) is a 9 digit code you need for participating in European projects. If you already have one please insert the code. If you have not yet please insert your provisional PIC code.*

Abstract (limit: 1 page)

Please write a short summary of your proposal here. This summary should include a statement on the developed technology indicating how you address the selected business use case, the proactive planning of the state of the art, the starting point and the impact.

Free Keywords: (separated by commas)

The potential for replication of the solution/service/tools, beyond the selected project.

1. Technical Quality

Your proposal should address one of the 16 topics defined by the HEDGE-IoT Open Calls Portal (<https://www.f6s.com/hedge-iot/about>) and it should propose innovative services-technologies to solve it. Your service must have the potential to produce/deliver tangible results. You should describe the technical approaches in detail and justify the technical feasibility of your services/applications.

1.1. Alignment

Describe the general vision highlighting the concepts underpinning the alignment with one or more of the supported activity categories.

1.2. Objectives

Describe the specific objectives for the proposal. They should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be aligned and consistent with the general objectives of the open call

1.3. Concept and approach / Project Description

Elaborate the overall concept underpinning the proposal.

Describe the main ideas, models or assumptions involved.

1.4. Ambition

Describe what advance your proposal would provide beyond the state-of-the-art, the current and envisioned status of HEDGE-IoT project and services/applications and to what extent the proposed work is ambitious.

Describe the innovation potential, which the proposal foresees.

2. Impact

2.1. Expected impact and results

Please describe the impact generated by your results (e.g. long-term effects on the energy community, the market structure, and economic prospects). The impact should be realistic, transparent and measurable. Please individually explain the scientific impact, technological impact and the economic impact that you expect. Please state the indicators (such as the creation of new products, revenue, competitive edge, the creation of new jobs) by which you would like the impact to be measured.

2.2. Exploitation plan of project results

Describe all possible exploitations of the outcome, highlighting any know-how and technology transfer between academia and industry e.g. new product generation, founding new companies, patent application etc. Describe in detail what is the target market and the needs that this innovation is covered, as well as

3. Quality of Work plan

Applicants need to provide credible evidence that the project team has the necessary skills and management experience to deliver the project in the timelines and budget specified.

Please define the deliverables aligned with the objectives of the open call and the specific business use case to which the proposal relates.

Please include a clear budget, detailing the overall project cost and costs categories, the amount of funding requested and how it will be spent. This budget needs to represent good value for money in the opinion of the evaluation panel selected to evaluate the open call services/applications. Due to the scope and scale of proposals, management structure and cost should be kept at minimum.

3.1. Work plan

Please provide a description of the scientific and technological approach and/or methodology to follow your objectives. Describe the milestones for your technology development and explain processes you will follow to address them. Please make sure that you have concrete results at the end of each phase. Elaborate the outcome of each phase clearly and measurably and explain them. Please describe how you address the required KPIs.

Describe the overall work plan as follows in the following subsections:

1. Task list (use the table in Section 3.3.1);

2. Description of individual tasks (use the table in Section 3.3.2);

3. List of deliverables (use the Table in Section 3.3.3);

4. List of milestones (use the Table in Section 3.3.4)

5. Show the duration of the different tasks and their components

6. Describe any significant risks and associated contingency plans.

3.1.1. Task list

Please provide a list of tasks with the requested details (title, lead participant, start month and end month)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task No | Task Title | Lead Participant | Start month | End month |
| T1 |  |  |  |  |
| T2 |  |  |  |  |

(Please add another row if you have more tasks. Please be careful that the task number will start after the last task from the previous phase)

3.1.2. Description of individual tasks

Please provide the details of each task which explain the complexity of the work and the overall value of the proposed service. The plan should be detailed and the role of each partner (in case there is more than one partner) should be clearly stated. Milestones should be sufficiently precise to allow monitoring of the project’s process.

|  |  |  |
| --- | --- | --- |
| Task 1: [name and duration, from month to month] | | |
| Participant | Role | Person- month |
|  |  |  |
|  |  |  |
| **Objectives:** | | |
| **Description of work and contribution of individual participants:** | | |

|  |  |  |
| --- | --- | --- |
| Task 2: [name and duration, from month to month] | | |
| Participant | Role: | Person- month |
|  |  |  |
|  |  |  |
| **Objectives:** | | |
| **Description of work and contribution of individual participants:** | | |

(Please add tables for each task that you want to include)

3.1.3. List of deliverables

Please explain the deliverables that you will submit during the implementation period. This allows your scientific advisor to concur together with you whether your project is on track and take corrective actions if necessary.

A number of deliverables are required minimum:

1. Mid-term report: Provide a description of the methodology (solution design, methodological approach, technical / business design, expected results, etc.)
2. Final report: Final solution technical / business design, results, tests, assessment, conclusions)

Please provide the list of deliverables that you will submit during the implementation phase.\

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Deliverable No | Deliverable Name | Task No | Nature[1] | Dissemination level[2] | Delivery date[3] |
| Dx.y |  |  |  |  |  |
| Dx.y |  |  |  |  |  |
| Dx.y |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

3.1.4. List of milestones

Milestones are control points where the decisions are needed with regard to the next phase of the project development. A milestone should be defined when a major result has been achieved if its successful attainment is required for the next phase of work or it might be a point when the consortium must decide which of several services to adapt for further development.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone No | Milestone Name | Tasks involved | Expected date | Means of verification |
| M1 |  |  |  |  |
| M2 |  |  |  |  |
| M3 |  |  |  |  |

3.1.5. Technological Risks

Please explain the risks of the technology development and your plan to address these risks. Please make sure that you have identified all crucial risks (technical, commercial and others) and indicate how these will be addressed and overcome effectively.

3.2. Service resources – costs

Please detail the budget that you need, describe the travel expenses and other major cost items. Include costs for travel, including to joint events such as workshops, and for dissemination and exploitation events during the runtime of the service implementation.

**Example**

*The service partners are committed to mobilize the resources needed to guarantee the achievement of the results. The total budget is of xxx €. The total requested funding is of xxx €.*

* *Breakdown of costs (please, provide the costs for the implementation phase):*
* *Personnel: The involvement of the x participants in the xx months will amount to xx €*
* *Travel expenses: Attendance to periodical technical meetings and the presence at the challenge host will amount to xx €*
* *Other direct costs: they will amount to xx € (provide a brief description)*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Participant Number | Participant short name | **ESTIMATED ELIGIBLE COSTS\*** | | | | | | | | | |
| Effort (PM) | Personnel Costs (€) | Travel (€) | Other direct costs (€) | Indirect costs (€) | Total subcontracting costs (€) | Total costs (€) | | Requested funding (€) |
|  |  |  |  |  |  |  |  |  |  | |

* *In column ‘Effort (PM)’, insert the required person months for the work involved.*
* *In column ‘Personnel Costs (€)’, insert your personnel costs for the work involved.*
* *In column ‘Other direct costs (€)’, insert any other direct costs, for example material costs. Only the eligible part of the equipment full cost (with taxes) for the project's duration can be considered; this may depend on local or national rules on depreciation.*
* *In column ‘Indirect costs (€)’, insert your indirect (overhead) costs; 25 % of all your direct costs.*
* *In column “Total subcontracting costs”, insert any costs related to a subcontract you would enter. Subcontracting costs should be exceptional, well justified and will require the prior written consent of the Cascade funding partner. Please note that you will have to ensure that the subcontractor will comply with all obligations, especially coming from the contract that you will sign with the Cascade funding partner, if successful. Please provide here sufficient justification on what and why you need to subcontract some of your tasks.*
* *In column ‘Total costs (€)’, calculate the sum of all your indicated costs.*
* *In column ‘Requested funding (€)’, insert your requested EC contribution. You may request up to the total amount allowed by the related open call.*

1. Intellectual Property and Ethical Issues

Please explain your plans addressing IP (e.g. patent) issues to protect the technology rights. Please explain your plan to address Ethical Issues (if it is the case for your service) and the certification process. Finally, please state that there is no active engagement with the HEDGE-IoT Consortium Partners nor the business use case provider of the specific business use case you are addressing.

1. Company description (Third party)

Write a brief description of the legal entity, the main tasks they have been attributed, and the previous experience relevant to those tasks. Provide also a short profile of the individuals who will be undertaking the work.

