

# R&I Programme 2010 Detailed Project Proposal Form

*For Internal Use Only*

**R&I 2010 PROPOSAL REFERENCE NO.**

## **SECTION A – PROJECT DETAILS**

*The parts in this section should be kept as brief as possible. If a heading is not relevant to the project, simply write “Not Applicable” or “N/A” under the related heading. **This section should not exceed 5 pages.***

### **1. Project Title and Acronym**

*The project title should not exceed 200 characters in length. The project title should be followed by a project acronym that shall be used to easily identify the project.*

<Project Title> – <Acronym>

### **2. Abstract**

*The abstract should consist of 50 – 150 words outlining the principal ideas behind the project together with the scientific and commercial results expected from the project. This abstract may be made public and should therefore not include any information which is considered to be commercially sensitive by the Project Coordinator or any of the Participants.*

<Insert Text Here>

### **3. Background**

*Briefly establish the context of the proposal by giving an account of the problem it is trying to address.*

<Insert Text Here>

### **4. State of the art**

*Give a brief overview of existing and emerging technology in the field, including an account of rival technologies or solutions and a comparison of the advantages and disadvantages of the various options.*

<Insert Text Here>

### **5. Proposal**

*Give a brief overview of the proposed project. Clearly establish the research element or novelty component in the proposal.*

<Insert Text Here>

### **6. Consortium**

*Give an overview of the proposed consortium and establish their ability to carry out the project (e.g. track record, skills and competencies, etc.).*

<b>Coordinator</b>	<b>Organisation</b> <Insert Text Here>
	<b>Individuals who will work on project</b> <Insert Text Here>
	<b>Role in project</b> <Insert Text Here>
	<b>Track record, skills and competencies</b> <Insert Text Here>

<b>Participant 2</b>	<b>Organisation</b> <Insert Text Here>
	<b>Individuals who will work on project</b> <Insert Text Here>
	<b>Role in project</b> <Insert Text Here>
	<b>Track record, skills and competencies</b> <Insert Text Here>
<b>Participant n</b>	<b>Organisation</b> <Insert Text Here>
	<b>Individuals who will work on project</b> <Insert Text Here>
	<b>Role in project</b> <Insert Text Here>
	<b>Track record, skills and competencies</b> <Insert Text Here>

## 7. Competitiveness

*If applicable, establish the competitiveness or advantages of the proposed solution compared to other solutions, whether these already exist or are still being researched. Whenever possible, include ballpark figures of output, efficiency, cost savings, or other relevant metrics. If not relevant, simply enter "n/a".*

<Insert Text Here>

## 8. Objectives

*List as bullets the objectives (normally 3 – 4) of the proposed project.*

<Insert Text Here>

## 9. Deliverables

*List the deliverables of the proposed project. Specify date relative to start of project e.g. Month 6, Month 12.*

<b>Deliverable</b>	<b>Date</b>
<Deliverable 1>	<Month x>
<Deliverable 2>	<Month x>
<Deliverable n>	<Month x>

## 10. Impact

### 10.1 Markets and Uses

*Briefly identify possible uses and markets for the deliverables of the project.*

<Insert Text Here>

### 10.2 Commercialisation of Project results.

*Identify any commercialisation potential of the project results.*

<Insert Text Here>

### 10.3 Benefits and Beneficiaries

*Briefly identify the beneficiaries of the project's results such as the project participants, the general public, third parties and the manner in which they will benefit.*

<Insert Text Here>

#### 10.4 Roadmap

*Give an indication regarding what further steps, effort, costs and timeframes are necessary before tangible benefits can be realised from the deliverables or results of the project (unless these are realised within the lifetime of the project).*

<Insert Text Here>

#### 10.5 Cost Reduction

*Identify any cost reductions anticipated through the project*

<Insert Text Here>

#### 10.6 Licensing

*Identify any potential licensing as a result of the project*

<Insert Text Here>

#### 10.7 Networking

*Identify any networking potential through the project*

<Insert Text Here>

#### 10.8 Organisational Benefits

*Identify any organisational benefits envisaged through the project (e.g. increased reputation and prestige; impact on overall organisational development; enhancement of overall competence and skills, training and method learning)*

<Insert Text Here>

#### 10.9 Spillover Benefits

*Identify any secondary benefits of the project (e.g. project promotes the use of technology in other parts of the business; facilitating participation in funding programmes, improving Malta's ranking, strengthening Malta's reputation in a particular area, etc.)*

<Insert Text Here>

#### 10.10 Other Benefits

*Identify any other benefits envisages through the project (e.g. user and social benefits)*

<Insert Text Here>

### 11. IP

*In this section, the proposal should address the ownership of project deliverables and Intellectual Property. This shall eventually be the basis of the IP agreement annexed to the Grant Agreement should the proposal be successful.*

<Insert Text Here>

### 12. Other Issues

*If applicable, briefly identify any gender, ethical or legal issues that may be connected with the proposed project. Otherwise enter "n/a".*

<Insert Text Here>

### 13. High-level Project Plan

List the work packages and activities which will be undertaken to achieve the project objectives. As a guide to the requested level of detail, each work package would normally consist of 2 – 5 activities.

Specify start date and end date relative to start of the Work Packages. e.g. Month 1, Month 6.

You are also requested to specify the overall project duration (number of months) in the first row of the table.

Overall Project Duration	<Total Duration in Months>			
Activity	Resource	Start Date	End Date	Duration
1. Work Package 1 <Activity 1.1> <Activity 1.2> <Activity 1.n>	<Resource x>	<Month x>	<Month y>	<Months>
2. Work Package 2 <Activity 2.1> <Activity 2.2> <Activity 2.n>	<Resource x>	<Month x>	<Month y>	<Months>
3. Work Package m <Activity m.1> <Activity m.2> <Activity m.n>	<Resource x>	<Month x>	<Month y>	<Months>

## SECTION B – BUDGET DETAILS

Give an estimate of the project budget in Euros (€), broken down by Participant (Section 14) and by Phase (Section 16). You may refer to the “Rules for Participation” for further details.

You are to include the following costs:

- Eligible direct costs
- Eligible indirect costs are calculated at 10% of the direct costs, exclusive of subcontracting costs and items of equipment costing more than €5,000.
- Total eligible cost is the sum of eligible direct and indirect costs
- Requested Funding is calculated as the total eligible cost in the case of academic and research institutes, public organisations and NGOs, and 75% of the total eligible cost in the case of private organisations.
- Write the Name of the Project Coordinator and the Participants where required.

**N.B. All the Totals from sections 14, 15, 16 and 17 should tally.**

### 14. Budget Details by Participant

Project Coordinator <Insert Name of Organisation Here>	Eligible Direct Costs €	Eligible Indirect Costs €	Total Eligible Costs €	Requested Funding €
Personnel (give details of position, rate, duration) e.g. research assistant x 36 man-months x €1,250 p.m. <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
Equipment (give details) <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
Subcontracting (give details) <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
Travel etc (give details) <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
Other (give details) <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
<b>Total</b>	<##,###>	<##,###>	<##,###>	<##,###>

Participant 2 <Insert Name of Organisation Here>	Eligible Direct Costs €	Eligible Indirect Costs €	Total Eligible Costs €	Requested Funding €
Personnel (give details of position, rate, duration) e.g. research assistant x 36 man-months x €1,250 p.m. <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
Equipment (give details) <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
Subcontracting	<##,###>	<##,###>	<##,###>	<##,###>

(give details) <Insert Text Here>				
Travel etc (give details) <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
Other (give details) <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
<b>Total</b>	<##,###>	<##,###>	<##,###>	<##,###>

<b>Participant n</b> <Insert Name of Organisation Here>	<b>Eligible Direct Costs €</b>	<b>Eligible Indirect Costs €</b>	<b>Total Eligible Costs €</b>	<b>Requested Funding €</b>
Personnel (give details of position, rate, duration) e.g. research assistant x 36 man-months x €1,250 p.m. <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
Equipment (give details) <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
Subcontracting (give details) <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
Travel etc (give details) <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
Other (give details) <Insert Text Here>	<##,###>	<##,###>	<##,###>	<##,###>
<b>Total</b>	<##,###>	<##,###>	<##,###>	<##,###>

### 15. Budget Summary by Participant

	<b>Eligible Direct Costs €</b>	<b>Eligible Indirect Costs €</b>	<b>Total Eligible Costs €</b>	<b>Requested Funding €</b>
Project Coordinator <Insert Name of Organisation Here>	<##,###>	<##,###>	<##,###>	<##,###>
Participant 2 <Insert Name of Organisation Here>	<##,###>	<##,###>	<##,###>	<##,###>
Participant n <Insert Name of Organisation Here>	<##,###>	<##,###>	<##,###>	<##,###>
<b>Total</b>	<##,###>	<##,###>	<##,###>	<##,###>

## 16. Budget Details by Phase

This section should include a staged project budget breakdown.

The Deliverables listed per stage should reflect the deliverables specified in Section A.8.

The Work Packages Listed per stage should reflect those specified in Section A.9.

The Period should include the number of months of the related stage. e.g. Months 1 – 12

The Budget should include the item, organisation and requested funding e.g. Research Assistant ; AAA Research Centre. ; €16,500.

The Budget should reflect and tally with that specified in Sections B.14 and B.15.

<b>STAGE 1</b>	<ul style="list-style-type: none"> <li>WP1 : &lt;Insert Title of Work Package 1 Here&gt;</li> <li>WP2 : &lt;Insert Title of Work Package 2 Here&gt;</li> <li>WPn : &lt;Insert Title of Work Package n Here&gt;</li> </ul>		
<b>Period</b>	<Months x – y>		
<b>Deliverables</b>	<b>Item</b>	<b>By (month)</b>	
	<Deliverable 1>	<Month x>	
	<Deliverable 2>	<Month x>	
	<Deliverable n>	<Month x>	
<b>Budget</b>	<b>Item</b>	<b>Organisation</b>	<b>Requested Funding €</b>
	<Item 1>	<Organisation>	<##,###>
	<Item 2>	<Organisation>	<##,###>
	<Item n>	<Organisation>	<##,###>
	<b>TOTAL</b>		<##,###>

<b>STAGE 2</b>	<ul style="list-style-type: none"> <li>WPx: &lt;Insert Title of Work Package x Here&gt;</li> <li>WPx: &lt;Insert Title of Work Package x Here&gt;</li> <li>WPx: &lt;Insert Title of Work Package x Here&gt;</li> </ul>		
<b>Period</b>	<Months x – y>		
<b>Deliverables</b>	<b>Item</b>	<b>By (month)</b>	
	<Deliverable 1>	<Month x>	
	<Deliverable 2>	<Month x>	
	<Deliverable n>	<Month x>	
<b>Budget</b>	<b>Item</b>	<b>Organisation</b>	<b>Requested Funding €</b>
	<Item 1>	<Organisation>	<##,###>
	<Item 2>	<Organisation>	<##,###>
	<Item n>	<Organisation>	<##,###>
	<b>TOTAL</b>		<##,###>

<b>STAGE <i>n</i></b>	<ul style="list-style-type: none"> <li>• WPx: &lt;Insert Title of Work Package x Here&gt;</li> <li>• WPx: &lt;Insert Title of Work Package x Here&gt;</li> <li>• WPx: &lt;Insert Title of Work Package x Here&gt;</li> </ul>		
<b>Period</b>	<Months x – y>		
<b>Deliverables</b>	<b>Item</b>	<b>By (month)</b>	
	<Deliverable 1>	<Month x>	
	<Deliverable 2>	<Month x>	
	<Deliverable <i>n</i> >	<Month x>	
<b>Budget</b>	<b>Item</b>	<b>Organisation</b>	<b>Requested Funding €</b>
	<Item 1>	<Organisation>	<##,###>
	<Item 2>	<Organisation>	<##,###>
	<Item <i>n</i> >	<Organisation>	<##,###>
	<b>TOTAL</b>		<##,###>

#### 17. Budget Summary by Phase

<b>Stages</b>	<b>Start Month</b>	<b>End Month</b>	<b>Requested Funding €</b>
Stage 1	<Month x>	<Month y>	<##,###>
Stage 2	<Month x>	<Month y>	<##,###>
Stage 3	<Month x>	<Month y>	<##,###>
<b>Total</b>			<##,###>



## SECTION C – PARTICIPANT DETAILS

**N.B.** This Section needs to be filled by **EACH** Participant

Participant Details	
Organisation Name	<Insert Organisation Name Here>
Organisation Number	<Insert Organisation Number (if applicable) Here>
Organisation Role	<input type="checkbox"/> Project Coordinator <input type="checkbox"/> Participant
Organisation Type	<input type="checkbox"/> Academic or Research Institution <input type="checkbox"/> Company <input type="checkbox"/> SME <input type="checkbox"/> Government entity <input type="checkbox"/> NGO <input type="checkbox"/> Other (please specify) _____
Organisation Address	<Insert Postal Address Here>

Project Manager (for Project Coordinator only)	
Name	<Insert Name Here>
Position	<Insert Position Here>
Telephone / Fax	<Insert Telephone Number Here> / <Insert Fax Number Here>
Email	<Insert Email Address Here>

Organisation Profile
1. Brief history, when established, number of employees. <Insert Text Here>
2. Field of activity and core competencies. <Insert Text Here>
3. Research capacity & track record in related activities. <Insert Text Here>
4. Other relevant information. <Insert Text Here>

Signatures	
Signature of Project Manager	Signature of CEO / Director / Senior Manager
Name and Date <Insert Name Here> <dd/mm/yyyy>	Name and Date <Insert Name Here> <dd/mm/yyyy>