**Space Research Fund**

**2018 Call**

**Application Form**







Version 1.0

|  |  |
| --- | --- |
| **Proposal Reference No.***To be completed by MCST*  |  |
| **Full Project Title***The project title should not exceed 200 characters in length.* | brian warrington |
| **Acronym** | brian warrington |
| **Proposed Start Date***(Must be within 4 weeks of Grant Agreement signature or as otherwise stated by the Council)* | brian warrington |
| **Project Duration***(Must not be more than 20 months)* | brian warrington |
| **Space Research Fund Stream** (select the stream under which you are applying)[ ]  Technology Concept Research (TRL 1 to 4) [ ]  Applied Technology Development (TRL 5+)  |  **Planned TRL advancement** (this is to be further justified in the forthcoming sections)TRL at project **start**: brian warringtonPlanned TRL at project **end**:brian warrington |
| **Abstract*****The abstract should not exceed 400 words.***  |
| **Organisation Name** | **Organisation Type** | **Total Requested Funding (per organisation)** |
|  | brian warrington | brian warrington |
|  | brian warrington | brian warrington |
|  | brian warrington | brian warrington |
|  | brian warrington | brian warrington |
|  | **Total Grant Requested**  | **brian warrington** |

***Use this form by entering text in the grey fields and ticking tick boxes where applicable. Images may be referred to in the main text and inserted after the grey field for the relevant section. Any additional data can be placed in an appendix at the end of the proposal and referenced accordingly. Each appendix must not be longer than 2 pages each.***

***Kindly note that ‘Partner’ refers to the Participating Organisation. If the applicant not a consortium, any reference to additional partners is not applicable.***

 ***Do not change the format of this application form. Please delete the guidelines in italics before submitting your proposal.***

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| 1. **Proposal Articulation**
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*When completing the various sub-sections under Section 1, please provide sufficient detail to enable a thorough articulation of your proposal ideas which are to be evaluated as indicated in the Rules for Participation.*

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| **Excellence** | ***Provide the background to the proposal, whilst clearly explaining the problem statement. Define the proposal concept and technical objectives.***brian warrington |
| ***What is the current State-of-the-Art and how will your project go beyond this? Make reference to and distinguish your proposal from previous work / projects within the area? Make reference to Technology Readiness Levels (TRLs).***brian warrington |
| ***Describe the engineering approach to be adopted whilst highlighting any risks to the attainment of the scientific excellence and technical objectives.***brian warrington |

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| **Impact** | ***Describe the prospects for the deliverance of a competitive advantage over current market offerings and the potential of the proposal to help overcome pan-European challenges. How will the applicant/s leverage opportunities for international networking, further funding from other sources and/or potential investors, if applicable.*** brian warrington |
| ***Describe the route to commercialisation including the target TRL to be reached at the end of the project. Present the route to IP protection (e.g. patents, licensing) and envisaged IP ownership between project partners.***brian warrington |
| ***Describe the proposal’s ambition in relation to the generation of economic growth and jobs (capacity building) during the proposed project, as well as post-project (5-year timeline) Use Section 6 to summarise these ambitions. What are the prospects for related saleable products/services in the future? What is the likelihood of the technology being proposed, also being applied in a cross-cutting multi-sector setting?***brian warrington |
| ***To what extent is the proposal leveraging local favourable conditions, promoting Malta’s potential as a test-bed for downstream Earth Observation applications and the provision of international exposure in this respect? What quantifiable potential monetary benefits are envisaged for clients/users adopting the technology?*** brian warrington |
| ***Provide details of plans for the dissemination of project results through peer reviewed journals, conferences and other avenues. Provide proposals on the dissemination of project results through local and European fora/events and media. A work package can be presented in Section 3. Restrictions due to Intellectual Property (IP) protection should be borne in mind and take precedent over dissemination activities.***brian warrington |

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| **Implementation** | ***Describe the inclusion of, or plans to include, end users in the proposed project. This can be in the form of partnerships, formalised agreements or letters of intent. Describe any potential clients, if applicable.***brian warrington |
| ***Describe project key risks and possible mitigation routes, as well as the planned risk management process to be adopted during the research. Present any opportunity and innovation management efforts planned for the project.***brian warrington |
| ***Provide any additional detail to that presented in Section 3, to emphasise any aspects that can help strengthen your proposal. These may include, but are not limited to:**** ***partner or consortium (if applicable) details, dynamics and complementarity***
* ***plans for knowledge transfer***
* ***details on allocation of resources and partner workloads***
* ***details on management structures, etc.***

brian warrington |

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| 1. **Implementation: Deliverables and Milestones**
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* 1. **Deliverables**

*List the deliverables of the proposed project, specifying the month of completion relative to start of project e.g. Month 6, Month 12 and so on. Note that the deadline for any particular deliverable would be the end of the respective Month specified.*

*The deliverables should include:*

1. *Those specific to the project for example tangible events and/or reports related to installation, testing, implemented procedures and so on;*
2. *The ‘mandatory deliverables’ required by the Council as per the Rules for Participation.*

*The first few rows have been filled as an example. Insert rows as necessary. Please sort the deliverables in chronological order.*

|  |  |
| --- | --- |
| **Deliverable** | **Date** |
| D1. Progress Technical Report (end Stage 1) | Month 12 |
| D2. Progress Financial Report (Report on Stage 1 and forecast for Stage 2) | Month 13 |
| D3. End of Project Technical Report | Month 21 |
| D4. End of Project Financial audited report | Month 21 |
| D5. brian warrington  | Month brian warrington |
| D6. brian warrington | Month brian warrington |
| D7. brian warrington  | Month brian warrington |
| D8. brian warrington | Month brian warrington |
| D9. brian warrington | Month brian warrington |

*The Progress Report should be submitted at the end of Stage 1 and the Financial Report should be submitted one month after the end of each stage.*

*The end of Project Technical Report and the end of Project Financial Audit Report should be submitted within one month after the End Date (Project completion date)*

**2.2 Milestones**

|  |  |
| --- | --- |
| **Project Milestones** | **Date** |
| Start Date / Start of Stage 1 | Month 1 |
| End of Stage 1 | Month 12 |
| Start of Stage 2 | Month 13 |
| End of Stage 2 | Month 20 |
| brian warrington | Month brian warrington |
| brian warrington | Month brian warrington |
| brian warrington | Month brian warrington |

*Insert rows to add more milestones specific to the project. Please sort the milestones in* ***chronological order****.*

**2.3 Other Considerations**

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

brian warrington

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| 1. **Implementation: High Level Project Plan**
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*This section should include a list of deliverables and activities (tasks) that each participant is responsible for, the start date, end date and duration of the task. There is one mandatory work package: Project Management. The first is partly filled in as an example.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Package Description** | **Start Date** | **End Date** | **Duration** |
| ***Overall Project*** | Month brian warrington | Month brian warrington | Month brian warrington |
| **Work package number** 1**Work Package leader** brian warrington**Work package title** Project Management**Work package description** *(max 100 words)*brian warrington**Deliverables pertaining to this Work Package** *(insert the number of the deliverable, ex. D1)***Activities pertaining to this Work Package** *(provide a brief explanation on each activity – max. 50 words per activity)***Activity 1.1**- Two interim meetings per stage to be held with the Council - *The first meeting must take place within three months from the Start Date. Subsequent meetings would be scheduled during and/or after this first meeting.***Activity 2.1**- Regular contact to be maintained with other project partners through meetings, email and Skype. – This is essential to ensure the timely delivery of the project.**Activity 3.1**– Engaging of the required personnel - brian warrington**Activity 4.1** Progress Technical Report – Overview of the scientific and technical data achieved in this stage. To be completed in the Council’s approved templates.Activity **4.2** Progress Financial Report - Stage 1 Overview and Stage 2 projection of the financial data provided within the Council’s approved templates.**Activity 4.6** End of Project Technical Report - Overview of the scientific and technical data achieved across the entire project. To be completed in the Council’s approved templates.**Activity 4.7** End of Project Financial Report and Audit Report - Audited accounts provided by the appointed auditors. | Month 1 | Month brian warrington | Monthsbrian warrington |
| **Work package number** brian warrington**Work Package leader** brian warrington**Work package title** brian warrington**Work package description** *(max 100 words)*brian warrington**Deliverables pertaining to this Work Package** *(insert the number of the deliverable, ex. D1)*brian warrington**Activities pertaining to this Work Package** *(provide a brief explanation on each activity – max. 50 words per activity)*brian warrington |  |  |  |
| **Work package number** brian warrington**Work Package leader** brian warrington**Work package title** brian warrington**Work package description** *(max 100 words)*brian warrington**Deliverables pertaining to this Work Package** *(insert the number of the deliverable, ex. D1)*brian warrington**Activities pertaining to this Work Package** *(provide a brief explanation on each activity – max. 50 words per activity)*brian warrington |  |  |  |
| **Work package number** brian warrington**Work Package leader** brian warrington**Work package title** brian warrington**Work package description** *(max 100 words)*brian warrington**Deliverables pertaining to this Work Package** *(insert the number of the deliverable, ex. D1)*brian warrington**Activities pertaining to this Work Package** *(provide a brief explanation on each activity – max. 50 words per activity)*brian warrington |  |  |  |

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| 1. **Gantt Chart**
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*The project Gantt chart should be inserted here. It should include a list of the work packages, deliverables and related activities on the left and a suitable time scale along the top. Each deliverable and/or activity should be represented by a bar. The position and length of the bars should reflect start dates, duration and end dates. The dates when all reports should be submitted should also be noted.*

brian warrington

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| 1. **Detailed information on experts who will work on the project**
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*This section should provide an overview of the proposed consortium, if applicable, and establish their ability to carry out the project (e.g. track record, skills and competencies, etc.). This section should also be used to highlight any key researchers to be engaged on the project and showcase the expertise within the field thus promising added-value to the project.*

*Should there be any changes to the key researchers highlighted herein, the Council must be notified in writing with immediate effect. If a key researcher has not been employed prior to the submission of this application form, a profile of the expertise required should be noted herein*

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| --- | --- |
| **Lead Partner** | ***Organisation***brian warrington |
| ***Brief Personal profile of key researchers******1.1*** 1.2  |
| ***CV of the Individuals working on the Project are to be submitted under Appendix 3*** *(an example can be found therein)* |

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| --- | --- |
| **Partner 2** | ***Organisation***brian warrington |
| ***Brief Personal profile of key researchers***2.12.2  |
| ***CV of the Individuals working on the Project are to be submitted under Appendix 3*** *(an example can be found therein)* |

|  |  |
| --- | --- |
| **Partner 3** | ***Organisation***brian warrington |
| ***Brief Personal profile of key researchers***3.1 3.2  |
| ***CV of the Individuals working on the Project are to be submitted under Appendix 3*** *(an example can be found therein)* |

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| 1. **Additional Outputs and Outcomes**
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| --- | --- |
| **Outputs and Outcomes** |  |
| ***1. Employment*** |  |
| How many new jobs will be created ***throughout the lifetime*** ***of the project***? |  |
| How many post graduate students following either a master’s degree or a doctoral degree will be engaged ***throughout the lifetime of the project***? If these are completed post-project, please indicate completion dates. |  |
| How many new jobs will be created ***after the lifetime*** ***of the project***, particularly in the first 5 years?Yr 1, Yr 2, Yr 3, Yr 4, Yr 5 | , , ,,  |
| ***2. Investment and revenue*** |  |
| How much additional investment will the partners or investors contribute to bring the product, service or technology to the market, particularly in the first 5 years (***after the lifetime of the project***)? Yr 1, Yr 2, Yr 3, Yr 4, Yr 5 | , , ,,  |
| Are any alternative sources of financing such as crowdfunding, business angels, other funding programmes (EU and/or national) or financing packaging being sought? If yes, please specify the sources and the funding amount for the 5 year post-project term. |  |
| What is the additional revenue/income envisaged for the partner/s arising from a saleable product or service over 5 years from project completion?Yr 1, Yr 2, Yr 3, Yr 4, Yr 5 | , , ,,  |
| 1. ***Benefits***
 |  |
| What are the monetary savings foreseen for the end user (if applicable) following the end of the project?Yr 1, Yr 2, Yr 3, Yr 4, Yr 5 | , , ,,  |
| ***4. Patents*** |  |
| If applicable, number of patent applications, foreseen within the **lifetime of the project**.Percentage of IP to be retained in Malta |  |

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| 1. **Budget**
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* 1. **Budget Summary by Organization**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Eligible Direct Costs €** | **Eligible Indirect Costs €** | **Total Eligible Costs €** | **Requested Funding €** |
| Lead Partner brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Partner 2 brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Partner 3 brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| ***Total*** | **brian warrington** | **brian warrington** | **brian warrington** | **brian warrington** |

*Funding is 100% of total eligible costs up to a maximum of €150,000 per project across all partners of the consortium This applies to all legal entities (public or private). The values in the “Total Eligible Costs” column should thus equal those in the “Requested Funding” column. A lower requested funding is however possible, should a partner choose to co-finance part of the costs (must be in cash – no in-kind contributions should be included here).*

* 1. **Total Budget Detail by Organisation**

*Give an estimate of the project budget in Euros (€), broken down per participant per stage.*An excel sheet is uploaded on the website together with the application form to assist in the calculations.

1. *Eligible direct costs:*
	* *Personnel*

***Give details of position, hourly rate, duration in number of hours, in the format of: research assistant x €18.76/hour x 100 hours.***Hourly rates should include National Insurance and Inland Revenue and allowances.

* + *Equipment*
	+ *Subcontracting*
	+ *Travel*
	+ *Other*
1. *Eligible indirect costs are calculated at 10% of the direct costs,* ***excluding the costs of (1) subcontracting, (2) items of equipment above €5000 and (3) consumables above €5000.*** Note that for equipment, the capping of €500 is per piece while for consumables, the capping of €500 is for the total amount per partner.
2. *Audit fees must form part of the indirect costs and therefore should not be input as a separate budget line.*
3. *Total eligible cost is the sum of eligible direct and indirect costs*
4. *All figures should be provided to the* ***nearest Euro.***

*Funding is to a maximum of 100% of total eligible costs for all legal entities (public or private). The values in the “Total Eligible Costs” column should thus equal those in the “Requested Funding” column. A lower requested funding is however possible, should a partner choose to co-finance part of the costs (must be in cash – no in-kind contributions should be included here).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lead Partner** ***brian warrington*** | **Eligible Direct Costs €** | **Eligible Indirect Costs €** | **Total Eligible****Costs €** | **Requested Funding €** |
| Personnel *(give details of position, duration, rate)**e.g. researcher x 100 hours x €18.76/hr* |  |  |  |  |
| brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Equipment brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Subcontracting brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Travelbrian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Other brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| ***Total*** | **brian warrington** | **brian warrington** | **brian warrington** | **brian warrington** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Partner 2*****brian warrington*** | **Eligible Direct Costs €** | **Eligible Indirect Costs €** | **Total Eligible****Costs €** | **Requested Funding €** |
| Personnel *(give details of position, duration, rate)**e.g. researcher x 100 hours x €18.76/hr* |  |  |  |  |
| brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Equipment brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Subcontracting brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Travelbrian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Other brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| ***Total*** | **brian warrington** | **brian warrington** | **brian warrington** | **brian warrington** |

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| --- | --- | --- | --- | --- |
| **Partner 3*****brian warrington*** | **Eligible Direct Costs €** | **Eligible Indirect Costs €** | **Total Eligible****Costs €** | **Requested Funding €** |
| Personnel *(give details of position, duration, rate)**e.g. researcher x 100 hours x €18.76/hr* |  |  |  |  |
| brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Equipment brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Subcontracting brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Travelbrian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Other brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| ***Total*** | **brian warrington** | **brian warrington** | **brian warrington** | **brian warrington** |

**c. Budget Detail per Organisation per Stage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lead Partner** ***Stage 1*** | **Eligible Direct Costs €** | **Eligible Indirect Costs €** | **Total Eligible****Costs €** | **Requested Funding €** |
| Personnel *(give details of position, duration, rate)**e.g. researcher x 100 hours x €18.76/hr* |  |  |  |  |
| brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Equipment brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Subcontracting brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Travelbrian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Other brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| ***Total*** | **brian warrington** | **brian warrington** | **brian warrington** | **brian warrington** |

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| --- | --- | --- | --- | --- |
| **Lead Partner** ***Stage 2*** | **Eligible Direct Costs €** | **Eligible Indirect Costs €** | **Total Eligible****Costs €** | **Requested Funding €** |
| Personnel *(give details of position, duration, rate)**e.g. researcher x 100 hours x €18.76/hr* |  |  |  |  |
| brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Equipment brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Subcontracting brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Travelbrian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| Other brian warrington | brian warrington | brian warrington | brian warrington | brian warrington |
| ***Total*** | **brian warrington** | **brian warrington** | **brian warrington** | **brian warrington** |

**d. Summary of Stage Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Start Month** | **End Month** | **Requested****Funding €** |
| Stage 1 (less retention) | Month 1 | Month brian warrington | brian warrington |
| Stage 2 (less retention) |  Month brian warrington | Month brian warrington | brian warrington |
| **Retention** (20% of total requested funding) |  |  | brian warrington |
|  |  |  |  |
| **Total** | **brian warrington** |

*Retention: As described in the Rules for Participation, a retention consisting of 20% of the project grant shall be withheld by the Council and only released upon successful completion of the project. This is deducted from the funds allocated for Stage 2 and from the preceding stage, if necessary*

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| 1. **Participant Details and Declaration Form**
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 *(To be filled by* ***each partner****. In the case of foreign partners, the amount and type of contribution should be noted. Maximum of 2 pages per Participant)*

|  |
| --- |
| **Participant Details** |
| Organisation Name | brian warrington |
| Company Reg. No. | brian warrington |
| Organisation Role | [ ]  Lead Partner [ ]  Participant |
| Organisation Type | [ ]  Commercial Entity [ ]  Academic Institution [ ]  Government Entity [ ]  Professional Body [ ]  NGO[ ]  Other - please specify:  |
| Organisation Address | brian warrington |

|  |
| --- |
| **Project Contact for Organisation** |
| Name | brian warrington |
| Position | brian warrington |
| Mobile / Telephone / Fax | M brian warringtonT brian warrington F brian warrington |
| Email | brian warrington |

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| **Organisation Profile** |
| 1. Brief history, when established, number of employees.brian warrington2. Field of activity and core competencies.brian warrington3. Research capacity & track record in related activities.brian warrington4. Other relevant information.brian warrington |

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| **Declaration** |
| *I, brian warrington, declare and confirm that:-*1. *I have never been found guilty by any competent Court in Malta or elsewhere of any crime[[1]](#footnote-1) and that I have never been adjudged bankrupt or insolvent by, or filed an application for insolvency before, any competent Court in Malta or elsewhere.*
2. *I have never been disqualified[[2]](#footnote-2) or excluded from participation in any Public Tender either by the Government of Malta or by the European Union or by any public entity in Malta.*
3. *I have never been disqualified[[3]](#footnote-3) or excluded from participation in any Public and/or European Union funding scheme.*
 |
| **Signatures** |
| Signature of Project Contact for Organisation  | Signature of Legal Representative of the Organisation |
| Name brian warrington | Name brian warrington |
| Date *(handwritten)* | Date*(handwritten)* |

## APPENDIX 1

**State Aid Declaration (De Minimis)**

***To be completed by each partner***

If the submitted application is approved, the Project will benefit from *de minimis* State aid in line with *Commission Regulation (EC) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid*.

Commission Regulation (EC) No. 1407/2013 allow a ‘single undertaking’ to receive an aggregate maximum amount of *de minimis* aid of €200,000 under all *de minimis* aid measures, over a period of three fiscal years. This aggregate maximum threshold applies in principle to all economic sectors with the exception of a ‘single undertaking’ performing road freight transport for hire or reward for which a lower de Minimis threshold of EUR 100,000 over a period of three ‘fiscal years’ applies. The agriculture and fisheries sectors are subject to different thresholds and criteria. For the purpose of this declaration the term ‘single undertaking’ shall have the meaning as established in *Commission Regulation (EC) No. 1407/2013.* Moreover ‘fiscal year’ means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State aid granted under this scheme and any other State aid measure granted under the *de Minimis* rule. Any *de Minimis* aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The following is an indicative list of the possible forms of State aid:

* Grants from public bodies
* Loans or loan guarantees at favourable rates
* Tax benefits
* Waiving or deferral of fees or interest normally due
* Marketing and advertising assistance
* Consultancy, training and other support provided either free or at a reduced rate
* Aid for investment in environmental projects or research and development assistance
* Purchase, rent or lease of immovable property at less than market rate.

Potentially any assistance from a public body may constitute State aid. Should you have any doubts whether any public assistance received is *de Minimis* aid, you should contact the agency or department from which the assistance was received in order to ascertain this.

**Declaration**

I declare that a comprehensive amount of *de Minimis* aid received to date during the current fiscal year and the previous two fiscal years is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Fiscal Year 201X** | **Fiscal Year 201X** | **Fiscal Year** **201X** | **TOTAL** |
| € | € | € | € |

A breakdown of the source, type and amount of all *de Minimis* aid received as well as that applied for from any State aid grantor, is presented overleaf.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Business Undertaking (Full Legal Name)  |  | VAT Registration Number |
|  |  |  |
|  |  |  |
| Name and Surname (BLOCK CAPITALS)  |  | Position in Establishment |
|  |  |  |
|  |  |  |
| Signature  |  | Date |

**Detailed information concerning applicable State aid under the *de minimis* rule.**

*(Note: Information should include both State aid received as well as applications for de minimis State aid still pending approval by potential grantors)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Source/Grantor** | **Type of State Aid**  | **Amount in €** |
|  |  |  |  |
| *Eg: 2/01/2009* | *Central Government* | *Soft Loan Scheme* | *10,000* |
|  |  |  |  |
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*An updated State Aid (De Minimis) Declaration form is to be submitted upon the signing of the Grant Agreement should the project be selected for funding.*

**APPENDIX 2**

**PRE-AGREED DEVIATIONS TO DELIVERABLES OR BUDGETS**

 Please tick if you have pre-agreed any changes to the mandatory deliverables or budgets during the Application Period. It is essential that the relevant correspondence, authorising such amendments is attached to this application form.

*Brief of any pre-agreed amendments.*

**APPENDIX 3 - CV TEMPLATES**

|  |  |
| --- | --- |
| PERSONAL INFORMATION | Replace with First name(s) Surname(s) |
|  |  Replace with telephone number  Replace with mobile number  |
|  State e-mail address  |

|  |  |
| --- | --- |
| Replace with dates (from - to) | Replace with occupation or position held |
|  | Replace with employer’s name and locality (if relevant, full address and website) |
|  | * Replace with main activities and responsibilities
 |
|  | Business or sector Replace with type of business or sector  |

|  |  |
| --- | --- |
|  WORK EXPERIENCE |   |

[Add separate entries for each experience relevant to the role in the project. Start from the most recent.]

|  |  |
| --- | --- |
| EDUCATION AND TRAINING |   |

[Add separate entries for each course, relevant to the role in the project. Start from the most recent.]

|  |  |  |
| --- | --- | --- |
| Replace with dates (from - to) | Replace with qualification awarded |  |
| Replace with education or training organisation’s name and locality (if relevant, country)  |
| * Replace with a list of principal subjects covered or skills acquired
 |

|  |  |
| --- | --- |
| Communication skills | Replace with your communication skills. Specify in what context they were acquired. Example:* good communication skills gained through my experience as sales manager
 |

|  |  |
| --- | --- |
| Organisational / managerial skills | Replace with your organisational / managerial skills. Specify in what context they were acquired. Example: * leadership (currently responsible for a team of 10 people)
 |

|  |  |
| --- | --- |
| Job-related skills | Replace with any job-related skills not listed elsewhere, but relevant to the role in the project. Specify in what context they were acquired. Example: * good command of quality control processes (currently responsible for quality audit)
 |
| Other skills relevant to the role in the project  | Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:* carpentry
 |

|  |  |
| --- | --- |
| ADDITIONAL INFORMATION |   |

|  |  |
| --- | --- |
| PublicationsPresentationsProjectsConferencesSeminarsHonours and awardsMembershipsReferences | Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.Example of publication:* How to write a successful CV, New Associated Publishers, London, 2002.

Example of project:* Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
 |

*Note a different CV template (for example a Europass CV) may be used as long as all the sections above are included.*

**APPENDIX 4**

**CHECKLIST OF ATTACHMENTS**

The following is the list of items mentioned elsewhere in this form or in the Rules for Participation that are required as part of this submission. It is the responsibility of the Project Coordinator to ensure that all the information that applies to this application form is enclosed. Please submit the attachments as separate documents.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| * The application form in MS Word (.docx) format and a signed scanned copy (to be sent by email or on a pen drive)
 | [ ]  | [ ]  |
| * An IP agreement signed by all Project Partners
 | [ ]  | [ ]  |
| * A dissemination and externalisation plan (recommended)
 | [ ]  | [ ]  |
| * Memorandum & Articles of Association of all partners

(except public entities) | [ ]  | [ ]  |
| * Audited financial statements for last 3 fiscal years of all partners. (In the event that the Partner is a start-up and the above documents are not available, the Partner shall provide the financial projections for three (3) years signed by an auditor, including:
* an income statement,
* a cash flow statement, and
* a statement of financial position)
 | [ ]  | [ ]  |
| * Where applicable, documentation pertaining to pre-agreed deviations to deliverables or budgets.
 | [ ]  | [ ]  |
| * Appendix 1: State Aid Declaration
 | [ ]  | [ ]  |
| * Appendix 2: Pre-Agreed Deviations to Deliverables or Budgets
 | [ ]  | [ ]  |
| * Appendix 3: Curricula Vitae of key researchers including relevant track records. This should clearly establish that the Consortium has the potential to carry out the project.
 | [ ]  | [ ]  |
| * Appendix 4: Checklist of Attachments
 | [ ]  | [ ]  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Lead Partner’s Legal Representative

Project Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Project Coordinator

<Insert Name of Project Coordinator>

Project Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Partner 2

<Insert Name of Partner 2>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Partner 3 *(If applicable)*

<Insert Name of Partner 3>

The signatories to this application form are hereby confirming that the Space Research Fund ‘Rules for participation 2018’are read and accepted.

1. *This Declaration does not extend to any traffic related offences where these have been made.* [↑](#footnote-ref-1)
2. *This Declaration does not extend to disqualification of any tender proposal due to technical reasons.* [↑](#footnote-ref-2)
3. *This Declaration does not extend to disqualification of any tender proposal due to technical reasons.* [↑](#footnote-ref-3)