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Proposal Template – The technical annex



Proposal template: technical annex

(for full proposals: single stage submission procedure and 2nd stage of a two-stage submission procedure)

Research and Innovation actions Innovation actions

This template is to be used in a single-stage submission procedure or at the 2nd stage of a two-stage 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. Sections 1, 2 and 3 each correspond to an evaluation criterion.

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 consortium composition during grant preparation.

⚠ Page limit: The title, list of participants and sections 1, 2 and 3, together, should not be longer than 70 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 page limit will be applied automatically; therefore you must remove this information before submitting.

If you attempt to upload a proposal longer than the specified limit before the deadline, you will receive an automatic warning and will be advised to shorten and re-upload the proposal. After the deadline, excess pages (in over-long proposals/applications) will be automatically made invisible, and 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 of H2020 proposals is Times New Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions).

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 (not including any footers or headers).



Research & Innovation Action Innovation Action

Salient points:

- Sections 1, 2 and 3 each correspond to an evaluation criterion.
- Page limit: The title, list of participants and sections 1, 2 and 3, together, **should not be longer than 70 pages**.
 - Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal
- The reference font for the body text of H2020 proposals is Times New Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions).

Excellence

First (and possibly only) real opportunity to impress the reviewers with your project proposal...first impressions are important!



WHAT you aim to achieve

Applicants are expected to present the **motivation for the project**, the project's objectives & concept, and finally present the chosen approach and how it progresses beyond the State of the Art

Presenting the novelty (and/or importance) of the project



Clearly show the State of the Art and its current implications.

Excellence – Section 1

Fill in the title of your proposal below:

TITLE OF THE PROPOSAL

The consortium members are listed in part A of the proposal (administrative forms). A summary list should also be provided in the table below.

List of participants

Participant No. *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

* Please use the same participant numbering as that used in the administrative proposal form.

1. Excellence

Your proposal must address a work programme topic (or topics) for excellence.

This section of your proposal will be assessed only in the extent that it is relevant to that topic.

1.1 Objectives

- Describe the overall and specific objectives for the project¹, which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project (see section 2).

1.2 Relation to the work programme

- Indicate the work programme topic to which your proposal refers, and explain how your proposal addresses the specific challenge and scope of that topic, as set out in the work programme.

1.3 Concept and methodology

(a) Concept

- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved. Identify any inter-disciplinary considerations and, where relevant, use of stakeholder knowledge. Where relevant, include measures taken for public/societal engagement on issues related to the project. Describe the positioning of the project e.g. where it is situated in the spectrum from 'idea to application', or from 'lab to market'. Refer to Technology Readiness Levels where relevant. (See [General Annex 1.1 of the work programme](#).)

¹ The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation.

(proposal acronym)

1

version: 07/16 (20180501)

Sub-section 1.1 – Objectives

- Immediately inform the reviewers exactly what the project is about and what are its objectives in the first two paragraphs
- Macro-level objectives of the project which provide a 'bird's eye view' on the project
- Refer to the specific call's scope, focus and terminology
- Objectives should be clear, measurable, realistic and achievable within the duration of the project

TIP

This section should not exceed 2 pages in length

Excellence – Section 1

Fill in the title of your proposal below:

TITLE OF THE PROPOSAL		

The consortium members are listed in part A of the proposal (administrative forms). A summary list should also be provided in the table below.

List of participants

Participant No. *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

* Please use the same participant numbering as that used in the administrative proposal form.

1. Excellence

Your proposal must address a work programme topic for this call for proposals.

This section of your proposal will be assessed only in the extent that it is relevant to that topic.

1.1 Objectives

- Describe the overall and specific objectives for the project*, which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project (see section 2).

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* The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation.

[Personal account] 1 [version: 07/16/2018/0001]

Sub-section 1.2 – Relation to the Work Programme

- Indicate the topic in the work program to which your proposal refers to.
- How and why your proposal addresses the specific challenge and scope of said topic
- Avoiding repeating the same story, using the same words and terminology, as laid out in sub-section 1.1
- One page is enough for this section

TIP

Write this section only after fully developing the entire proposal

Excellence – Section 1

Fill in the title of your proposal below:

TITLE OF THE PROPOSAL

The consortium members are listed in part A of the proposal (administrative forms). A summary list should also be provided in the table below.

List of participants

Participant No. *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

* Please use the same participant numbering as that used in the administrative proposal forms.

1. Excellence

Your proposal must address a work programme topic for this call for proposals.

This section of your proposal will be assessed only in the extent that it is relevant to that topic.

1.1 Objectives

- Describe the overall and specific objectives for the project*, which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project (see section 2).

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* The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation.

(proposal acronym)

1

version 09/16 08/2016/03/2016



TIP



Sub-section 1.3 – Concept & Methodology

- This subsection shows that the project brings a novel concept and is constructed on sound methods
- The concept: main ideas, models, assumptions, etc. should be listed and presented in detail. The novelty of your project should be reflected in this subsection
- Referring to the overall work plan of your project and the reasoning behind this approach.
- For CSA projects: TRL levels is not relevant to CSA proposals, and the discussion on interdisciplinarity is also typically less relevant

Describe national/international research and innovation activities which will be linked

Excellence – Section 1

Sub-section 1.4 – Ambition (RIA/IA only)

- Establish, the **need/motivation** for the suggested project
- Describing the state of the art, which in turn defines and establishes the knowledge gap, and then how the project plans to go beyond this state of the art.
- Explain how your project and its innovation provides a solution to these needs.
- Describe the eventual breakthroughs, new products, services or business, organizational models.

- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project.

(b) Methodology

- Describe and explain the overall methodology, distinguishing, as appropriate, activities indicated in the relevant section of the work programme, e.g. for research, demonstration, piloting, first market replication, etc.

- Where relevant, describe how the gender dimension, i.e. sex and/or gender analysis is taken into account in the project's content.

! Please note that this question does not refer to gender balance in the teams in charge of carrying out the project but to the content of the planned research and innovation activities. Sex and gender analysis refers to biological characteristics and social/cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to http://ec.europa.eu/research/innov/growth/docs/sex_gender_analysis_en.pdf.

1.4 Ambition

Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious.

- Describe the innovation potential (e.g. **game-breaking objectives, novel concepts and approaches, new products, services or business and organisational models**) which the proposal represents. Where relevant, refer to products and services already available on the market. Please refer to the results of any patent search carried out.

2. Impact

2.1 Expected impacts

! Please be specific and provide only information that applies to the proposal and its objectives. Whenever possible, use measurable indicators and targets.

- Describe how the impact will contribute to:
 - each of the expected impacts mentioned in the work programme, under the relevant topic.

◦ Additional impacts not mentioned in the work programme, that would enhance innovation capacity, create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society.

- Describe any barriers/obstacles, and any framework conditions (such as regulation, standards, public acceptance, workforce considerations, financing of follow-up steps, cooperation of other links in the value chain), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)

2.2 Measures to maximise impact

[proposal acronym]

2

www.epp.europa.eu

TIP

Provide supporting evidence to support your claims

Impact

The “abandoned child” of Horizon 2020 proposals...many applicants find the Impact section harder to write.



Impact can be thought by asking the following:

What will happen once the project is through?

What may be the next steps which extend beyond the project's scope?

What will happen after we reach our target and have results?

What will be the project's 'heritage'?



- Specifically, in Innovation Actions (IA), the score for this section gets an automatic factor of 1.5 over the other sections

Impact – Section 2

- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project.

(b) Methodology

- Describe and explain the overall methodology, distinguishing, as appropriate, activities indicated in the relevant section of the work programme, e.g. for research, demonstration, piloting, first market replication, etc.
- Where relevant, describe how the gender dimension, i.e. sex and/or gender analysis is taken into account in the project's content.

! Please note that this question does not refer to gender balance in the team in a bid to carrying out the project but to the content of the planned research and innovation activities. SW and gender analysis refers to biological characteristics and socio-cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to http://is.europa.eu/research/tech/gendered_innovation/index_en.cfm?cid=108

1.4 Anticipation

- Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious.
- Describe the innovation potential (e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organisational models) which the proposal represents. Where relevant, refer to products and services already available on the market. Please refer to the results of any patent search carried out.

2. Impact

2.1 Expected impacts

! Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantifiable indicators and evidence.

Describe how your project will contribute to:

- each of the expected impacts mentioned in the work programme, under the relevant topic
 - any substantial impacts not mentioned in the work programme, that would enhance innovation capacity, create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society
- Describe any barriers/obstacles, and any framework conditions (such as regulation, standards, public acceptance, workforce considerations, financing of follow-up steps, cooperation of other links in the value chain), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)

2.2 Measures to maximise impact

[proposed acronym]

2

https://ec.europa.eu/research/tech/gendered_innovation/index_en.cfm?cid=108

Sub-section 2.1 – Expected Impact

- Describe how your project will contribute to expected impacts mentioned in the work programme and under the relevant topic – either enhance innovation capacity; create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society
- Describe any barriers/obstacles, and any framework conditions that may determine whether and to what extent the expected impacts will be achieved

TIP

Avoid telling the same story several times. Do not copy paste from the call description!

Impact – Section 2

- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project.

(b) Methodology

- Describe and explain the overall methodology, distinguishing, as appropriate, activities indicated in the relevant section of the work programme, e.g. for research, demonstration, piloting, first market replication, etc.
- Where relevant, describe how the gender dimension, i.e. sex and/or gender analysis is taken into account in the project's content.

⚠ Please note that this question does not refer to gender balance in the team in a bid to carrying out the project but to the content of the planned research and innovation activities. SW and gender analysis refers to biological characteristics and socio-cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to http://is.europa.eu/research/tech/gendered-innovation/index_en.cfm?ID=1586

1.4 Anticipation

- Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious.
- Describe the innovation potential (e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organisational models) which the proposal represents. Where relevant, refer to products and services already available on the market. Please refer to the results of any patent search carried out.

2. Impact

2.1 Expected impacts

⚠ Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantifiable indicators and evidence.

Describe how your project will contribute to:

- each of the expected impacts mentioned in the work programme, under the relevant topic
 - any substantial impacts not mentioned in the work programme, that would enhance innovation capacity, create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or the digital transition, or the circular economy
- Describe any barriers/obstacles, and any framework conditions (such as regulation, standards, public acceptance, workforce considerations, financing of follow-up steps, cooperation of other links in the value chain), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)

2.2 Measures to maximise impact

[proposed acronym]

2

www.esf.europa.eu/efr/2014-2020

Sub-section 2.1 – Expected Impact

On top of the required “Key Performance Indicators (KPI)”. These traditional dimensions are divided into the following classifications:

1. Scientific/Academic/Research: This avenue generally focuses on the possible publications, conferences, or any other opportunities that can arise as a result of this project to promote the research field.

2. Socio-economic: Here, researchers often touch on the new possibilities for job creation, important policy outputs, and overall social benefits of their project.

3. Environmental: Such applications mostly refer to policy papers or guidance documents produced as a result of the research project.

4. Public engagement: In this selected avenue, researchers describe varying ways to publicly engage through communication strategies, education, media or social media outlets, and user groups.

Impact – Section 2

a) Dissemination and exploitation of results

- Provide a draft plan for the dissemination and exploitation of the project's results. Please note that such a draft plan is an *admissibility condition*, unless the work programme topic explicitly states that such a plan is not required.

Show how the proposed measures will help to achieve the expected impact of the project.

The plan, oriented to progression in the course of the project, and should contain measures to be implemented both during and after the end of the project. For innovation actions, in particular, please describe a credible path to deliver these innovations to the market.

- Your plan for the dissemination and exploitation of the project's results (if any) of increasing their impact. This plan should describe, in a concrete and comprehensive manner, the plan in which you expect to make an impact and who are the potential users of your results. Your plan should also describe how you intend to use the appropriate channels of dissemination and interaction with potential users.

- Consider the full range of potential users and uses, including research, commercial, investment, social, environmental, policy-making, setting standards, skills and educational training where relevant.

- Your plan should give due consideration to the possible follow-up of your project, once it is finished. Its exploitation could require additional investments, wider testing or scaling up. Its exploitation could also require other pre-conditions like regulation to be adopted, or value chains to adapt the results, or the public or legal recognition to your results.

- Include a business plan where relevant.
- As relevant, include information on how the participants will manage the research data generated and/or collected during the project, in particular addressing the following issues:

• What types of data will the project generate/collect?

• What standards will be used?

• How will this data be exploited and/or shared/made accessible for verification and re-use? If data cannot be made available, explain why.

• How will this data be created and processed?

• How will the costs for data creation and preservation be covered?

- Actions under Horizon 2020 participants in the extended¹ Plan on Open Research Data in Horizon 2020 (open research data by default), except if they indicate otherwise (opt-out)². Once the action

¹ has participant portal FAQ on how to address [dissemination and exploitation](#) in Horizon 2020.

² Opting out of the Open Research Data Plan is possible, both before and after the grant signature. For further guidance on open research data and data management, please refer to the [UCLES Online Manual](#) on the Participant Portal.

Sub-section 2.2 – Measures to maximise impact

- Dissemination and exploitation of results: describe, in a concrete and comprehensive manner, the area in which you expect to make an impact and who are the potential users of your results. Your plan should also describe how you intend to use the appropriate channels of dissemination and interaction with potential users.
- Consider the full range of potential users and uses, including research, commercial, investment, social, environmental, policy-making, setting standards, skills and educational training where relevant.

Impact – Section 2



Sub-section 2.2 – Measures to maximise impact

- Your plan should give due consideration to the possible follow-up of your project, once it is finished.
- As relevant, include information on how the participants will manage the research data generated and/or collected during the project
- Communication activities: Describe the proposed communication measures for promoting the project and its findings during the period of the grant.



The right team members for a successful impact section

Implementation

“The How” essentially gives very practical information about the actual project structure and its execution. Its role is telling the reviewers what the project will contain: tasks, milestones, deliverables, budget

To make sense in the eyes of the reviewers and help them realize how the requested budget was constructed, and to make it easy to actually execute the project, once retained for funding



Implementation – Section 3

Sub-section 3.1 – Work Plan

- A work plan overview which formulates the following two points: Links the objectives (section 1.1) and concept (section 1.3) to the work packages (WPs) structure.
- Explain how the WPs structure stems from the objectives and concept; Explains how the WPs will actually lead to reaching the project objectives – loopback to the project goals and objectives.
- Deliverables should be listed per WP, as well as GANTT and PERT charts, and Milestones

has started (and at application stage) these beneficiaries which do not opt-out, will need to create a more detailed Data Management Plan for making their data findable, accessible, interoperable and reusable (FAIR).

4. You will need an appropriate consent agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, research data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project's results.
5. The appropriate structure of the consortium to support implementation is addressed in section 2.1.

• Outline the strategy for knowledge management and protection. Include measures to provide open access (free on-line access, such as the "green" or "gold" models) to peer-reviewed scientific publications which might result from the project⁶.

6. Open access publishing (also called "gold" open access) means that an article is immediately provided in open access made by the scientific publisher. The associated copyright is usually shifted away from readers, and instead (for example) at the university or research institute to which the researcher is affiliated, or to the funding agency supporting the research. "Gold" open access costs are fully eligible as part of the grant. Note that if the gold route is chosen, a copy of the publication has to be deposited in a repository as well.

7. Self-archiving (also called "green" open access) means that the published article or the final peer-reviewed manuscript is archived by the researcher – or a representative – in an online repository before, after or alongside its publication. Access to this archive is often – but not necessarily – delayed ("embargo period"), as some scientific publishers may wish to reserve their investment by selling subscriptions and charging pay-per-download fees following an embargo period.

8) Communication activities⁷

• Describe the proposed communication measures for promoting the project and its findings during the period of the grant. Measures should be proportionate to the scale of the project, with clear objectives. They should be tailored to the needs of different target audiences, including groups beyond the project's own community.

3. Implementation

3.1 Work plan – Work packages, deliverables

Please provide the following:

- Brief presentation of the overall structure of the work plan;
- Listing of the different work packages and their components (Gantt chart or similar);
- Detailed work plan for each work package:
 - a list of work packages (table 3.1a);
 - a description of each work package (table 3.1b);

⁶ Open access must be granted to all scientific publications resulting from Horizon 2020 actions (in particular scientific peer-reviewed articles). Further guidance on open access is available in the [EU Open Access Manual](#) on the Participant Portal.

⁷ See participant portal FAQ on how to address [communication activities](#) in Horizon 2020.

⁸ For further guidance on communicating EU research and innovation to project participants, please refer to the [EU Open Access Manual](#) on the Participant Portal.

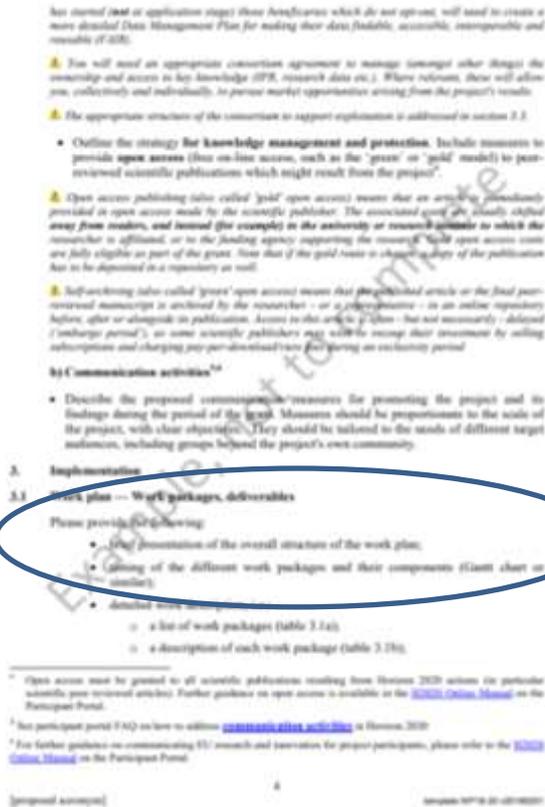


The EC had limited each WP text to no more than two pages. This rule is no longer applied, but we still recommend adhering to it.

Implementation – Section 3

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- Explain how the WPs structure stems from the objectives and concept; Explains how the WPs will actually lead to reaching the project objectives – loopback to the project goals and objectives.
- Deliverables should be listed per WP, as well as GANTT and PERT charts, and Milestones



TIP

The EC had limited each WP text to no more than two pages. This rule is no longer applied, but we still recommend adhering to it.

Implementation – Section 3

Sub-section 3.2 – Project Management

- This section presents the project's management structure, which will be responsible for orchestrating all the pieces presented in section 3 (+ section 2.2). It should include lists of project executives and their roles, such as project coordinator, scientific leader, admin & financial manager, exploitation manager, etc

Sub-section 3.3 – Consortium

- Synergetic nature of the project and why the consortium partners were selected to participate

Sub-section 3.4 – Resources to be committed

- This section quantifies the actions mentioned earlier in the text into a monetary representation. The tasks are translated into person-months allocations and other budget requirements

Definition:

Milestones means control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points in time, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development.

3.3 Consortium as a whole

⚠ The individual members of the consortium are described in a separate section 4. Their roles need to repeat their information here.

- Describe the consortium. How will it match the project's objectives, and bring together the necessary expertise? How do the members complement one another (and cover the value chain, where appropriate)?
- In what way does each of them contribute to the project? Show that each has a valid role, and adequate resources in the project to fulfil that role.
- If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific reasons which are proposed for exploitation of the results of the project (see section 2.2).
- **Other countries and international organisations:** If one or more of the participants requesting EU funding is based in a country or is an international organisation that is not automatically eligible for work funding (either from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in [General Annex A of the work programme](#) are automatically eligible for EU funding), explain why the participation of the entity in question is essential to carrying out the project.

3.4 Resources to be committed

⚠ Please make sure the information in this section matches the costs as stated in the budget table in section 4.1 of the administrative proposal form, and the number of person months, shown in the detailed work package descriptions.

Please provide the following:

- a table showing number of person months required (table 3.4a)
- a table showing 'other direct costs' (table 3.4b) for participants where those costs exceed 15% of the personnel costs (according to the budget table in section 3 of the administrative proposal form)

Questions?

