**FUSION R&I Technology Development Programme**

**2017**

**Application Form**

Version 2.0

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposal Reference No.**  *Write the project number assigned to you for the Commercialisation Voucher Programme (CVP). Replace V with T.*  *If you do not have a CVP number please leave this blank. A project number will be provided by the Council.* | | ***R&I-201X-XXX-T*** | |
| **Full Project Title**  *The project title should not exceed 200 characters in length.* | | brian warrington | |
| **Acronym** | | brian warrington | |
| **Duration in Months** | | **Start Date** *(The project must start by end January 2018 or as otherwise stated by the Council)* | |
| **Abstract**  ***The abstract should not exceed 400 words.*** *(NB: Often would reflect the CVP application form)* | | | |
| **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. Do not change the format of this application form. Please delete the guidelines in italics before submitting your proposal.***

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| 1. **Deliverables and Milestones** |

* 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. 6 Month Report (Stage 1) | Month 6 |
| D2. Technical Report Stage 1 | Month 12 |
| D3.Financial Report Stage 1 | Month 13 |
| D4. brian warrington | Month brian warrington |
| 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 |
| D10. brian warrington | Month brian warrington |

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

*The Detailed Audit Report should be submitted one month after the End Date*

**NB: Progress Meeting**

*Applicants should note that, in addition to the above, a minimum of four progress meetings must be held with the Council per stage. 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.*

**1.2 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 24 |
| Start of Stage 3 | Month 25 |
| End of Stage 3/ End Date | Month 36 |
| 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. Remove the stages according to the project duration.*

*Please sort the milestones in* ***chronological order****.*

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| 1. **Other Issues** |

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

As stated in the ‘Rules for Participation 2017 v 2.0’, in the event that two or more projects obtain the same mark following evaluation by the external evaluators, then the Council shall give priority to that project which provides the best consideration to:

* the implementation of gender equality in the research project
* other sources of cofinancing aside from the industrial partner’s mandatory contribution. Such sources are to be listed in section 6 of the application form.

brian warrington

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| 1. **High Level Project Plan** |

*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)*  D1 Progress meetings with the Council  D2 Progress monitoring and coordination with partner  D3 Recruitment  D4 Reporting  **Activities pertaining to this Work Package** *(provide a brief explanation on each activity – max. 50 words per activity)*  Activity 1.1- Four progress meetings to be held with the Council per stage. - *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- Six Month Stage Reports *– Consists of a 1-2 page update on how the project is progressing in terms of achieving the deliverables and expenditure.*  Activity 4.2 End of Stage/s Technical Reports – Overview of the scientific and technical data achieved in this stage. To be completed in the Council’s approved templates.  Activity 4.3 End of Stage/s Financial Reports and Projections for next Stage – Overview of the financial data provided within the Council’s approved templates.  Activity 4.5 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 4.6 End of Project Financial Report and Audit Report - Audited accounts provided by the appointed auditors. | Month 1 | Month brian warrington | Months  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 |  |  |  |
| **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** |

*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.** |

*This section should provide an overview of the proposed consortium and establish their ability to carry out the project (e.g. track record, skills and competencies, etc.). Applicants should use this space to promote their expertise to external evaluators.*

*Relevant information on the individual should be submitted in order to show:*

*• If any of the individuals worked on a previous R&I Project that was successfully completed?*

*• If any of the individuals registered any patents or technology licence agreements as an outcome of an R&I Project in a related field?*

*• If any of the individuals published any scientific papers or supervised graduates or post graduates as an outcome of an R&I Project in a related field?*

*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*

|  |  |
| --- | --- |
| **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)* |

|  |  |
| --- | --- |
| **Partner 2** | ***Organisation***  brian warrington |
| ***Brief Personal profile of key researchers***  2.1  2.2 |
| ***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** |

|  |  |
| --- | --- |
| **Output and Outcome** |  |
| ***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***? |  |
| How many new jobs will be created ***after the lifetime*** ***of the project***, particularly in the first 3 years?  Yr 1, Yr 2, Yr 3 | , , |
| Will any of these new jobs be for people who obtain a doctoral degree?  Yr 1, Yr 2, Yr 3 | , , |
| ***2. Investment*** |  |
| How much additional investment will the industrial partner contribute towards the project (***in addition to the co-financing element***) ***throughout the lifetime of the project***? |  |
| How much investment will the industrial partner/private investor contribute in order to bring the product, service or technology to the market, particularly in the first 3 years (***after the lifetime of the project***)?  Yr 1  Yr 2  Yr 3 |  |
| Are any alternative sources of cofinancing 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. |  |
| What is the additional revenue envisaged arising from this investment over the same 3 years.  Yr 1  Yr 2  Yr 3 |  |
| 1. **Patents** |  |
| Number of patent applications foreseen  Percentage of IP to be retained in Malta |  |
| **4. Publications** |  |
| Number of publications foreseen |  |

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| 1. **Budget** |

* 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** |

* 1. **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. *The reserved €5,000 for dissemination costs (listed in the Rules for Participation 2017 v2.0) should not be listed in the tables below. If there are to be dissemination costs that are not covered by this reserved amount, then such costs are to be listed under ‘Other’.*
4. *Total eligible cost is the sum of eligible direct and indirect costs*
5. *Requested Funding is calculated as a percentage of the total eligible cost*
   * *Public Entities at 100%*
   * *Industry (industrial entities) at 75%*
6. *All figures should be provided to the* ***nearest Euro.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
| Travel  brian 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 |
| Travel  brian 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 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 |
| Travel  brian 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 |
| Travel  brian 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** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
| Travel  brian 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** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lead Partner**  ***Stage 3*** | **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 |
| Travel  brian 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** |

Table c should be repeated for each partner.

**d. Summary of Stage Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Start Month** | **End Month** | **Requested**  **Funding €** |
| Stage 1 | Month 1 | Month brian warrington | brian warrington |
| Stage 2 | Month brian warrington | Month brian warrington | brian warrington |
| Stage 3  (less the 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 the last stage and from the preceding stage, if necessary.*

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| 1. **Participant Details and Declaration Form** |

*(To be filled by* ***each partner, including foreign partners****. 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 |

|  |
| --- |
| **Organisation Profile** |
| 1. Brief history, when established, number of employees.  brian warrington  2. Field of activity and core competencies.  brian warrington  3. Research capacity & track record in related activities.  brian warrington  4. Other relevant information.  brian warrington |

|  |  |
| --- | --- |
| **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 |  |

|  |  |
| --- | --- |
| Publications  Presentations  Projects  Conferences  Seminars  Honours and awards  Memberships  References | 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 and 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 |  |  |

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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>

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)