



**3rd Open Call - SME Project Proposal template**

|  |  |
| --- | --- |
| **Proposal Title** |  |
| **Proposal Acronym**  |  |

**Leading Individual[[1]](#footnote-1)**

|  |  |
| --- | --- |
| **Title (Mr/Ms/Mrs/Dr/Prof)** |  |
| **First Name**  |  |
| **Last Name**  |  |
| **Gender** |  |
| **Position at the Organization** |  |
| **E-mail** |  |
| **Country** |  |
| **Phone No.** |  |
| **Address (if different from legal Organization address)** |  |

 **SME Information[[2]](#footnote-2)**

|  |  |
| --- | --- |
| **Legal Name of the SME** |  |
| **VAT Number** |  |
| **Legal Address** |  |
| **Country** |  |
| **Website** |  |
| **Are you a SME according to the Commission Recommendation 2003/361/EC? (YES/NO)** |  |
| **Headcount in Annual Work Unit (AWU) (last closed financial year or “N/A” if a start-up)** |  |
| **Annual Balance Sheet in EUR (last closed financial year or “N/A” if a start-up))** |  |
| **Annual Turnover in EUR (last closed financial year or “N/A” if a start-up))** |  |
| **Any linked or partner enterprises to your SME? (YES/NO)** |  |

# Summary

[12 lines maximum]

Please write here a brief summary of the project.

The information contained in this summary will be made public on FI-ADOPT project website.

# Domain(s)[[3]](#footnote-3)

|  |  |
| --- | --- |
| **Addressed Domain**  | Relevance Order |
| * Corporate and citizen’s learning/training
 |  |
| * Healthy behaviour and wellbeing shaping
 |  |
| * Social cultural integration
 |  |
| * Other (please specify): .
 |  |

**Total Requested Funding[[4]](#footnote-4):** €

# Declaration of honour on exclusion criteria and absence of conflict of interest

The undersigned *(insert name of the signatory of this form)* representing the following legal person *(legal name of the SME)*

full official name:

official legal form:

full official address:

VAT registration number:

1. Declares that [the above-mentioned legal person] is not in one of the following situations:

a) it is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) it or persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

c) it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations

d) it is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

e) it or persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union’s financial interests;

f) is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.

2. Declares that the natural persons with power of representation, decision-making or control over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

3. Declares that [the above-mentioned legal person]:

a) is not subject to a conflict of interest;

b) has not made false declarations in supplying the information required by the as a condition of participation in the 1st Open Call for Proposals of FI-ADOPT Project or does not fail to supply this information;

c) is not in one of the situations of exclusion, referred to in the abovementioned points a) to f).

4. Certifies that [the above-mentioned legal person]:

* is committed to participate in the abovementioned project;
* has stable and sufficient sources of funding to maintain its activity throughout its participation in the above mentioned project and to provide any counterpart funding necessary;
* has or will have the necessary resources as and when needed to carry out its involvement in the above mentioned project.

|  |  |
| --- | --- |
| Full name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature and stamp (if applicable) |
| Done at (place)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the (day)\_\_\_\_\_\_\_(month)\_\_\_\_\_\_\_(year) |

# General Instructions

* Do NOT modify the template of the proposal heading/sections. You may only **delete** this General Instructions page, the options that do not apply to your project, the explanations/comments in light mauve colour and the footnotes across the different sections.
* Be concrete and concise.
* Examine the training contents at the project website (www.fiadopt-project.eu) before writing your proposal.
* Page limit: For all proposals, sections 1, 2 and 3, including all figures and tables should not be longer than 11 pages, distributed as follows:

1. Technical Excellence 4 pages (max)

2. FIWARE Adoption Acceleration 3 pages (max)

3. Market Readiness 4 pages (max)

 The Cover page, the Summary Page and the Ethical/Security Annex are mandatory but they are excluded from the page limit.

* The minimum allowed font size is 11 points, the paragraph spacing 6pt and the line spacing single. The page size is A4, and all margins (top, bottom, left and right) should be at least 15 mm (not including any footers or headers).
* 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.
* Not respecting the general instructions may lead to the disqualification of the proposal. Excess contents will not be evaluated.
* Remember to complete the “Declaration of honour on exclusion criteria and absence of conflict of interest” form and the “Annex: Ethical/Security Checklist). If the proposal is selected, a signed version will be needed and cross-checked with the local authorities during the negotiation.
* **Remember, ONLY PROPOSALS USING FIWARE (http://www.fi-ware.org/) technology are eligible within this call! If applicable, utilization of Domain Specific Enablers from FI-PPP Use Case 2 projects (http://www.fi-ppp.eu/projects/) is highly recommended.**

Good luck!

# Technical Excellence

[4 pages maximum]

## Background and concept

Please define how, where and/or when the project idea came from.

## Objectives

Please describe the general and specific objectives pursued by the project

* A general objective should answer the question “what is the project for?”
* A specific objective should answer the question “what are we doing in the project?”

Make the objectives measurable “when are we going to meet the objective?” and ”how are we going to validate that the objective has been met?

## Innovation

Describe in detail existing of competing solutions (if any). Where relevant, refer to products and services already available on the market. Please refer to the results of any patent search carried out.

This section should answer the question “Why my service/application is different from existing ones?” “Why is it going to be better?”

## Technical description

Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved. Identify any trans-disciplinary considerations;

Describe the activities that will take place in your project from the technical point of view. If relevant, break down your work to work packages and tasks and provide timing of the different activities and components (e.g. Gantt chart or similar);

This section should answer the question “how are we going to implement the project objectives?”

### Deliverables List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No[[5]](#footnote-5) | Deliverable Name/Description[[6]](#footnote-6) | Type[[7]](#footnote-7) | Delivery Date[[8]](#footnote-8)[[9]](#footnote-9) | Cost (€) |
| 1 | Draft Sustainability Plan (DSP): This report will explain in more details the business and sustainability plan of the proposed solution[[10]](#footnote-10) | R | M1 |  |
| 2 | … |  |  |  |
|  | **Total Deliverables Cost** |  |

# FIWARE Adoption Acceleration

[3 pages maximum]

## FIWARE Technology to be utilized

Explain how and why you are going to utilise the FIWARE Technology

Add the relevant information in the following table:

|  |  |
| --- | --- |
| FI-WARE technology | Use in the project[[11]](#footnote-11) |
| Name of the Generic enabler |  |
|  |  |

## FI-PPP Use Cases Technology to be utilized

Explain how and why you are going to utilise the FI-PPP Use Cases Technology

Add the relevant information in the following table:

|  |  |  |
| --- | --- | --- |
| FI-PPP Use Case Project | FI-PPP technology | Use in the project[[12]](#footnote-12) |
|  | Name of the Specific Enabler |  |

## Testing and Validation plans

Add information on your plans to test and validate your solution using the FI-PPP facilities

# Market Readiness[[13]](#footnote-13)

[4 pages maximum]

## Value proposition

Define what will be the product/service that will be generated thanks to the project. This section should answer the question “What am I going to sell?” This section should answer why your product/service is good in a wider extent: good for society, for environment, for the creation of new business activities besides the project itself…

## Market scope – Competition

Describe the market general status for your product/service. You should answer the question “what are the alternative/similar products in the market?

## Sustainability Plan – Potential Customers

* Provide a draft sustainability plan. Describe who will be your users and/or customers. Who is willing to pay for your product or service and why?
* A clear definition on how you intend to reach those customers and users within the project must be defined.
* Quantify how many users/customers are expected to be trying your product/services during the development and tuning phases.

## SME description

Please provide a short description of the SME defining their activity, size and relevant information for the project.

## Personnel description

List the names and relevant experience of the people that will be involved in the project. The first person must be the project coordinator. Avoid long descriptions (ie: knowing the languages you speak might be not relevant as long as you understand/speak English and the project is not related to a language tool).

The personnel involved in this section will be the ones being part of the project.

## Earlier projects

Add links and descriptions about past projects which might be interesting to prove your experience to accomplish this one.

## Budget and cost justification[[14]](#footnote-14)

|  |  |  |
| --- | --- | --- |
| **Budget** | **Cost (€)** | **Justification** |
| **Deliverables Cost** |  |  |
| **Travel Cost[[15]](#footnote-15)** |  |  |
| **Equipment Cost**  |  |  |
| **Other goods & services** |  |  |
| **Subcontracting** |  |  |
| **Indirect Cost[[16]](#footnote-16)** |  |  |
| **Total Requested Funding[[17]](#footnote-17)** |  |  |

# Annex: Ethical/Security Checklist[[18]](#footnote-18)

**ETHICAL ISSUES TABLE**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **PAGE**  |
| **Informed Consent** |  |  |
| * Does the proposal involve children?
 |  |  |
| * Does the proposal involve patients or persons not able to give consent?
 |  |  |
| * Does the proposal involve adult healthy volunteers?
 |  |  |
| * Does the proposal involve Human Genetic Material?
 |  |  |
| * Does the proposal involve Human biological samples?
 |  |  |
| * Does the proposal involve Human data collection?
 |  |  |
| **Research on Human embryo/foetus** |  |  |
| * Does the proposal involve Human Embryos?
 |  |  |
| * Does the proposal involve Human Foetal Tissue / Cells?
 |  |  |
| * Does the proposal involve Human Embryonic Stem Cells?
 |  |  |
| **Privacy** |  |  |
| * Does the proposal involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)
 |  |  |
| * Does the proposal involve tracking the location or observation of people?
 |  |  |
| **Research on Animals** |  |  |
| * Does the proposal involve research on animals?
 |  |  |
| * Are those animals transgenic small laboratory animals?
 |  |  |
| * Are those animals transgenic farm animals?
 |  |  |
| * Are those animals cloned farm animals?
 |  |  |
| * Are those animals nonhuman primates?
 |  |  |
| **Research Involving Developing Countries** |  |  |
| * Use of local resources (genetic, animal, plant etc)
 |  |  |
| * Benefit to local community (capacity building i.e. access to healthcare, education etc)
 |  |  |
| **Dual Use** |  |  |
| * Research having direct military application
 |  |  |
| * Research having the potential for terrorist abuse
 |  |  |
| **ICT Implants** |  |  |
| * Does the proposal involve clinical trials of ICT implants?
 |  |  |
| **I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL** | YES/NO |  |

## Ethics

If you have entered any ethics issues in the ethical issue table, you must:

* submit an ethics self-assessment, which:
* describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out;
* explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:
* research objectives (e.g. study of vulnerable populations, dual use, etc.)
* research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)
* the potential impact of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use , etc.).
* provide the documents that you need under national law(if you already have them), e.g.:
* an ethics committee opinion;
* the document notifying activities raising ethical issues or authorising such activities

 *If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).*

 *If you plan to request these documents specifically for the project you are proposing, your request must contain an explicit reference to the project title.*

## Security

**Please indicate if your project will involve:**

* Activities or results raising security issues: (YES/NO)
* 'EU-classified information' as background or results: (YES/NO)
1. All fields in the cover page are mandatory. VAT is mandatory during the negotiation phase. [↑](#footnote-ref-1)
2. If the proposal is selected, the information below will be validated during the negotiation phase. [↑](#footnote-ref-2)
3. Select the thematic domains addressed by the project. In case it applies to more than one, provide them in numerical order [↑](#footnote-ref-3)
4. Winning proposals may be funded with grants typically ranging from € 50,000 to €150,000 [↑](#footnote-ref-4)
5. Deliverable numbers in order of delivery dates. [↑](#footnote-ref-5)
6. Give a meaningful name, followed by a concise description. [↑](#footnote-ref-6)
7. Use one of the following codes:

 R: Document, report (excluding the periodic and final reports)

 DEM: Demonstrator, pilot, prototype, plan designs

 DEC: Websites, patents filing, press & media actions, videos, etc.

 OTHER: Software, technical diagram, etc. [↑](#footnote-ref-7)
8. Measured in months from the project start date. Please also consult the call text for the maximum allowed funding per reporting period. [↑](#footnote-ref-8)
9. The maximum project duration for Call 3 projects will be 9 months. [↑](#footnote-ref-9)
10. Draft Sustainability Plan (DSP): This deliverable is mandatory in order to get the initial 10% of the project funding at month 1 of the project [↑](#footnote-ref-10)
11. Explain where and why you are using this generic enabler (e.g. uniqueness or advantages vis-à-vis other existing similar technologies) [↑](#footnote-ref-11)
12. Explain where and why you are using this domain specific enabler (e.g. uniqueness or advantages vis-à-vis other existing similar technologies) [↑](#footnote-ref-12)
13. Describe your past experience in this field its relevance to the proposed project [↑](#footnote-ref-13)
14. Please justify in the budget table only cost items that you request to be included in the grant. If the Deliverables Cost represent more than 90% of your total requested funding you may remove this section. [↑](#footnote-ref-14)
15. The cost for the participation at least in one concentration event to demonstrate the project developments is considered mandatory. In addition, travel expenses for participation in training and pitching events should be considered. [↑](#footnote-ref-15)
16. Indirect costs (overheads) could be up to 25% of the total direct cost. [↑](#footnote-ref-16)
17. Winning proposal may be funded with grants typically ranging from € 50,000 to €150,000. [↑](#footnote-ref-17)
18. Please complete the following table [↑](#footnote-ref-18)