

COVER PAGE

Title of Proposal: **XX: XX**

Date of preparation: **October 7, 2014** ♠: *Revision: 0.0* ♠

List of participants

Participant no	Participant organisation name	Country
1 (Coordinator)	University of St Andrews	UK

Contents

1	Excellence	2
1.1	Objectives	2
1.2	Relation to the Work Programme	3
1.3	Concept and Approach	4
1.4	Ambition	5
2	Impact	6
2.1	Expected Impacts	6
2.2	Measures to Maximise Impact	7
3	Implementation	9
3.1	Work Plan — Work packages, deliverables and milestones	9
3.2	Management Structure and Procedures	17
3.3	Consortium as a Whole	18
3.4	Resources to be Committed	19
4	Members of the Consortium	20
4.1	Participants	20
4.2	Third Parties Involved in the Project (including use of third party resources)	20
5	Ethics and Security	21
5.1	Ethics	21
5.2	Security	21

Outline of Project (for Proposers)

This the place for various READMEs not included in the final submission

1 Excellence

1.1 Objectives

♠**EC Commentary:** Describe the 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).♠

♠**ALL** [**WRITE HERE:** This is an example of using TOWRITE command]♠

♠**TO DO:** *This is an example of using TODO command*♠

1.2 Relation to the Work Programme

♠**EC Commentary:** *Indicate the work programme topic to which your proposal relates, 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 Approach

- ♠**EC Commentary:** – Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved. Identify any trans-disciplinary considerations;
- 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;
 - Describe and explain the overall approach and methodology, distinguishing, as appropriate, activities indicated in the relevant section of the work programme, e.g. Networking Activities, Service Activities and Joint Research Activities, as detailed in the Part E of the Specific features for Research Infrastructures of the Horizon 2020 European Research Infrastructures (including e-Infrastructures) Work Programme 2014- 2015;
 - Describe how the Networking Activities will foster a culture of co-operation between the participants and other relevant stakeholders.
 - Describe how the Service activities will offer access to state-of-the-art infrastructures, high quality services, and will enable users to conduct excellent research.
 - Describe how the Joint Research Activities will contribute to quantitative and qualitative improvements of the services provided by the infrastructures.
 - As per Part E of the Work Programme, where relevant, describe how the project will share and use existing basic operations services (e.g. authorisation and accounting systems, service registry, etc.) with other e-infrastructure providers and justify why such services should be (re)developed if they already exist in other e-infrastructures. Describe how the developed services will be discoverable on-line.
 - Where relevant, describe how sex and/or gender analysis is taken into account in the projects content.♠

1.4 Ambition

♠**EC Commentary:** – *Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious. Your answer could refer to the ground-breaking nature of the objectives, concepts involved, issues and problems to be addressed, and approaches and methods to be used.*

– *Describe the innovation potential which the proposal represents. Where relevant, refer to products and services already available, e.g. in existing e-Infrastructures.*♠

2 Impact

2.1 Expected Impacts

♣**EC Commentary:** *Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.*

Describe how your project will contribute to:

- the expected impacts set out in the work programme, under the relevant topic (including key performance indicators/metrics for monitoring results and impacts);*
- improving innovation capacity and the integration of new knowledge (strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets; and, where relevant, by delivering such innovations to the markets;*
- any other environmental and socially important impacts (if not already covered above).*

Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), 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

2.2.1 Dissemination and Exploitation of Results

♠**EC Commentary:** – *Provide a draft 'plan for the dissemination and exploitation of the project's results'. The plan, which should be proportionate to the scale of the project, should contain measures to be implemented both during and after the project.*

Dissemination and exploitation measures should address the full range of potential users and uses including research, commercial, investment, social, environmental, policy making, setting standards, skills and educational training.

The approach to innovation should be as comprehensive as possible, and must be tailored to the specific technical, market and organisational issues to be addressed

– *Explain how the proposed measures will help to achieve the expected impact of the project . Provide a draft business plan for financial sustainability as stated in the Part E of the Specific features for Research Infrastructures of the Horizon 2020 European Research Infrastructures (including e-Infrastructures) Work Programme 2014-2015.*

– *Where 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 curated and preserved?*

– *Include information about any open source software used or developed by the project.*

You will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project's results.

The appropriate structure of the consortium to support exploitation is addressed in section 3.3.

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

Open access publishing (also called 'gold' open access) means that an article is immediately provided in open access mode by the scientific publisher. The associated costs are usually shifted away from readers, and instead (for example) to the university or research institute to which the researcher is affiliated, or to the funding agency supporting the research.

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 article is often - but not necessarily - delayed (embargo period), as some scientific publishers may wish to recoup their investment by selling subscriptions and charging pay-per-download/view fees during an exclusivity period.♠

2.2.2 Communication activities

♠**EC Commentary:** *Describe the proposed communication measures for promoting the project and its findings during the period of the grant. Where appropriate these measures should include social media and public events with user participation. Measures should be proportionate to the scale of the project, with clear objectives. They should be tailored to the needs of various audiences, including groups beyond the project's own community. Where relevant, include measures for public/societal engagement on issues related to the project.*♠

3 Implementation

3.1 Work Plan — Work packages, deliverables and milestones

♠**EC Commentary:** *Please provide the following:*

- *brief presentation of the overall structure of the work plan;*
- *timing of the different work packages and their components (Gantt chart or similar);*
- *detailed work description, i.e.:*
 - *a description of each work package (table 3.1a);*
 - *a list of work packages (table 3.1b);*
 - *a list of major deliverables (table 3.1c);*
- *graphical presentation of the components showing how they inter-relate (Pert chart or similar).*

♠

Overall Structure of the Work Plan

The work plan is broken down into XX workpackages as shown in Figure ??: WP2 deals with ... In addition, there is one management work package (WP1) and one general dissemination work package (??). The Gantt chart on Page 10 illustrates the timeline for the various tasks for these work packages, including inter-task dependencies.

How the Work Packages will Achieve the Project Objectives

♠**ALL [WRITE HERE:** This needs to explain that we're actually going to meet the objectives. Needs to be done after objectives and WPs.]**♠**

The project objectives (Section 1.1, page 2) and the corresponding work packages that contribute to achieving those objectives are:

Objective	Purpose	WPs
Objective 1	XX	WPX

Work Programme for Objective 1: Objective 1 is covered by WPX, which will ...

Work package list

Work package No	Work package title	Lead partic. no.	Lead short name	Person months	Start month	End month
WP1	Project Management	1	USTAN		1	60
WP2						
WP3						
WP4						
WP5						
WP6						
WP7						
WP8						
WP9	Dissemination, Exploitation and Communication	1	USTAN			
Total				XXX		

List of Deliverables

Del. no.	Deliverable name	WP no.	Lead	Type	Dissemi- nation level	Delivery date
D8.1	Requirements Analysis	WP?		R	CO	??

List of milestones

Milestone number	Milestone name	Related work package(s)	Estimated date	Means of verification (deliverables shown here + success criteria below)
MS1 MS3	Completed initial requirements analysis.	WPX WPX	1	??.

Milestone	Success Criteria	Contributes to Objective(s)
MS1 MS3	Completed requirements analysis (Deliverable ??). XX	1, 3. XX

Work package description (WP1)

Work package number	WP1	Start date or starting event:	Month 1
Work package title	Project Management		
Participant number	1		
Participant short name	USTAN		
Person-months per participant:	60		

Objectives: The objectives of WP1 are to undertake all project management activities, including ...

Description of work:

This workpackage will perform ...

Deliverables:

- D1.1 (Month 1): Internal and external mailing lists.
- D1.3 (Month 1): Internal software repository.
- D1.4 (Month 12): Project Periodic Report (first year).
- D1.5 (Month 24): Project Periodic Report (second year).
- D1.6 (Month 36): Project Periodic Report (third year).
- D1.7 (Month 48): Project Periodic Report (fourth year).
- D1.8 (Month 36): Project Final Report

Work package description (WP2)

Work package number	WP2	Start date or starting event:					Month 1
Work package title							
Participant number	1						
Participant short name	USTAN						
Person-months per participant:	1						

Objectives: The objectives of WP2 are to:

-
-
-
-
-

Description of work:

This workpackage ...

Deliverables:

- ?? (Month X): X.

Work package description (WP3)

Work package number	WP3	Start date or starting event:	Month 1
Work package title			
Participant number	1		
Participant short name	USTAN		
Person-months per participant:	1		

Objectives: The objectives of WP3 are to:

-
-
-
-
-

Description of work:

This workpackage ...

Deliverables:

- ?? (Month X): X.

♠**TO DO:** *Milestones need to be discussed and then described here.*♠

♠**TO DO:** *Check this for any necessary changes.*♠

3.2 Management Structure and Procedures

♠**EC Commentary:** *Describe the organisational structure and the decision-making (including a list of milestones (table 3.2a)).*

Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project.

Describe, where relevant, how effective innovation management will be addressed in the management structure and work plan.

Describe any critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. Please provide a table with critical risks identified and mitigating actions (table 3.2b).♠

3.3 Consortium as a Whole

♠EC Commentary:

- *Describe the consortium. How will it match the project's objectives? 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? How will they be able to work effectively together?*
- *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 measures which are proposed for exploitation of the results of the project (see section 2.3).*
- *Other countries: If one or more of the participants requesting EU funding is based in a country that is not automatically eligible for such funding (entities 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

♠**EC Commentary:** 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 forms)

♠

Summary of staff effort

♠**EC Commentary:** Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.♠

♠**TO DO:** Update this once the list of parthers and the WPs are finalised.♠

Partic. no.	Partic. short name	Work package									Total PMs
		WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	
1	USTAN										
2											
3											
4											
5											
6											
7											
Total PM											

♠**EC Commentary:** Please complete the table below for each participant if the sum of the costs for travel, equipment, and goods and services exceeds 15budget table in section 3 of the proposal administrative forms).♠

Other direct cost items

	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		

Management Level Description of Resources and Budget

♠**TO DO:** This needs to be updated in line with the rest of the project.♠

The project will employ XX person-months of effort over YY years, comprising ...

♠**EC Commentary:** *This section is not covered by the page limit.
The information provided here will be used to judge the operational capacity.*♠

4 Members of the Consortium

4.1 Participants

♠**EC Commentary:** *Please provide, for each participant, the following (if available):*

- *a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal;*
- *a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;*
- *a list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;*
- *a list of up to 5 relevant previous projects or activities, connected to the subject of this proposal;*
- *a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;*
- *any other supporting documents specified in the work programme for this call.*

♠

[?]

4.2 Third Parties Involved in the Project (including use of third party resources)

♠**EC Commentary:** *Please complete, for each participant, the table (see page 27 of "VRETemplate.PDF"), or simply state "No third parties involved", if applicable.*♠

No third parties involved.

5 Ethics and Security

♣**EC Commentary:** *This section is not covered by the page limit.*♣

5.1 Ethics

♣**EC Commentary:** *If you have entered any ethics issues in the ethical issue table in the administrative proposal forms, 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♣

5.2 Security

Please indicate if your proposal will involve:

- activities or results raising security issues: NO
- 'EU-classified information' as background or results: NO