**Annex A - Activity Proposal Template**

*[Note] this document serves as an example and therefore an applicant can modify it as necessary and appropriate to his/her proposed activity.*

# General Information

* + **Title of proposal -** please describe the title of your proposal.
  + **Relevance of Work Package(WP) –** please indicate the WP[[1]](#footnote-1) this relates to.
  + **Requested Budget (EUR, €)** – please specify total figure of budget.
  + **Duration & period –** please specify estimated duration and period of the project (e.g. possibly in days or in months).
  + **Regional diversity** – pleas name countries/regions that are going to be included in the activity.
  + **Relationship with other existing projects –** please describe it, if any.
  + **Keywords –** please enter keywords that are most relevant to your proposal.

# Information on the participants

* 1. **Principal Investigator(PI)/Leader**
     + Please specify Name, Position/Degree, Affiliation, Address, Telephone No., Fax No., Email, and up to 10 Publications in the last 5 years. PI’s CV and his/her publications are to be elaborated in the Annex A1.
     + Please put relevant information if the PI has a proven experience of managing similar activities/projects in the past.
     + Please describe value Proposition of applicant in terms of skill set of proposed team, past projects delivered successfully, capacity in terms of infrastructure/Labs etc.

# List of Collaborating Participants

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Organization** | **Country** | **Email** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

\* Publications of collaborating participants, up to 5 per person in the late 5 years, are to be listed in the Annex A2.

\*\* Strong evidence such as **letter of endorsement** or **intent** from the collaborators should be included in its proposal.

# Proposed Activities/Programs

Proposers are encouraged to develop clear objectives, strategies and targets based on the criteria of SMART (i.e. Specific, Measurable, Achievable, Realistic and Time related).

# Overview/Background

* + - Please explain the overall concept underpinning the proposed activity. Describe the motivations, key challenges, main ideas, models or assumptions involved.
    - Please describe relationship with any other collaborations or related awarded projects or grants by other funding agencies.

# Objectives (max. 500 words)

* + - Please describe the specific objectives for the proposed activity. Objectives should be consistent with the expected results/outcomes and impact of the activity.
    - Please explain why and how it requires access and use of the TEIN network.

# Details of Activities/Programs

* + - Please provide full details on the proposed activities with their overall methodology.
    - Please describe in detail target beneficiaries/participants.

# Deliverables

* + - Please provide a list of major deliverables; distinctive and meaningful in terms of overall objectives of the proposed activity. Please keep in mind that all deliverables will be freely available to the general public including Research & Education (R&E) community.

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable(number)** | **Deliverable name** | **\*Type** | **\*\*Delivery date (in months)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* They could be report/document, prototype, videos, websites, and software/hardware, etc.

\*\* Delivery date: measured in months from the activity start date

# Milestones & Timeline

* + - Please list milestone of the activity and its related timeline; indicate the activity utilizing time line chart (e.g. Gantt Chart)

o ‘Milestones’ means control points in the activity that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin.

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone number** | **Milestone name** | **\*Due date (in month)** | **\*\*Means of verification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* Due date: measured in months from the activity start date

\*\* Means of verification: it shows how the milestone has been attained. For example: feasibility study or workshop complete; procurement of equipment complete; software released and validated by a user group.

# Risk Assessment

* + - Please describe risks - plausible events or issues - that could have adverse impacts on the ability of the activity to achieve its objectives.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of risk** | **Impact (L/M/H)** | **\*Likelihood (L/M/H)** | **Proposed risk-mitigation measures** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

\* The likelihood is the estimated probability that the risk will materialize even after taking account of the mitigating measures put in place.

# Resources to be committed/Budgets

* Please refer to the Annex B for the ‘Budget breakdown template’ separately attached and its guidelines and fill in the template in detail as itemized. A break-down cost quotation for estimated budget will be in Euro (€).

# Expected Results/Outcomes/Impacts

* 1. **Benefits to TEIN and its Community – Qualitative as well as Quantitative points**
     + Please explain in detail, including but not limited to them, how your activity contributed to the promotion and development of R&E, especially in TEIN (e.g. i) if it is capacity building programs, how many number of NREN partners – classifying name of each NREN - received training; how many number of trainees – classifying country by country - are transformed into experts through the concept of ‘train-the-trainers’; how **gender equality** (e.g. number of **women** educated) is addressed and achieved, ii) in case it is relevant to the promotion of TEIN network, how the utilization of TEIN links is improved; how the planned test bed platform is achieved; how advanced products & services are deployed throughout the TEIN; how R&E collaborations are boosted, etc. ) The below are some samples of indicators you could refer to and you may add other ones as appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicators** | **Results/Benefits** | **Means of verification** | **Assumptions** |
| Number of NREN partners receiving training |  |  |  |
| Number of courses given |  |  |  |
| Number of promotional conferences and workshops |  |  |  |
| Number of persons trained (gender identified) |  |  |  |
| Number of “train-the-trainers” with network engineering expertise |  |  |  |
| TEIN link utilization data |  |  |  |
| Number of advanced products & services deployed |  |  |  |
| Number of test bed platforms |  |  |  |
| Number of R&E collaborations |  |  |  |
| Number of people with access to the Internet nationally & remote areas in particular |  |  |  |
| To be added by proposer |  |  |  |
| To be added by proposer |  |  |  |

* + - Please collate participants’ feedbacks and report on the follow ups of how the activities benefitted the participants back in their local NRENs and relevant working environments.

# Visibility/Dissemination plan

* + - Please describe visibility/dissemination plan, in order to maximize the exploitation of the activity’s results, such as through press releases, publishing case study, poster, presentation and video clip of the activity results.

# Sustainability of the Activity/Program

* + - Please describe how to secure its sustainability.
    - Please describe how you see the potential for growth or further development of your activity.

# APPENDIX A - Information on the participants A1. CV’s of PI and his/her publication list

* + - Please list down relevant information.

# A2. Publication lists of collaborating partners/participants

* + - Please list down relevant information.

**NOTICE**

All personal data (such as names, address, CVs, etc.) referred to in the proposal will be used only for the evaluation process. Any comments or questions would be welcome and should be addressed to [tech@teincc.org](mailto:tech@teincc.org).

1. Please refer to the announcement document of the Call for Proposals for more information. [↑](#footnote-ref-1)