



# Access2EIC

National Contact Points for Innovation



ANNOTATED PROPOSAL TEMPLATE  
EIC PATHFINDER OPEN

2024

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## DISCLAIMER

This report was produced within the framework of Access2EIC, the official network of Horizon Europe National Contact Points (NCPs) for the European Innovation Council (EIC) and European Innovation Ecosystems (EIE). Access2EIC's main objective is to provide support and specialised services to the network of EIC and EIE NCPs. While every effort has been made to ensure that the information contained in this document is accurate and up to date, Access2EIC does not assume any liability or responsibility for the completeness, accuracy, or usefulness of the information included in this document. Information is provided strictly "as is".



# Introduction and Background

The ‘Annotated proposal template EIC Pathfinder Open’ is a guide created in order to help applicants better understand the requirements of the template and write better applications. The annotated template is provided for information only, and reflects solely the view of the authors.

This guide has been written as part of the Access2EICs project, a Coordination and Support Action funded by the European Commission, with the goal of empowering the network of Europe National Contact Points (NCPs) of the EIC European Innovation Council.

The authors of this guide are EIC European Innovation Council NCPs. Their recommendations appear in the document as “Expert recommendations”.

The structure of this document mirrors that of the proposal template for the EIC Pathfinder Open 2024.

This guide is limited to annotations to the templates of the EIC Pathfinder Open 2024. For a more general overview of how the Horizon Europe grants work, see the [Online Manual provided by the European Commission](#).

A comprehensive list of all Horizon Europe reference documents (including legislation, work programme and templates) can be found on the Reference documents page of the Participant Portal. If you need help, you can also contact the [Horizon Europe National Contact Points of your country](#).

The document has been structured to guide applicants on how to best present information answering the evaluation criteria of **(1) Excellence, (2) Impact and (3) Quality and efficiency of the implementation**. The guide should be useful for anyone who wants to submit an EIC Pathfinder Open 2024 proposal.

## AIM AND CONTENT

The European Innovation Council aims to identify and support breakthrough technologies and game changing innovations with the potential to scale up internationally and become market leaders. Within this scheme, the overall objective of the EIC Pathfinder instrument is to develop the scientific basis to underpin breakthrough technologies. It provides support for the earliest stages of scientific, technological or deep-tech research and development. Pathfinder projects aim to build on new, cutting-edge directions in science and technology to disrupt a field and a market or create new opportunities by realising innovative technological solutions.

The overall aim of this annotated template is to provide applicants with tools and tips on how to draft a proposal with a better chance of winning the EIC Pathfinder. The examples used in the document are based, among others, on successful proposals that EIC NCPs have previously identified and consulted, and are generalized to become more universal.

The **Expert recommendations** and the **Examples** provided in the document are intended to help applicants by clarifying certain relevant points requested in the proposal template. These directives are not taken from a running funded project. Also, they should not be followed blindly, but seen as illustrations of the expert recommendations. They are meant to give an idea of the elements that should be covered, but these elements should be described in greater detail in the proposal itself.



As explained above, the three main criteria used to evaluate the innovative aspects of a project proposal for Horizon Europe are:

### EXCELLENCE

This section shall demonstrate your long-term vision and science-towards-technology breakthrough and how the high-risk/high-potential innovation goes beyond the state of the art in its field, in comparison to existing and competing solutions. In addition, you have to prove how relevant your interdisciplinary approach is to achieve the proposed breakthrough.

**60%**

### IMPACT

This section assesses the positive effects that your technology will have to economy, environment and society. It will also evaluate the innovation potential.

**20%**

### QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

This section must address your work plan (work packages, deliverables, milestones, timeline etc.) and the allocation of resources of all partners. You must prove that all consortium members have the expertise to perform the project tasks.

**20%**





## EIC PATHFINDER OPEN

### Project proposal - Technical description (Part B)

#### Part B - GENERAL TIPS

The ‘Annotated proposal template EIC Pathfinder Open’ is a guide created in order to help applicants better understand the requirements of the template and write better applications. The annotated template is provided for information only, and reflects solely the view of the authors.

- **European dimension:** make sure to clearly show how your proposal is relevant to Europe
- **Form and content:** Bear in mind that form matters: Take the time to review and polish the language. You can change the appearance of the proposal, as long as you maintain the font size, margins and numbering of chapters and sections. DO NOT REDUCE FONT SIZE! Increase the spacing between letters makes the proposal easier to read and seem less dense.
- **Visuals:** a picture is worth a thousand words. Use pictures and graphics instead of lengthy textual explanations, where possible and where they increase the comprehension.
- **Printability:** Consider that some evaluators print out the proposals. Make sure pictures and graphics work in black and white, too.
- **Using links:** you can include links to web-pages that demonstrate different aspects of the project; however, this isn’t a gateway to buy additional space for text. The proposal must have all the information needed, while the links are ‘bonuses’. Do not assume the evaluator will click these links.
- **As many eyes as possible:** before submitting, let other people read your proposal and comment. Try to choose people who are not from your field, to make sure the proposal can be easily understood by an “interested layman”.
- **Completeness:** do not forget to answer every single question, even if you think you don’t really understand what the template means and/or do not think that the particular question is important.
- **For re-submissions:** evaluators do not know that you re-submitted unless you mention it. They are instructed to ignore any reference to previous submissions. Nonetheless, if you choose to mention that this is a re-submission, make sure to write what were the weak spots of the last submission and what you did in order to improve it. In any case, evaluators will not receive a copy of the first submission or the results of the previous evaluation.

You are welcome to contact your National Contact Point  
with any questions.



# EIC PATHFINDER OPEN

## Project proposal - Technical description (Part B)

### Version 5

**11 December 2023**

The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal. The submission process consists of 6 steps:

Step 1: Logging in the Portal.

Step 2: Select the call, topic and type of action in the Portal.

Step 3: Create a draft proposal: Title, acronym, summary, main organisation and contact details.

Step 4: Manage your parties and contact details: add your partner organisations and contact details.

Step 5: Edit and complete web forms for proposal part A and upload proposal part B.

Step 6: Submit the proposal.

### Proposal template Part B: technical description

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 sections 1, 2 and 3, together, should not be longer than 20 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. At the end of this document you can see the structure of the actual proposal that you need to submit, please remove all instruction pages that are watermarked.

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

Follow the formatting instructions carefully, but be creative. Work with bolding or underlining, insert emphasising illustrations in order to help the evaluator to follow your argumentation.

Please bear in mind that some evaluators review proposals in printed form. Coloured sections and illustrations must also be clearly legible in a black and white A4 printout.

Include a header or footer with your short title and your descriptive long



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 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. This applies to the body text, including text in tables.

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).

This document is tagged. Be careful not to delete the tags; they are needed for processing.

title. This way, the evaluator always knows which proposal she or he is currently working on.

Do not delete the tags included right after each subtopic's title, even adding your additional subtopics.

References can be either included in the document's footnote or on the final pages of the document.

**Timo Hallantie**, EISMEA, Head of Unit for the EIC Pathfinder programme:

*"Except from clinical studies annexes when relevant, the applicants cannot upload other documents than the 20-page proposal. If they believe it is necessary, applicants must include support letters or other documents into the 20 pages of part B. We also strongly advise against including them in the Annex foreseen for clinical studies as evaluators will be instructed to disregard them."*

## Definition

**Critical risk:** A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

**Level of likelihood to occur (Low/medium/high):** The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.

**Level of severity (Low/medium/high):** The relative seriousness of the risk and the significance of its effect.

Any type of critical risk should be included, not only the technical risks but also the management and financial risks, among others. Also include a mitigation strategy.

**Deliverable:** A report that is sent to the Commission or Agency providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements).

**Impacts:** Wider longterm effects on society (including the environment), the economy and science, enabled by the outcomes of R&I investments (long term). It refers to the specific contribution of the project to the work programme expected impacts described in the destination. Impacts generally occur some time after the end of the project.

**Example:** The deployment of the advanced forecasting system enables each airport to increase maximum passenger capacity by



15% and passenger average throughput by 10%, leading to a 28% reduction in infrastructure expansion costs.

**Milestone:** Control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, 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. The achievement of a milestone should be verifiable.

**Objectives:** The goals of the work performed within the project, in terms of its research and innovation content. This will be translated into the project's results. These may range from tackling specific research questions, demonstrating the feasibility of an innovation, sharing knowledge among stakeholders on specific issues. The nature of the objectives will depend on the type of action, and the scope of the topic.

**Outcomes:** The expected effects, over the medium term, of projects supported under a given topic. The results of a project should contribute to these outcomes, fostered in particular by the dissemination and exploitation measures. This may include the uptake, diffusion, deployment, and/or use of the project's results by direct target groups. Outcomes generally occur during or shortly after the end of the project.

Example: 9 European airports adopt the advanced forecasting system demonstrated during the project.

**Pathway to impact:** Logical steps towards the achievement of the expected impacts of the project over time, in particular beyond the duration of a project. A pathway begins with the projects' results, to their dissemination, exploitation and communication, contributing to the expected outcomes in the work programme topic, and ultimately to the wider scientific, economic and societal impacts of the work programme destination.

**Research output:** Results generated by the action to which access can be given in the form of scientific publications, data or other engineered outcomes and processes such as software, algorithms, protocols and electronic notebooks.

**Results:** What is generated during the project implementation. This may include, for example, know-how, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, guidelines, prototypes, demonstrators, databases and datasets, trained researchers, new infrastructures, networks, etc. Most project results (inventions, scientific works, etc.) are 'Intellectual Property', which may, if appropriate, be protected by formal 'Intellectual Property Rights'.

Example: Successful large-scale demonstrator: trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.



Technology Readiness Level: See EIC Work Programme under Glossary section.

## Title of the proposal

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### 1.EXCELLENCE

Make a strong entrance. Explain your idea, technology and methodology in a short paragraph. Show your motivation and advertise your project in order to get the evaluator hooked on for your idea. Don't stick to a too modest wording, dare to use superlatives and promotional language while making a scientifically correct presentation. Here you are expected to describe your new technology and cutting-edge innovation. Why is it an ambitious idea and truly new compared to what is known? What is your compelling plan? How is it achievable?

- New technology? Cutting-edge innovation?
- Ambitious idea? Truly new compared to what is known?
- Compelling plan? Achievable?
- Interdisciplinary?

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#### Excellence – aspects to be taken into account. (Evaluation criteria)

Long-term vision: How convincing is the vision of a radically new technology towards which the project would contribute in the long term?

Science-towards-technology breakthrough: How concrete, novel and ambitious is the proposed science-towards-technology breakthrough with respect to the state-of-the-art?

What advancement does it provide towards realising the envisioned technology?

Objectives: How concrete and plausible are the proposed objectives? To what extent is the high-risk/high-gain research approach appropriate for achieving them? How sound is the proposed methodology, including the underlying concepts, models, assumptions, alternative directions and options, appropriate consideration of the gender dimension in research content, and the quality of open science practices?

Interdisciplinarity: How relevant is the interdisciplinary approach from traditionally distant disciplines for achieving the proposed breakthrough?





## 1.1 Long-term vision

Describe your vision of the radically new technology, towards which the project would contribute in the long term.

Get to the point quickly. Don't keep your evaluator waiting too long for the news. It should be clear to the reviewer in the first paragraph what you intend to do in your project. Don't start with lengthy background information.

Try to present the long-term vision of the future technology itself, that you already roughly presented in the introduction part at the very beginning. This will allow to "capture" the attention of the evaluator.

- Long-term vision of a science-enabled technology should be clear as much as possible ( and concrete).
- This vision should match with the ambition that stands behind the proposed science-to-technology breakthrough.

**Timo Hallantie**, EISMEA, Head of Unit for the EIC Pathfinder programme:

*"The long-term vision of the future technology itself should be presented in Excellence at the very beginning, while innovation-related aspects clearly belong in section 2. Here you should focus on the long-term impact and on the innovation potential of the future technology."*

## 1.2 Science-towards-technology breakthrough

Describe in concrete terms the science-towards-technology breakthrough of the project.

Describe the relevant state-of-the-art and discuss the novelty and ambition of the proposed breakthrough with respect to it.

Describe the contribution of the science-towards-technology breakthrough to the realization of the envisioned technology.

Try to "demonstrate" that the main ideas of the envisioned future technology are achievable.

Try to contextualize the "new technology", providing information on what is the new insight/approach/strategy that may lead to a new technological paradigm.



### 1.3 Objectives

Describe the objectives of your proposed work. Are they concrete and plausible, measurable and verifiable? Are they realistically achievable within the duration of the project?

Explain the appropriateness of the high-risk research approach for achieving the high gain objectives set in your project.

Provide concrete specific, measurable, attainable, relevant and time-bound (SMART) objectives (avoiding general and multiple objectives). Alternatively, propose the main objectives and the sub objectives.

Describe and explain the overall methodology, including the concepts, models and assumptions that underpin your work. Explain its suitability to deal with the considerable scientific and technological uncertainties of the project's objectives and how appropriate it is to enable alternative directions and options. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them.

The EIC Pathfinder supports high risk/high gain research. It is therefore important to present the risks realistically.

This section should be presented as a narrative. The detailed tasks and work packages, and the risks and the corresponding mitigation plan are described below under 'Implementation'.

Where relevant, include how the project methodology complies with the '**do no significant harm**' principle as per Article 17 of Regulation (EU) No 2020/852 on the establishment of a framework to facilitate sustainable investment (i.e. the so-called 'EU Taxonomy Regulation'). This means that the methodology is designed in a way it is not significantly harming any of the six environmental objectives of the EU Taxonomy Regulation.

If you plan to use, develop and/or deploy **artificial intelligence (AI)** based systems and/or techniques you must demonstrate their technical robustness. AI-based systems or techniques should be, or be developed to become:

- technically robust, accurate and reproducible, and able to deal with and inform about possible failures, inaccuracies and errors, proportionate to the assessed risk they pose
- socially robust, in that they duly consider the context and environment in which they operate
- reliable and function as intended, minimizing unintentional and unexpected harm, preventing unacceptable harm and safeguarding the physical and mental integrity of humans
- able to provide a suitable explanation of their decision-making processes, whenever they can have a significant impact on people's lives.



Describe how the **gender dimension** (i.e. sex and/or gender analysis) is taken into account in the project's research and innovation content. If you do not consider such a gender dimension to be relevant in your project, please provide a justification.

- *Note: This section is mandatory except for topics which have been identified in the workprogramme as not requiring the integration of the gender dimension into R&I content.*
- *Remember that this question relates to the content of the planned research and innovation activities, and not to gender balance in the teams in charge of carrying out the project.*
- *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 [https://ec.europa.eu/info/news/gendered-innovations-2-2020-nov-24\\_en](https://ec.europa.eu/info/news/gendered-innovations-2-2020-nov-24_en)*

Applicants must provide information on how they intend to integrate the gender dimension into the project. The gender dimension refers to technical and scientific aspects of the project and not to the composition of the consortium and the persons that will work for the project. The gender dimension refers to the integration of considerations of sex and/or gender analysis through the whole R&I process, from the setting of research priorities through defining concepts, formulating research questions, developing methodologies, gathering and analysing sex/gender disaggregated data, to evaluating and reporting results and transferring them to markets into products and innovations which will benefit all citizens and promote gender equality. Integrating sex and gender analysis into R&I content improves the scientific quality and societal relevance of the produced knowledge, technologies and innovation. If gender aspects are not relevant, indicate that this has been considered and justify why they are not applicable.

#### *Useful links*

- [HE Programme Guide \(Chapter 9\)](#)
- [Gendered innovations 2 - How inclusive analysis contributes to](#)



Describe how appropriate **open science practices** are implemented as an integral part of the proposed methodology. Show how the choice of practices and their implementation are adapted to the nature of your work, in a way that will increase the chances of the project delivering on its objectives. If you believe that none of these practices are appropriate for your project, please provide a justification here.

- *Open science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in the process. Open science practices include early and open sharing of research (for example through preregistration, registered reports, pre-prints, or crowdsourcing); research output management; measures to ensure reproducibility of research outputs; providing open access to research outputs(such as publications, data, software, models, algorithms, and workflows); participation in open peer-review; and involving all relevant knowledge actors including citizens, civil society and end users in the co-creation of R&I agendas and contents (such as citizen science).*
- *Please note that this question does not refer to outreach actions that may be planned as part of communication, dissemination and exploitation activities. These aspects should instead be described below under ‘Impact’.*

**Research data management and management of other research outputs:** Applicants generating/collecting data and/or other research outputs (except for publications) during the project must provide a short description on how the data/ research outputs will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable), addressing the following (the description should be specific to your project):

- **Types of data/research outputs** (e.g. experimental, observational, images, text, numerical) and their estimated size; if applicable, combination with, and provenance of, existing data.
- **Findability of data/research outputs:** Types of persistent and unique identifiers (e.g. digital object identifiers) and trusted repositories that will be used.
- **Accessibility of data/research outputs:** IPR considerations and timeline for open access (if open access not provided, explain why); provisions for access to restricted data for verification purposes.
- **Interoperability of data/research outputs:** Standards, formats and vocabularies for data and metadata.
- **Reusability of data/research outputs:** Licenses for data sharing and re-use (e.g. Creative Commons, Open Data Commons); availability of tools/software/models for data generation and validation / interpretation / re-use.

The proposal must outline the ways in which data is collected, generated and/or processed throughout the lifetime of a research project. It should briefly cover the type of data/research outputs, the compliance with the FAIR data principles (findable, accessible, interoperable, reusable), and the way in which data will be stored and preserved.

Questions to consider when addressing data management and other research outputs:

- What types and formats of data will the project generate or re-use?
- Will you re-use any existing data and what will you re-use it for? State the reasons if re-use of any existing data has been considered but discarded.
- What is the purpose of the data generation or re-use and its



- **Curation and storage/preservation costs:** person/team responsible for data management and quality assurance.
  - *Proposals selected for funding under Horizon Europe will need to develop a detailed data management plan (DMP) for making their data/research outputs findable, accessible, interoperable and reusable (FAIR) as a deliverable by month 6 and revised towards the end of a project's lifetime.*
  - *For guidance on open science practices and research data management, please refer to the relevant section of the HE Programme Guide on the Funding & Tenders Portal.*

relation to the objectives of the project?

- Which data can be published and what cannot?
- What is the expected size of the data that you intend to generate or re-use?
- What is the origin/provenance of the data, either generated or re-used?
- Which data or products of the project can be shared?
- To whom might your data be useful ('data utility'), outside your project?

*Useful link*

[Data Management Plan Template](#)

## 1.4 Interdisciplinarity

- Describe the proposed interdisciplinary approach engaging contributions from different scientific and technological disciplines.
- Explain to what extent the combination of disciplines brings new scientific collaborations and how it contributes to the achievement of the proposed breakthrough.

- An interdisciplinary approach involves integrating knowledge and methodologies from multiple scientific and technological disciplines to address complex problems or explore new areas of research;
- Technological advancements often involve the integration of knowledge from multiple disciplines. For example, the development of cutting-edge technologies such as nanotechnology, biotechnology, or artificial intelligence often requires expertise from physics, chemistry, biology, and computer science.
- An interdisciplinary approach is justified by its capacity to offer comprehensive insights, foster innovation, address complex problems, enhance problem-solving capabilities, drive technological advancements, and recognize the interconnected nature of knowledge.



**Timo Hallantie**, EISMEA, Head of Unit for the EIC Pathfinder programme:

*"We know that by bringing diverse areas of research together, often with different perspectives, terminologies and methodologies, really new things can be generated and entirely new areas of research can be opened up. That is why the relevance of the interdisciplinary approach is one of the elements that are assessed under the Excellence award criterion."*

## 2. IMPACT

### Impact-aspects to be taken into account (Evaluation criteria)

Long-term impact: To what extent does the envisioned new technology have potential for generating disruptive innovations in the future and for creating new markets? How significant are the potential transformative positive effects that the envisioned new technology would have to our economy, environment and society?

Include scientific impact, technological impact, societal impact, economic impact, environmental impact, collaboration and networking impact, educational impact etc.

Present a plan for sustaining the impact of the project beyond its official duration. This may involve institutionalizing project outcomes, securing further funding, or integrating results into existing systems.

Innovation potential: How adequate are the proposed measures for protection of results and any other exploitation measures to facilitate future translation of research results into innovations? How suitable are the proposed measures for involving and empowering key actors that have the potential to take the lead in translating research into innovations in the future?

**1) Legal and Regulatory Compliance:**  
Ensure that proposed measures comply with relevant laws and regulations governing intellectual property, data protection, and any industry-specific standards;

**2) Intellectual Property (IP) Protection:**  
Patents: Check if the research results are eligible for patent protection.  
Evaluate the completeness and clarity of the patent application.  
Copyrights: Consider whether copyright protection applies to any creative works associated with the research.

**3) Risk Assessment:**  
Identify potential risks and challenges that may hinder the translation of research into innovations. This could include legal, financial, or technical risks.



**Communication and Dissemination:** How suitable are the measures to maximise expected outcomes and impacts, including communication activities, for raising awareness about the project results' potential to establish new markets and/or address global challenges?

**Communication and dissemination** are crucial aspects of research projects, especially when it comes to maximizing expected outcomes and impacts.

**Evaluation of Communication Impact:** Implement metrics and evaluation mechanisms to assess the impact of your communication efforts. This includes tracking media coverage, social media engagement, and any notable outcomes resulting from the communication strategy.

## 2.1 Long-term impact

Provide a narrative explaining how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. The narrative should include the components below, tailored to your project:

a) **Describe the transformative positive effects that the envisioned new technology, if achieved in the long term, would have on our economy, environment and society. How significant these transformative effects are?**

**Timo Hallantie, EISMEA, Head of Unit** for the EIC Pathfinder programme:

*"Considering the many unknowns at such early stages of the innovation process, it is assumed that applications deriving from your idea cannot be presented in full detail. The impact arising from Pathfinder projects in terms of exploitation is not expected to be addressed or achieved in the course of the project but rather on the longer term. That is why we expect you to explain in your application what are the potential transformative positive effects that your envisioned new technology would have to our economy, environment and society."*

- **The expected outcome of your project is a validation of scientific and technological basis of envisaged future technology through demonstration of its proof of principle.**

Try to develop plans for the effective transfer of research outcomes and innovations to the market. This may involve collaboration with industry partners, licensing agreements, or establishing spin-off companies.



- Be specific, referring to the effects of your project, and not R&I in general in this field.

**Targeted Problem-Solving:**

Identify specific challenges or issues within the chosen field that your project aims to address. Clearly articulate how your project's solutions are tailored to meet the unique needs of the field in question.

**Try to address Field-Specific Challenges:**

clearly communicate how your project tackles specific challenges or limitations that are characteristic of the chosen field.

**Emphasize the uniqueness of your approach and solutions;**

Provide evidence of the project's relevance to industry needs and its potential to create new markets within the specified field. Include market analyses and strategies for industry adoption;

- The outcomes and potential for future impact of your project may be, e.g., in terms of creating new markets, improve our lives or address global challenges, but they are not expected to be addressed or achieved within the project lifetime. Only include such outcomes and impacts where your project would make a significant and direct contribution. Avoid describing very tenuous links to wider impacts. However, include any potential negative environmental outcome or impact of the project including when expected results are brought at scale (such as at commercial level). Where relevant, explain how the potential harm can be managed.

b) Describe any requirements and potential barriers-arising from factors beyond the scope and duration of the project- that may determine whether the desired outcomes and impacts are achieved. These may include, for example, other R&I work within and beyond Horizon Europe; regulatory environment; targeted markets; user behaviour. Indicate if these factors might evolve overtime. Describe any mitigating measures you propose, within or beyond your project, that could be needed should your assumptions prove to be wrong, or to address identified barriers.

- Note that this does not include the critical risks inherent to the management of the project itself, which should be described below under 'Implementation'.

By addressing these external requirements and potential barriers, researchers and project planners can better anticipate challenges and develop strategies to enhance the resilience and adaptability of the project, ultimately contributing to the achievement of desired outcomes and impacts.

**Regulatory and Legal Requirements:**

Try to identify and understand existing and potential future regulatory and legal requirements that may affect the project outcomes. Changes in regulations or the introduction of



new laws could impact the project's ability to operate or implement certain solutions;

**Policy Changes:**

Are there any policy developments at regional, national, and international levels that need to be considered? (Changes in government policies or priorities can influence the project's relevance and alignment with broader goals)

**Market Dynamics:**

Take into account market trends and dynamics related to the project's objectives. Shifts in market conditions, consumer preferences, or industry practices can impact the feasibility and success of the project.

**Technological Advancements:**

Consider the pace of technological advancements that may occur during and after the project. Rapid developments in related technologies could influence the competitiveness and relevance of the project's outcomes.

**Public Perception and Acceptance:**

Consider public attitudes and perceptions related to the project. Public acceptance, ethical considerations, or concerns about the project's societal impacts can influence its success and long-term sustainability.

**Cultural and Social Changes:**

Be aware of cultural and social changes that may influence the acceptance and adoption of project outcomes. Cultural shifts or societal changes can impact the project's relevance and resonance with stakeholders;

**Intellectual Property Landscape:**

Monitor changes in the intellectual property landscape relevant to the project. New patents, legal disputes, or shifts in intellectual property strategy.

## 2.2 Innovation potential

- Describe the exploitation measures to facilitate future translation of research results into innovations.
  - *Shortly describe the measures for a plausible path to*



*commercialise the innovations.*

- *Beneficiaries must use their best efforts to exploit their results or have them exploited by a third party, in priority those established in a Member State or an Associated country, including through transfer or licensing.*
- *If exploitation is expected primarily in non-associated third countries, justify by explaining how that exploitation is still in the Union's interest.*

- Specify your strategy for the management of intellectual property, foreseen protection measures, such as patents, design rights, copyright, trade secrets, etc. How adequate are they to support exploitation?

- *Clear description of necessary measures to allow future uptake, for instance through an adequate form of protection of the generated Intellectual Property (IP) is expected.*
- *If your project is selected for funding, you will need an appropriate consortium 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.*
- *If your project is selected, you must indicate the owner(s) of the results (results ownership list) in the final periodic report.*

- Explain the measures the consortium will implement for involving and empowering key actors (such as excellent early-career researchers or promising high-tech SMEs, including start-ups) that have the potential to take the lead in translating research into innovations.

**Timo Hallantie, EISMEA, Head of Unit**  
for the EIC Pathfinder programme:

*"The primary goal of the EIC Pathfinder is to develop the scientific basis to underpin breakthrough technologies, thus focusing on early-stage research needed to achieve the proof of principle that the envisaged technologies are feasible. Given the focus on research, one of the major outputs of Pathfinder projects are expected to be top-level scientific publications in open access. However, before deciding to publish the research results, it is important to assess the innovation potential of the results and to ensure an adequate formal protection of the generated Intellectual Property (e.g. via a patent application). "*

## 2.3 Communication and dissemination

- Describe the dissemination and communication measures that are planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large) for raising awareness about the project's outcomes.
  - *Project results should include top-level scientific publications in Open Access.*
  - *In case your proposal is selected for funding, a detailed plan for dissemination and exploitation including communication activities' will need to be provided as a mandatory project deliverable within 6 months after*

It is highly recommended to identify your key target groups, including the technical/scientific community, key stakeholders, and the public in general, ...

Try to identify clearly each type of action referring to the approximated number of each action during the project and justify each type of action according to each target group.



*signature date. This plan shall be periodically updated in alignment with the project's progress.*

- *Communication measures should promote the project throughout the full lifespan of the project. The aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens. Activities must be strategically planned, with clear objectives, start at the outset and continue through the lifetime of the project. The description of the communication activities needs to state the main messages as well as the tools and channels that will be used to reach out to each of the chosen target groups.*
- *All measures should be proportionate to the scale of the project, and should contain concrete actions to be implemented both during and after the end of the project, e.g. standardization activities. Your plan should give due consideration to the possible follow-up of your project, once it is finished. In the justification, explain why each measure chosen is best suited to reach the target group addressed.*
- *Describe possible feedback to policy measures generated by the project that will contribute to designing, monitoring, reviewing and rectifying (if necessary) existing policy and programmatic measures or shaping and supporting the implementation of new policy initiatives and decisions.*

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### 3. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

Quality and efficiency of the implementation-aspects to be taken into account (Evaluation criteria)

- Work plan: How coherent and effective are the work plan (work packages, tasks, deliverables, milestones, timeline, etc.) and risk mitigation measures in order to achieve the project objectives?
- Allocation of resources: How appropriate and effective is the allocation of resources (comprising person-months and other cost items) to work packages and consortium members?
- Quality of the consortium: To what extent do the consortium members have all the necessary high-quality expertise for performing the project tasks?

#### 3.1 Work plan and allocation of resources

- 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).

- Please use the below table when planning Reporting Periods for your project:

Project duration	Number of periods	RP1 duration	RP2 duration	RP3 duration	RP4 duration
12	1	12	-	-	-
18	1	18	-	-	-
24	2	12	12	-	-
30	2	12	18	-	-
36	2	12	24	-	-
42	3	12	12	18	-
48	3	12	18	18	-
60	4	12	16	16	16

This table is for information purposes only. Not needed to be included in the final version of your proposal.

**Timo Hallantie**, EISMEA, Head of Unit for the EIC Pathfinder programme:

*"From a legal point of view, there is no maximum duration. In general, the length of a project should be "fit for purpose", that means in accordance with your work packages, tasks and goals and of course the proposed budget. In practice, you will have to carefully plan what you can achieve with the indicative EU contribution that is set to a maximum of EUR 3 million (or more if duly justified) for Pathfinder Open.*

*Looking at the previous two Pathfinder Open calls for proposals (2021 and 2022), we funded only one project with a duration of only 2 years and a few longer ones of 5 years. Most projects however had durations between 3 and 4 years."*

- graphical presentation of the components showing how they inter-relate (Pert chart or similar).

When drawing a pert chart, please note that the meaning should be obvious to the reader. Ask friends who are not working on the project for feedback.

- detailed work description, i.e.:

- a list of work packages (table 3.1a);
- a description of each work package (table 3.1b);
- a list of deliverables (table 3.1c);
  - Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. The number of work packages should be proportionate to the scale and complexity of the project.*
  - You should give enough detail in each work package to justify the proposed resources to be allocated and also quantified information so that progress can be monitored, including by the Commission.*

Pay attention to the consistency of the work plan in terms of resources, distribution of work between partners and person-months.

Have an interconnection between tasks and deliverables. You can include, for instance, a project management table and an organizational table, detailing the team members and their roles in each;

Pay attention to the milestones:



- Resources(person-months) assigned to work packages should be in line with their objectives and deliverables. You are advised to include a distinct work package on ‘project management’, and to give due visibility in the workplan to ‘data management’ ‘dissemination and exploitation’ and ‘communication activities’, either with distinct tasks or distinct work packages.
- You will be required update the ‘plan for the dissemination and exploitation of results including communication activities’, and a ‘data management plan’. This should include a record of activities related to dissemination and exploitation that have been undertaken and those still planned.
- Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the application forms, and the number of person months, shown in the detailed work package descriptions.
- a list of milestones (table 3.1d);
- a list of critical risks, relating to project implementation, that the stated project’s objectives may not be achieved. Detail any risk mitigation measures. You will be able to update the list of critical risks and mitigation measures as the project progresses (table 3.1e);
- a table showing number of person months required (table3.1f);
- a table showing description and justification of subcontracting costs for each participant (table 3.1g);
- a table showing justifications for ‘purchase costs’ (table 3.1h) for participants where those costs exceed 15% of the personnel costs (according to the budget table in proposal part A);
- if applicable, a table showing justifications for ‘other costs categories’ (table 3.1i);
- if applicable, a table showing in-kind contributions from third parties (table 3.1j).

these will serve to support the identification on major progress points and, if relevant, could reflect key technological breakthrough achievements identified in the proposal;

All partners should contribute to the project- keep in mind when allocating tasks that all participants should have a valid role and adequate resources to fulfil this role.

Costs must be reasonable.

**Timo Hallantie**, EISMEA, Head of Unit for the EIC Pathfinder programme:

*“The requested financial EU contribution and the project budget should be “fit for purpose” for successfully completing your tasks and achieving your goals. We expect EIC Pathfinder Open projects to stay within the indicative limit of EUR 3 million, but it might be possible to request higher amounts which must be duly justified in the proposal. Our EIC expert evaluators will carefully assess those cases during the evaluation.”*

### 3.2 Quality of the consortium

The individual participants of the consortium are described in a separate section under Part A. There is no need to repeat that information here.

- Describe the expertise of the consortium members. Explain how it provides all the necessary knowledge, how it supports the proposed interdisciplinary approach, and how it matches the project’s objectives and tasks. Explain the role of each

Interdisciplinarity in the consortium is a must! Consortium members should be complementary and is important to show the role and responsibility of all the members.



consortium member and its complementary contribution. If appropriate, show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I.

- Describe how the partners will have access to critical infrastructure needed to carry out the project activities.
- 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 such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in Annex 3 of the EIC Work Programme are automatically eligible for EU funding), explain why the participation of the entity in question is essential to successfully carryout the project.

### Tables for section 3.1

- *Use plain text for the tables in section 3.1. If the proposal is invited to start Grant Agreement preparation, these tables will have to be encoded in the grant management IT tool, where no graphics or special formats are supported.*

Table 3.1a: List of work packages

Work package No	Work package Title	Lead Participant No	Lead Participant Short Name	Name & surname of Work package leader	Gender of Work package leader	Start Month	End month

Table 3.1b: Work package description

For each work package:

Work package number	
Work package title	

(Participants involved in each WP and their efforts is shown in table 3.2f. Lead participant and starting and end date of each WP is shown in table 3.2a.)

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants. Deliverables linked to each WP are listed in table 3.2c (no need to repeat the information here).


**Table 3.1d:** List of milestones

Milestone number	Milestone name	Related work package(s)	Due date (in month)	Means of verification

**KEY**
**Due date**

Measured in months from the project start date (month 1)

**Means of verification**

Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype that is 'up and running'; software released and validated by a user group; field survey complete and data quality validated.

Please take the table seriously and think about what could seriously jeopardise your project. Assess the risks realistically and formulate strategies to minimise them. Please note that in a high-risk project there should not only be risks categorised as medium or low.

**Table 3.1f:** Summary of staff effort

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.

Participant Number/Short Name	WPn	WPn+1	WPn+2	Total Person-Months per Participant
Participant Number/Short Name				
Participant Number/Short Name				
Participant Number/Short Name				
<b>Total Person Months</b>				

**Table 3.1g:** 'Subcontracting costs' items

For each participant describe and justify the tasks to be subcontracted (please note that core tasks of the project should not be sub-contracted).

Participant Number/Short Name	Cost (€)	Description of tasks and justification
Subcontracting		

It is crucial to emphasize that subcontracting actions should not involve any essential developments that the consortia could achieve on its own. Doing so may expose potential shortcomings in the current consortia's capabilities, thereby undermining the credibility of your proposal.

**Table 3.1h:** 'Purchase costs' items (travel and subsistence, equipment and other goods, works and services)

Please complete the table below for each participant if the purchase costs (i.e. the sum of the costs for 'travel and subsistence', 'equipment', and 'other goods, works and services') exceeds 15% of the personnel costs for that participant (according to the budget table in proposal part A). The record must list cost items in order of costs and starting with the largest cost item, up to the level that the remaining costs are below 15% of personnel costs.

Participant Number/Short Name	Cost (€)	Justification
Travel and subsistence		
Equipment		
Other goods, works and services		
Remaining purchase costs (<15% of pers. Costs)		
<b>Total</b>		

**Table 3.1i:** 'Other costs categories' items (e.g. internally invoiced goods and services)

Please complete the table below for each participant that would like to declare costs under other costs categories (e.g. internally invoiced goods and services), irrespective of the percentage of personnel costs.

Participant Number/Short Name	Cost (€)	Justification
Internally invoiced goods and services		
...		


**Table 3.1j: ‘In-kind contributions’ provided by third parties**

Please complete the table below for each participant that will make use of in-kind contributions (non-financial resources made available free of charge by third parties). In kind contributions provided by third parties free of charge are declared by the participants as eligible direct costs in the corresponding cost category (e.g. personnel costs or purchase costs for equipment).

Participant Number/Short Name			
Third party name	Category	Cost (€)	Justification
	Select between Seconded personnel Travel and subsistence Equipment Other goods, works and services Internally invoiced goods and services		

#\$QUA-LIT-QL\$# #\$WRK-PLA-WP\$#

## ANNEXES TO PROPOSAL PART B

Some calls may ask to upload annexes to proposal part B. The annexes must be uploaded as separate documents in the submission system. The most common annexes to be uploaded in Horizon Europe are (standard templates are published in the Funding & Tenders portal):

- CLINICAL TRIALS: Annex with information on clinical trials.
- FINANCIAL SUPPORT TO THIRD PARTIES: Annex with information on financial support to third parties.
- CALLS FLAGGED AS SECURITY SENSITIVE: Annex with information on security aspects.
- ETHICS: ethics self-assessment should be included in proposal part A. However, in calls where several serious ethics issues are expected, the character limited in this section of proposal part A may not be sufficient for participants to give all necessary information. In those cases, participants may include additional information in an annex to proposal part B.

## Notes

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# Access2EIC

National Contact Points for Innovation

## Access2EIC

**ACCESS2EIC** is a 84-months coordination and support action aimed to empower and facilitate transnational cooperation within the network of National Contact Points - NCPs focused on the Horizon Europe European Innovation Council - EIC and the European Innovation Ecosystems - EIE. It involves a consortium made of formally appointed NCPs.

ACCESS2EIC comprise a network of 16 partners:

1. AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA (APRE), Italy
2. CENTRO PARA EL DESARROLLO TECNOLOGICO INDUSTRIAL (CDTI), Spain
3. OSTERREICHISCHE FORSCHUNGSFORDERUNGSGESELLSCHAFT MBH (FFG), Austria
4. INSTYTUT PODSTAWOWYCH PROBLEMOW TECHNIKI POLSKIEJ AKADEMII NAUK (IPPT PAN), Poland
5. NATIONAL TECHNOLOGICAL INNOVATION AUTHORITY (IIA), Israel
6. DEUTSCHES ZENTRUM FUER LUFT - UND RAUMFAHRT EV (DLR), Germany
7. INNOVASJON NORGE (IN), Norway
8. BPIFRANCE FINANCEMENT SA (BPIFRANCE), France
9. IDRYMA TECHNOLOGIAS KAI EREVNAS (FORTH), Greece
10. ENTERPRISE IRELAND (EI), Ireland
11. ANI - AGENCIA NACIONAL DE INOVACAO, SA (ANI), Portugal
12. GIS-TRANSFERCENTER FOUNDATION (GIS-TC), Bulgaria
13. CENTRUM VEDECKO TECHNICKYCH INFORMACII SLOVENSKEJ REPUBLIKY (CVTISR), Slovakia
14. NEMZETI KUTATASI FEJLESZTESI ES INNOVACIOS HIVATAL (NKFIH), Hungary
15. TECHNOLOGICKE CENTRUM AKADEMIE VED CESKE REPUBLIKY (TC CAS), Czechia
16. MINISTÈRE DE L'ENSEIGNEMENT SUPÉRIEUR, DE LA RECHERCHE ET DE L'INNOVATION (MESRI), France

[www.access2eic.eu](http://www.access2eic.eu)

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