**UTTER – FSTP – Pilot Projects Open Call 2**

**Call Documentation – Annex 3 – Project Proposal Template**

| **PROJECT IDENTIFICATION (required)** | |
| --- | --- |
| **Participant Identification Code (PIC)** | a 9-digit number that serves as a unique identifier for legal entities participating in European funding programmes |
| Name of the Organisation | Text (max. 100 characters) |
| Project Name | Text (max. 100 characters) |
| Project Acronym | Text (max. 16 characters) |
| Project Abstract | Text (max. 800 characters) |
| Total Budget | Total financial support requested (in EUR) (max. EUR 60,000) |
| Proposal Submission Date | Date and time (Will be provided by the UTTER consortium.) |

| **APPLICANT IDENTIFICATION (required)** | |
| --- | --- |
| Organisation | Text (max. 100 characters) (Name of the organisation) |
| National VAT Number | Text (max. 100 characters) |
| Year of Foundation | Text (max. 100 characters) |
| Number of Employees | Text (max. 100 characters) |
| Legal Form | Selection Entry (SME or Research Organisation) |
| Turnover of last fiscal year | Text (max. 100 characters) (For SMEs only) |
| Website | Text (max. 100 characters) |
| Registered seat |  |
| Address | Text (max. 100 characters) |
| City/Town | Text (max. 100 characters) |
| ZIP/Postal Code | Text (max. 100 characters) |
| Country | Selection Entry |
| **Contact details** | |
| Name | Text (max. 100 characters) |
| E-mail | Text (max. 100 characters) |
| Phone | Text (max. 100 characters) |
| Contact Address | Text (max. 100 characters) (fill in if different from registered seat) |
| City/Town | Text (max. 100 characters) (fill in if different from registered seat) |
| ZIP/Postal Code | Text (max. 100 characters) (fill in if different from registered seat) |
| Country | Selection Entry (fill in if different from registered seat) |
| **Description of the applicant** | |
| Description of the Applicant  Text (max. 1 000 characters)  Experience relevant for UTTER, other info (if needed) for evaluators possibly available on the applicant’s website – please provide a link.  If a research organisation, please specify which type (higher education organisation, independent research organisation, NGO etc.) | |

| **PROJECT DESCRIPTION (required)** | |
| --- | --- |
| How is this project aligned with the objectives of the call?  Text (max. 1 000 characters)  **(Criteria: Relevance and Objectives)** | |
| What do you want to do?  Text (max. 1 000 characters)  What are your project goals? What do you want to achieve? What are the project’s outputs and outcomes?  **(Criteria: Relevance and Objectives)** | |
| Business, Integration and Dissemination Plan  Text (max. 3 600 characters)  Why are you applying for this project? What is the reason for you to do it? What is your vision? What is the desired impact?  What are the benefits for you and for UTTER?  How are you going to integrate the results of your project into UTTER?  How are you going to disseminate and promote the results?  **(Criterion: BID plan)** | |
| How are you going to do it?  Text (max. 3 600 characters)  How are you going to achieve the project goals? What are the methods and activities? Describe the two phases: Development and Dissemination.  **(Criteria: Project Phases and Technical Approach)** | |
| What makes your proposal unique?  Text (max. 3 600 characters)  What is the relationship between your proposal and the state of the art? What gaps do you identify and plan to fill?  **(Criteria: Uniqueness and Technical Approach)** | |
| Project Schedule  Text (max. 1 000 characters)  Basic description of the project schedule (what is done and when) including milestones (plan in the two phases: Development and Dissemination) | |
| Project Keywords | Text (max. 100 characters) |

| **PROJECT TEAM (required)** |
| --- |
| Project Team  Text Entry (max. 1 000 characters)  Basic description of team (project leader, key members, their roles, responsibilities and experience).  Other info about the team (if needed) for evaluators possibly available on the applicant’s website – please provide a link.  **(Evaluation Criterion: Team)** |

| **BUDGET (required)** | |
| --- | --- |
| *(please see detailed budget section in the section below and provide information)* | |
| Comment | Explain your budget allocation (max. 1 000 characters).  **(Evaluation Criterion: Budget Adequacy)** |

| **DETAILED BUDGET (required)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **(Evaluation Criterion: Budget Adequacy)** | | | **Units** | **Average Cost per unit** | **Total Costs** |
| 1. **Direct personnel costs** | | |  |  |  |
|  | A1. Employees (or equivalent) person months | |  |  |  |
|  |  | Senior Scientist (or equivalent in the private sector) |  |  |  |
|  |  | Junior Scientists (or equivalent in the private sector) |  |  |  |
|  |  | Technical Personnel (or equivalent in the private sector) |  |  |  |
|  |  | Administrative Personnel (or equivalent in the private sector) |  |  |  |
|  |  | Others |  |  |  |
|  | A.2 Natural persons under direct contract | |  |  |  |
|  | A.3 Seconded persons | |  |  |  |
|  | A.4 SME Owners without salary | |  |  |  |
| **B. Direct Subcontracting costs** | | |  |  |  |
| **C. Direct Purchase costs** | | |  |  |  |
|  | C.1 Travel and subsistence | |  |  |  |
|  | C.2 Equipment (please specify details under main budget table "Comments") | |  |  |  |
|  | C.3 Other goods, works and services | |  |  |  |
|  |  | Consumables |  |  |  |
|  |  | Services for Meetings, Seminars, Events |  |  |  |
|  |  | Services for communication/promotion/dissemination (including website) |  |  |  |
|  |  | Fees (publications, artistic, speakers, writing, cast, rights, etc) |  |  |  |
|  |  | Other (please specify details under main budget table "Comments") |  |  |  |
| **TOTAL DIRECT PERSONNEL COSTS AND PURCHASE COSTS (A+C)** | | |  |  |  |
| **TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C)** | | |  |  |  |
| **D. Indirect costs (25% \* A + C)** | | |  |  |  |
| **E. TOTAL COSTS (A+B+C+D)** | | |  |  |  |

| **ETHICS SELF\_ASSESSMENT (required)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| What ethical implications or risks are relevant to the project?  Text (max. 1 800 characters).  If necessary, attach supplementary material supporting the ethics self-assessment (only), e.g., recommendations from your local ethics committee. This will not count toward the character limit, but reviewers are not required to read it.  **(Evaluation Criterion: Ethics)** | | | | | |
| How will your project minimise ethical risks?  Text (max. 1 800 characters)  **(Evaluation Criterion: Ethics)** | | | | | |
| How will you ensure that the project data management complies with all relevant regulations?  Text (max. 1 800 characters)  **(Evaluation Criterion: Ethics)** | | | | | |

**CONSENT TO PROCESS PERSONAL DATA**

We hereby grant a permission to University of Amsterdam, PIC 999985708, established in SPUI 21, AMSTERDAM 1012WX, Netherlands (hereinafter “UVA”), acting as a controller of personal data of all faculties and other parts of UVA, to process the personal data filled in this submission form for the purpose of selecting pilot projects and providing the financial support for the selected projects within the EU project UTTER No. 101070631.  
  
We grant consent for the period of 5 years.  
  
We can withdraw the consent via e-mail sent to the following e-mail address [utter-fstp@list.uva.nl](mailto:utter-fstp@list.uva.nl) or in person in the seat of the data controller.  
  
We also have the following rights:

* To require information on what personal data is processed about us,
* To require correction of false or outdated personal data,
* To require our personal data not to be processed till the legitimacy of the two above mentioned points has been settled,
* To require that our personal data will be transferred to another data controller,
* To file a complaint to the supervisory authority.

If we make any inquiry or if we exercise our rights we can contact the Data Protection Officer (DPO) on the following e-mail address: **fg@uva.nl**.

You will Consent to Process Personal Data upon submission.

**DECLARATION OF HONOUR**

We hereby declare and confirm the following:

* We have read and understood the open call details and requirements,
* We have had the opportunity to ask questions about UTTER and the open call during the proposal

preparation phase by sending an email to: [utter-fstp@list.uva.nl](mailto:utter-fstp@list.uva.nl),

* We can withdraw the proposal at any time, and we will not be penalised for withdrawing,
* The information provided in the proposal is true, correct and complete,
* We have or will have the necessary stable and sufficient resources to implement the project,
* Our organisation is not in any situation, which would exclude us from receiving financial support,
* Our organisation is not subject to a conflict of interest in connection with the financial support.

You are cordially requested to declare and confirm the above mentioned upon submission.