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Description automatically generated

**I3-4-SEAWEED Open Call**

**Annex 2 – Technical Proposal**

**PROPOSAL TEMPLATE - INSTRUCTIONS**

**Read carefully before preparing your proposal:**

You **must** use this template to prepare your proposal and respect the given structure. It has been organised to ensure that the important aspects of your planned work are measurable with respect to the evaluation criteria. Sections 1 to 3 of this template each correspond to an evaluation criterion (see [Annex 1 – Guidelines for Applicants](https://i3-4-seaweed.eu/open-call/)).

Applicants using another template/ document structure will be automatically disqualified. Only those proposals that successfully address all the required aspects included in the template will have the opportunity to be funded.

Please complete the Proposal identification page thoroughly.

**The page limit for the proposal is 12 pages** (this limit includes proposal identification page (1 page), the Summary (1 page) and sections 1 to 3 (10 pages). Ethics and Security sections are not covered by the above page limit.

Formatting requirements: Tables are allowed but must be included within this page limit. The minimum font size allowed is **11 points (in Arial, current font) or 10 points (in Roboto)** (Note: tables can use font size 10 Arial; 9 Roboto). The page size is A4, and all margins (top, bottom, left, right) should not be changed from their current setting. Paragraph spacing should be a minimum 0pt before/ after, and 1pt line spacing. Black must be used as the font colour to facilitate readability.

The proposal **must** be uploaded in .PDF format. Failure to do so may result in exclusion. **Pages beyond the defined page limit will not be taken into consideration by the experts and could result in parts of the proposal not being evaluated.**

**Please delete this page and the previous I3-4-SEAWEED cover before submitting the proposal. Your proposal should start with the PROPOSAL IDENTIFICATION PAGE (next page). Delete the guidance/ information text in yellow, red, blue and green in each section and any template footnotes.**

***PAGE COUNT STARTS HERE*** *(please delete)*

# PROPOSAL IDENTIFICATION

| **PROPOSAL INFORMATION** | |
| --- | --- |
| Project Acronym | Write here as provided in F6S form, question X |
| Project Title | Write here as provided in F6S form, question X |
| Selected Strand | Write here as provided in F6S form, question X |

| **APPLICANT INFORMATION (Full legal names)** | | **Short Name** | **Country** | **Country code\*** |
| --- | --- | --- | --- | --- |
| Lead Beneficiary | As provided in the F6S form, question X |  |  |  |
| Beneficiary 2 (Optional) | As provided in the F6S form, question X |  |  |  |

\*As established in table 7 of Section 9 of the [Guidelines for Applicants](https://i3-4-seaweed.eu/open-call/).

# SUMMARY OF THE PROJECT

***NOTE:*** *1 PAGE MAXIMUM*

*Provide a full public summary of the project that can be published if the project is funded. Please provide information on the context your proposal is addressing, the main objectives, key activities and expected results.*

[Insert text here]

# EXCELLENCE

*Describe how your project meets the Excellence criteria of the I3-4-SEAWEED project and (if applicable) the open call area that is addressed. You must also describe:*

* *Clear and measurable project objectives (general and specific).*
* *An innovative approach, highlighting what is new or not yet widely applied.*
* *Strong leadership and the expertise of the team in science, technology, and business.*
* *Relevant knowledge and capacity to develop, implement, and scale the solution.*
* *The starting and expected Technology Readiness Level (TRL), with a brief rationale.*

[Insert text here]

# IMPACT AND AMBITION

**a. Indicate the project’s expected impact and long-term ambition.**

*Describe the expected impact and long-term ambition of your project. You must include:*

* *Potential to drive meaningful change in the industry and community, with clear focus on the value chain.*
* *A clear vision for long-lasting and sustainable impact; detailing how the project results will be used.*
* *Potential for scalability and replication in other regions or sectors.*
* *Evidence of commitment to achieving real-world impact.*
* *A track record or examples of previous impactful outcomes.*
* *Contributions to positive social change, inclusion, or equity.*

[Insert text here]

**b. Explain how the project is contributing to the seaweed value chain and how its activities will directly or indirectly support the I3-4-SEAWEED investment cases.**

*Please describe how your SME is involved in the seaweed value chain, detailing your specific needs and proposed solutions. Explain how your activities directly or indirectly support the I3-4-Seaweed investment cases—whether by strengthening a particular segment of the value chain, enabling testing or optimisation of products or processes, or facilitating the exploitation of investment case results. How does your contribution help create a solid foundation for successful scale-up and market entry?*

[Insert text here]

# IMPLEMENTATION

**a. Work plan and resources**

*Indicate how your project will be implemented effectively with I3-4-SEAWEED support. You must include:*

* *A clear plan for how your solution will be developed and integrated. Include a Gantt and/or Pert chart or similar.*
* *A realistic timeline and strategy for timely execution (table 1).*
* *Monitoring and evaluation mechanisms to track progress (table 2, 3 and 4).*
* *Clear definition of roles and responsibilities within the team and demonstration of the team's commitment to a well-balanced team, including gender balance within its composition (table 5).*
* *Efficient use of resources and budget allocation (table 6 and 7, if applicable).*

[Insert text here]

**Table 1.** Suggested table for description of activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity name** | **Description** | **Planned duration** | **Total PMs[[1]](#footnote-1)** |
| Activity 1 |  |  |  |
| Activity 2 |  |  |  |
| Activity *x* |  |  |  |
|  | | **Total PMs** |  |

*NOTE: List activities that will take place in your project by breaking down your work-to-work packages and tasks and provide timing of the different activities and components.*

*NOTE: Add/remove lines as required*

**Table 2.** Suggested table for description of deliverables

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable No** | **Deliverable Name** | **Description** | **Activity No(a)** | **Type(b)** | **Due Date (month)** |
| D1 |  |  |  |  |  |
| D2 |  |  |  |  |  |
| Dx |  |  |  |  |  |

a) As indicated in table 1.

b) R - Document, report; DEM — Demonstrator, pilot, prototype; DMP - Data Management Plan; O - Other

*NOTE: List number of deliverables that will be developed and delivered as part of your project. Description should be concise and describe general objective of the report/deliverable*

*NOTE: Add/remove lines as required*

**Table 3.** Suggested table for description of milestones

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone No** | **Milestone Name** | **Activity No(a)** | **Means of verification** | **Due date (month)** |
| M1 |  |  |  |  |
| M2 |  |  |  |  |
| Mx |  |  |  |  |

a) As indicated in table 1.

*NOTE: List number of milestones to be achieved as part of your project. Description of means of verification should be concise and milestone must be easily verifiable*

*NOTE: Add/remove lines as required*

**Table 4.** Suggested table for description of critical risks

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk No** | **Description(a)** | **Activity No(a)** | **Proposed Mitigation Measures** |
| R1 |  |  |  |
| R2 |  |  |  |
| Rx |  |  |  |

a) Indicate level of Likelihood and Impact: Low, Medium or High

b) As indicated in table 1.

*NOTE: List potential critical risks associated with your project and describe proposed mitigation measures. Indicate their Likelihood and Impact.*

*NOTE: Add/remove lines as required*

**Table 5.** Suggested table for description of consortia/ team

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Team** | **Role in the project and areas of expertise** | **Link to CV/ LinkedIn** | **PMs** |
| Person name 1 (M/F/O) *(Entity short name)* |  | Link |  |
| Person name 2 (M/F/O) *(Entity short name)* |  | Link |  |
| Person name *X* (M/F/O) *(Entity short name)* |  | Link |  |
|  | | **Total PMs** |  |

*M (Male), F (Female), O (Other)*

*NOTE: Add/remove lines as required*

**Table 6.** Suggested table for description of project costs[[2]](#footnote-2)

|  |  |  |
| --- | --- | --- |
| **Cost category** | **Total** | **Justification** |
| [A] Direct personnel costs |  |  |
| [B] Travel costs |  |  |
| [C] Equipment costs |  |  |
| [D] Other direct costs |  |  |
| [E] Subcontracting costs |  | Please see table 6 (if applicable) |
| [F] Indirect costs | EUR 3 925.23 | ([A]+[B]+[C]+[D]+[E])\*0.07 |
| **TOTAL PROJECT COSTS** | **EUR 60 000.00** | |

**Table 7.** Suggested table for subcontracting costs (if applicable)

|  |  |  |
| --- | --- | --- |
| **Subcontracting Cost [[3]](#footnote-3)** | **Total** | **Justification** |
| Partner A |  |  |
| Partner B (if any) |  |  |
| **TOTAL SUBCONTRACTING COSTS** | **Insert value here** | |

**b. Capacity of participants and consortium (if applicable) as a whole**

*Describe the consortium infrastructures and facilities used as part of the project. You must include:*

* *Assessment of your technological and operational capacity to deliver.*
* *A demonstrated commitment to achieving the project’s objectives.*

[Insert text here]

***PAGE COUNT ENDS HERE*** *(please delete)*

***This section is NOT covered by the 12-page limit.***

# ETHICS & SECURITY

***NOTE: PLEASE FILL OUT THE ETHICS/ SECURITY CHECKLIST ON THE FOLLOWING PAGE (PROVIDE A YES/NO FOR EACH ITEM).***

## Ethics

*If you have entered any ethics issues in the Ethics/ Security checklist, you must:*

* *Submit an ethics self-assessment, which:*
  + *Provides a rationale for the option made.*
  + *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, as regards:*
    - *Research objectives (e.g., study of vulnerable populations, dual use, etc.).*
    - *Research methodology (e.g., clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.).*
    - *The potential impact of the research (e.g., dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).*
* *Provide the documents that you need under national law (if you already have them), e.g.:*
  + *An ethics committee opinion.*
  + *The document notifying activities raising ethical issues or authorising such activities.*

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

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

## Security

Please indicate if your project will involve:

* Activities or results raising security issues: [YES/NO]
* “EU-classified information” as background or results: [YES/NO]
* Any potential “dual use” of results: [YES/NO]

**Ethics/ Security Checklist**

|  |  |
| --- | --- |
|  | **YES / NO** |
| **Informed consent** | |
| Does the proposal involve children? |  |
| Does the proposal involve patients or persons not able to give consent? |  |
| Does the proposal involve adult healthy volunteers? |  |
| Does the proposal involve Human Genetic Material? |  |
| Does the proposal involve Human biological samples? |  |
| Does the proposal involve Human data collection? |  |
| **Research on human embryo/foetus** | |
| Does the proposal involve Human Embryos? |  |
| Does the proposal involve Human Foetal Tissue / Cells? |  |
| Does the proposal involve Human Embryonic Stem Cells? |  |
| **Privacy** | |
| Does the proposal involve processing of genetic information or personal data (e.g., health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction) |  |
| Does the proposal involve tracking the location or observation of people? |  |
| **Research on animals** | |
| Does the proposal involve research on animals? |  |
| Are those animals transgenic small laboratory animals? |  |
| Are those animals transgenic farm animals? |  |
| Are those animals cloned farm animals? |  |
| Are those animals nonhuman primates? |  |
| **Research involving developing countries** | |
| Use of local resources (genetic, animal, plant etc.) |  |
| Benefit to local community (capacity building i.e., access to healthcare, education, etc.) |  |
| **Dual use** | |
| Research having direct military application |  |
| Research having the potential for terrorist abuse |  |
| **ICT implants** | |
| Does the proposal involve clinical trials of ICT implants? |  |

1. A Person-month is a metric for expressing the effort of a person dedicated full time in one month. [↑](#footnote-ref-1)
2. Applicants are recommended to allocate 1 PM to the Capacity Building Programme and ensure provisions are made for the financial coverage of at least one project representative's participation in the study visit. See section 6.1.1. of the [Guidelines for Applicants](https://i3-4-seaweed.eu/open-call/). [↑](#footnote-ref-2)
3. The maximum amount allocated for subcontracting within this project is 7% of the total maximum grant amount. See Section 3.4 in the [Guidelines for Applicants](https://i3-4-seaweed.eu/open-call/). [↑](#footnote-ref-3)