

# Proposal full title

## proposal acronym

January 29, 2016

### Abstract

*What is this document:* a list of the most common questions / metrics that reviewers use for assessing proposals.

*How to use this document:* the structure of the document (number and names of the sections) follows the H2020 proposal template. If your funding body imposes an other template then first re-adapt this document so that the structure is the same one of the funding body (absolutely don't do something different), and move the questions around accordingly to your template. Then for every section answer to the various questions, being careful to rearrange and tie them together as needed to make the speech fluid.

*How is this document structured:* the first part contains some questions. The appendix reports instead the definitions of the most important keywords, other generic hints and some evaluation criteria for common funding bodies.

## 1 Concept and objectives

### 1.1 Introductory questions

- What is the societal / technological need that one wants to solve? (Make the reader interested!)
- In which context does this need arise?
- Why is it important to solve this need?
- What will solving this need cause, beyond this specific research project?
- Who will use the results?
- What are the impacts?
- Who are the users?
- What are the social effects of project?

### 1.2 Questions on the concept

- What is the concept of the project?

### 1.3 Questions on the objectives

- What are the main ideas of this work?
- What are the scientific and technological objectives?
- Are the objectives achievable within the project?

- Are the objectives measurable and verifiable?
- Are the objectives connected with the milestones described below?

## 2 Progress beyond the state-of-the-art

- What is the previous work that has been done to solve this problem?
- What is the state-of-the-art?
- Why is the previous work and the current state-of-the-art failing solving the problem addressed here?
- What are the proposed advances?

## 3 Work plan

- How is the project divided into workpackages & milestones? (see the definition in Appendix A)
- Is the work plan following the logical phases of the implementation of the project, with descriptions on how to assess progress and results?
- How are workpackages and milestones connected?
- Are the milestones connected with the objectives described above?
- What are the risks associated to the workpackages and to the milestones? What are the associated contingency plans?

### 3.1 Work Package 1

TODO

## 4 Participants

- Which profiles do the participants have?
- Which main tasks have been attributed to them?
- Which previous experience relevant to those tasks do the participants have?
- What are the organizational structure and decision-making mechanisms of the project?
- Why are you the applicant? Why not somebody else?
- Why are you the main applicant? Why not somebody else?

## 5 Implementation

- Which resources are committed?
- Are the resources integrated in a coherent way?
- Is the overall financial plan for the project adequate?

- How much does the equipment costs?
- (if appropriate) Which industrial/commercial involvement will ensure the exploitation of the results?

## A Definitions

**achievable:**

**contingency plan:**

**deliverable:** a distinct output of the project, meaningful in terms of the project's overall objectives and constituted by a report, a document, a technical diagram, a software etc.

**exploitation:**

**goal:**

**impact:**

**measurable:**

**milestone:** control point in the project that helps to chart progress. Milestones may correspond to the completion of a key deliverable, 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;

**objective:**

**participant:**

**resource:**

**result:**

**risk:**

**user:**

**verifiable:**

**workpackage:** a major sub-division of the proposed project

**workplan:**

## B General hints

- Use the same terms that are used in the call;
- write in a popular way;
- be short but not too short;
- consider the application also as a way of structuring your research;
- it is very important to write in the application an updated literature review that contains and describes also the projects that have been granted to other groups;
- the objectives should be measurable, and in a number that reflects the subject and size of the project;

- as for the budget, keep in mind that salaries increase every year. The general trend of the budget nonetheless depends on the planned activities and how long is the project. For example, in the last year there may be a focus on dissemination activities or demonstration; in this case the budget could decrease towards the end of the project;
- think and explicit the connections between objectives and expected impact;
- if there is some implementation part then this should show how you want to achieve the objectives;
- think and explicit (if you find some) how the competence and experience of the research group is instrumental for reaching the objectives;
- make the title be a mini abstract.

## C H2020 evaluation criteria

1. Scientific and/or technological excellence, i.e.:
  - soundness of the concept, and quality of the objectives;
  - progress beyond the state-of-the-art;
  - quality and effectiveness of the scientific and technological methodology and associated work plan;
2. quality and efficiency of the implementation and the management, i.e.:
  - appropriateness of the management structure and procedures;
  - quality and relevant experience of the individual participants;
  - quality of the consortium as a whole (including complementarity, balance);
  - appropriateness of the allocation and justification of the resources to be committed;
3. potential impact through the development, dissemination and use of project results, i.e.:
  - mid-term and long term effects of the innovation at the target level (including possible adverse effects, e.g., on health, environment, economy...).