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| **RPF_Restart Logo**  THE RESEARCH AND INNOVATION FOUNDATION  PROGRAMMES  FOR RESEARCH, TECHNOLOGICAL DEVELOPMENT AND INNOVATION  “RESTART 2016 – 2020” |

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| --- | --- |
| PROPOSAL DETAILS | |
| PILLAR | I. Smart Growth |
| PROGRAMME | CO-DEVELOP |
| RIF PROPOSAL NUMBER | CODEVELOP-AG-SH-HE/0823/ΧΧΧΧ |
| PROPOSAL TITLE |  |
| PROPOSAL ACRONYM |  |

**INSTRUCTIONS FOR PROPOSAL PREPARATION**

**This page does not count towards the page limit.**

* Participants must use the current template for the preparation of Part B – Technical Annex, for the respective Call for Proposals. 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.
* **The Cover Page, section headings and tables in this Part B template must not be removed**. Only guidelines in **blue colour** may be removed.
* **Page Limit:** A page limit of 30 pages will be applied. Any excess pages will be disregarded by evaluators. The Cover Page, and the Instructions Page do not count towards this page limit. All tables, figures, references and any other element pertaining to this proposal must be included as an integral part of it and are thus counted against this page limit. The recommended number of pages included in each section of this template is only **indicative**.
* **Text format recommendations**:
  + Recommended font types are Arial (used in this template), Calibri and Times New Roman. The choice of any other font type should ensure that the text is clearly legible.
  + The recommended minimum font size is 11 points, with standard character spacing and single line spacing.
* This template does not allow the insertion of captions and footnotes using the “References” tab of the MS Word text editor.
* Any hyperlinks that direct to information beyond what is provided in the proposal, will not be considered by the evaluators for the evaluation of the proposal.

### IMPORTANT NOTE: Proposed activities should be consistent with the eligible categories of activities for this specific Programme, as described in the RESTART 2016-2020 Work Programme for the Programmes of the period 05/2022 – 12/2023 and the relevant Call for Proposals.

### PART B – TECHNICAL ANNEX *[Page limit count starts here]*

### B1. PROJECT OBJECTIVES

### B1.1. General Objectives of the Project and Compatibility with the Objectives of the Programme and the Call

### *(Maximum Recommended 1 page)*

Describe the general objectives of the proposed project, justifying their compatibility with the objectives of the Programme and the specific Call, with particular reference to the proposed effective collaboration and research activities of the project. Also, justify the selection of thematic priority area.

Justify the choice of S3CY Priority Sector/Focus Area selected at Annex ΙΙ- Smart Specialisation Sectors.

### B1.2. Specific Scientific and Technological Objectives of the Project

### (Maximum Recommended 1 page)

Describe the scientific and technological challenge jointly identified by the Consortium and the proposed solution to be jointly developed, defining the specific objectives and expected results in a quantitative manner. Project objectives should be specific, measurable, attainable, relevant and timely.

### B1.3 Technology Readiness Level of Project Activities

### (Maximum Recommended 0.5 page)

**Explain how the project activities are compatible with the Technology Readiness Levels addressed by the Call (TRLs 4 – 7).**

### B2. EXISTING KNOWLEDGE – PROJECT INNOVATION

### B2.1 Existing Knowledge / State of the Art

### (Maximum Recommended 1 page)

Explain the rationale behind the proposed project with clear reference to the current state-of-the-art. State the project’s vision and mission with regards to expected outcomes. Please list any relevant references (including those relating to intellectual property) and additional bibliography.

### B2.2 Project Innovation and Originality

### (Maximum Recommended 1 page)

Describe the extent of innovation and originality of the proposed project.

It could also correlate to:

* the creation of new knowledge/technology which is not yet known in the field or a radically new application of an existing technology, and/or
* the acquisition of new knowledge and skills, which will bring the partners to the forefront of the area in question and thus well beyond the present state-of-the-art, the improvement of the participating companies’ business environment and competitiveness through innovation, and/or
* the development of novel concepts, approaches and solutions that could be the potential basis for a wide number of applications and could promote the enhancement of the competitiveness of the selected thematic priority, stimulate economic growth, improve the quality of life, contribute to social progress etc.

**B3. ADDED VALUE AND BENEFIT**

### B3.1 Impact

### (Maximum Recommended 1 page)

Describe the added value and benefit expected to emerge from the implementation of the proposed project (e.g. economic or social benefit) for each participating organisation individually, and for the Consortium as a whole, perspectives for technological application, possible licensing of patents etc.).

Describe the potential significance and impact of the project for the selected thematic priority and for economic, social and technological development at national and international level.

Explain how existing knowledge of organisations participating in the project will be utilised for addressing specific needs and challenges as well as for addressing broader economic and social challenges. Explain how project activities have been co-designed by consortium partners to address this purpose.

Describe, where applicable, the potential contribution and significance of the proposed project for the achievement of gender equality in the selected priority sector at national or international level.

**B3.2 IPR Management, Dissemination and Exploitation of Results**

**(Maximum Recommended 1 page)**

### Describe the strategy for the dissemination of project results, including the planned dissemination activities (e.g. Publications, Scientific Information Days, Conference Presentations etc.), as well as activities undertaken in line with the “National Policy of the Republic of Cyprus for Open Science Practices”.

Describe the strategy for the exploitation of project results, including management of intellectual property rights, foreseen IP protection measures (such as applications for patents, design rights, etc), justifying the initiatives and activities to be undertaken during the project implementation and beyond.

Refer to the measures to be taken to ensure the participating enterprises have the “first right of refusal” in exploiting any intellectual property resulting from the project. Describe potential risks and barriers (regulations, standards and certification, patent rights and freedom to operate risks, etc) to overcome in order to realize the commercialization of project results.

Kindly note that funded projects will be eligible to benefit, through a fast-track procedure, from the innovation and knowledge transfer support services to be offered by RIF through the central Knowledge Transfer Office (KTO). According to the Call for Proposals, the Consortium is required to submit an application for acquiring the services of the KTO.

**B4. IMPLEMENTATION PLAN**

**B4.1. Analysis and Description of Methodology**

(Maximum Recommended 2 pages)

Describe the structure of the proposed activities and provide an analysis of the methodology and the important phases of the project, justifying the selection of the key techniques to be used. Possible scenarios – assumptions for the implementation of the proposed project should also be described, as well as the critical risks and all mitigation measures/contingency plans.

Where applicable, indicate if potential sex/gender differences will be taken into account and describe how sex/gender analysis will be integrated into the research content of the proposed project.

Work Package 1 (WP1) should include the management and coordination activities of the project and WP2 should include the proposed dissemination & exploitation activities.

**B4.2 Work Package Description**

(Maximum Recommended 2 pages per WP)

### A separate Work Package (WP) Form should be filled for each WP. There is no limitation on the number of WPs.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package Number:** | **1** | **Start Month:** | |  | | **End Month:** | |  | |
| **Work Package Title** | **Project Management** | | | | | | | | |
| **Partner Role** | **HO** | | **PA1** | | **PA2** | | **PA3** | | **PA4** |
| **Person Months** |  | |  | |  | |  | |  |
| **Work Package Objectives** | | | | | | | | | |
| Briefly describe the objectives of the WP. | | | | | | | | | |
| **Work Description and Expected Key Results** | | | | | | | | | |
| Describe the activities regarding project management (e.g. preparation of Progress Reports, coordination meetings, decision making procedures etc.) and networking (i.e. exchange of visits between partners including timeframe and purpose of each visit). Where possible, provide quantitative information on activities and expected results.Where appropriate, describe the work broken down into Tasks, indicating the participating organisations and the lead partner.The person-months required for the implementation of the WP should be sufficiently justified for each participating Organisation. | | | | | | | | | |
| **Milestones and Deliverables** | | | | | | | | | |
| Provide a brief description for the important Milestones to be attained and each of the deliverables. All Progress Reports to be submitted to RIF during project duration and the minutes of the various Consortium meetings should be included as Deliverables of WP1. | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package Number:** | 2 | **Start Month:** | |  | | **End Month:** | |  | |
| **Work Package Title** | **Dissemination and Exploitation Activities** | | | | | | | | |
| **Partner Role** | **HO** | | **PA1** | | **PA2** | | **PA3** | | **PA4** |
| **Person Months** |  | |  | |  | |  | |  |
| **Work Package Objectives** | | | | | | | | | |
| Briefly describe the objectives of the WP. | | | | | | | | | |
| **Work Description and Expected Key Results** | | | | | | | | | |
| Describe (in line with Section B3.2) the activities regarding the dissemination of scientific results (e.g. Publications, Scientific Information Days, Conference Presentations etc.) and the management, protection and exploitation of intellectual property rights. Where possible, provide quantitative information on activities and results.  Where appropriate describe the work broken down into Tasks indicating the participating organisations and the lead partner.  The person-months required for the implementation of the WP should be sufficiently justified for each participating Organisation.  Please note that eligible exploitation activities (and, thus, expenses) include only those related to the preparation of the IPR Management & Exploitation Plan. | | | | | | | | | |
| **Milestones and Deliverables** | | | | | | | | | |
| Provide a brief description for the important Milestones to be attained and each of the deliverables.  The following deliverables are mandatory:   * Data Management Plan (a template will be provided by the RIF during the implementation phase of the projects). * Submission of Request for the acquisition of services by the Central Knowledge Transfer Office (KTO) of the RIF.   Indicative (non-mandatory) deliverables for WP2 could be:   * Dissemination Plan (including dissemination of scientific data and activities ensuring Open Access / Open Data) * IPR Management & Exploitation Plan | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package Number:** |  | **Start Month:** | |  | | **End Month:** | |  | |
| **Work Package Title** |  | | | | | | | | |
| **Partner Role** | **HO** | | **PA1** | | **PA2** | | **PA3** | | **PA4** |
| **Person Months** |  | |  | |  | |  | |  |
| **Work Package Objectives** | | | | | | | | | |
| Briefly describe the objectives of the WP. | | | | | | | | | |
| **Work Description and Expected Key Results** | | | | | | | | | |
| Describe the activities included in the specific WP. Where possible, provide quantitative information on activities and results.  Where appropriate describe the work broken down into Tasks indicating the participating Organisations and the lead partner.  The person-months required for the implementation of the WP should be sufficiently justified for each participating Organisation. | | | | | | | | | |
| **Milestones and Deliverables** | | | | | | | | | |
| Provide a brief description for the important Milestones to be attained and each of the deliverables. | | | | | | | | | |

**B4.3 Work Package Table**

The table is a brief presentation of the project’s Work Packages.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Package Number** | **Work Package Title** | **Person-months** | **Start Date**  (project month) | **End Date**  (project month) |
| **WP1** | Project Management |  |  |  |
| **WP2** | Dissemination and Exploitation Activities |  |  |  |
| **WP 3** |  |  |  |  |
| **WP4** |  |  |  |  |
| **WP 5** |  |  |  |  |
| **WP 6** |  |  |  |  |
| **WP7** |  |  |  |  |
| **WP8** |  |  |  |  |
| **WP9** |  |  |  |  |
| **WP10** |  |  |  |  |

**B4.4 List of Deliverables**

The table is a brief presentation of the project’s deliverables. The list should include the mandatory deliverables of Data Management Plan and Submission of Request of services from the KTO.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable No** | **Deliverable**  **Name** | **Relevant**  **WP No** | **Deliverable Type**  (Document, Report, Publication, Poster, Pilot, Prototype, Website, Video, Software, Database, Other) | **Classification of Dissemination**  (Public, Confidential) | **Deliverable Completion**  (Project Month) |
| **D1** |  |  |  |  |  |
| **D2** |  |  |  |  |  |
| **D3** |  |  |  |  |  |
| **D4** |  |  |  |  |  |
| **D5** |  |  |  |  |  |
| **D6** |  |  |  |  |  |
| **D7** |  |  |  |  |  |
| **D8** |  |  |  |  |  |
| **D9** |  |  |  |  |  |
| **D10** |  |  |  |  |  |
| **D11** |  |  |  |  |  |
| **D19** |  |  |  |  |  |
| **D20** |  |  |  |  |  |

**B4.5 Time Frame**

Indicate the duration of each Work Package and the timing of submission of the Progress Reports.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **B 4.5 Time Frame** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work Package Number / Title** | **D U R A T IO N** (Months) | | | | | | | | | | | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| WP1. Project Management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP2. Dissemination and Exploitation Activities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP5. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP6. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP7. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP8. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP9. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP10. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Progress Reports Submitted to RIF** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**B5. CONSORTIUM AND RESOURCES TO BE COMMITTED**

**B5.1 Consortium Description**

(Maximum Recommended 2 pages)

Describe the Ηost Οrganisation and each of the other participating organisations (including Foreign Research Organisations, if applicable), with emphasis on their:

* competences and scientific and technological expertise (including management experience),
* available infrastructures and any other resources necessary for the implementation of the project, and
* major relevant publications (produced by its key personnel participating in the project), and/or products/services developed, or other achievements, projects or activities relevant to the proposal.

Describe how the consortium partners collaborate effectively and jointly contribute to the design of project scope and the project’s implementation and share risks and benefits from the results. Demonstrate synergies in the partnership, the strategic, scientific and/or commercial interests of partners in achieving the results, the added value to emerge from cooperation and the sharing of know-how, infrastructures and resources (including personnel mobility) within the consortium.

Describe the Management Structure and relevant procedures (communication flow between the participating organisations, decision making mechanisms and conflict management).

If the Consortium includes Large Enterprises, their participation must be clearly justified according to the four criteria of participation of Large Enterprises (please refer to Section III / Chapter 1.2 of the relevant Work Programme).

**B5.2 Roles and Activities of Participating Organisations**

(Maximum Recommended 1 page)

Briefly describe the role and the activities to be undertaken by each participating Organisation and their contribution in the project. Indicate the Work Packages (and Tasks if applicable) each Organisation will be participating in.

**B5.3 Research Team**

**B5.3.1 Project Coordinator**

(Maximum Recommended 0,5 page)

Describe the research activity, capabilities and scientific, technical and managerial experience of the Project Coordinator in relation to the implementation of research and innovation projects (including multi-partner and international cooperation projects), as well as any significant achievements in the scientific and technological field of the proposed project. (Full CV may be included in Annex I – Curricula Vitae. It is recommended that, CVs are created in EUROPASS Format and do not exceed five (5) pages per person).

**B5.3.2 Other Team Members – Key Personnel**

(Maximum Recommended 0,5 page for each member)

Provide a brief description of the profile of the key personnel (short CV) for each of the participating organisations which will be primarily responsible for carrying out the project’s activities with emphasis on their capabilities and experience relevant to the proposed project (Full CVs may be included in Annex I – Curricula Vitae. It is recommended that, CVs are created in EUROPASS Format and do not exceed five (5) pages per person).

**B5.3.3 Research Team Gender Table**

Please fill in the following Table specifying the Gender of each research team member described in sections B.5.3.1 and B.5.3.2

|  |  |  |  |
| --- | --- | --- | --- |
| **Num.** | **Name** | **Organisation**  (HO, PA1, PA2, PA...) | **Gender** (Male/Female) |
| 1 |  |  |  |
| 2 |  |  |  |
| … |  |  |  |

**B6. PROJECT BUDGET DESCRIPTION**

(Maximum Recommended 1 page)

Provide a detailed justification of the costs included in the proposed budget, as analysed in Section “Part A - Project Budget Overview Table”. This should include a justification of the proposed costs (per cost category) for the implementation of the project and the budget distribution amongst the partners, the technical specifications for any infrastructure/equipment to be acquired etc.

**B7. ETHICAL AND ENVIRONMENTAL ISSUES**

(Maximum Recommended 1 page)

Describe the measures to be undertaken in order to address any Ethical and/or Environmental issues arising from the implementation of the proposed project, according to the Coordinator’s Declaration in Part A. State any necessary relevant licences/approvals and/or other documents that have already been or will need to be secured.

Justify that the Project 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 (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 aforementioned Regulation (please refer to Section III / Chapter 8.6 of the relevant Work Programme).