
Annex 3: Open Call #1 Application Template

August 2021

PROPOSAL TEMPLATE - INSTRUCTIONS

Please read carefully before starting your proposal:

Please use this template to prepare your proposal. It has been organized to ensure that the important aspects of your planned work are measurable with respect to the evaluation criteria. Sections 1 to 4 of this template each correspond to an evaluation criterion (for details see Annex 2: Guide for Applicants at <https://iot-ngin.eu/wp-content/uploads/2021/09/Annex-2.-IoT-NGIN-Open-Call-1-Guide-for-Applicants.pdf>).

The structure of this template **must** be followed when preparing your proposal. 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 included in the IoT NGIN consortium.

The page limit for the proposal (Sections 1-4) is **9 pages** (i.e. limit excludes the cover and summary of the project page, and Ethics and Security section). Consider the limits indicated below the title of each section as guidance to keep within the 10 page limit. Tables are allowed and must be included within this page limit. The minimum font size allowed is 11 points (note: tables can use font size 10 points). 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. It is recommended to use Calibri as the font style and black as the font colour to facilitate readability.

If you attempt to upload a proposal longer than the specified limit, excess pages will not be taken into consideration by the evaluating experts.

Please delete this page when submitting the proposal. Delete the guidance/ information text in green in each section and any footnotes.



IOT NGIN OPEN CALL #1 – COVER PAGE

PROPOSAL INFORMATION AND PARTICIPANTS

Proposal acronym:

Proposal title

PARTNER INFORMATION

Applicant Name

Applicant Short Name

PIC Number

Address

Country

Department Name

Department Address

(if different from
organization Address)

SME

[Yes/No]

**Type of Applicant
(Please select)**

IoT Device Manufacturer

Chip Designer/Manufacturer

Embedded Software

FPGA/Soft Core

Other (please specify):

[Proposal cover page]

SUMMARY OF THE PROJECT

NOTE: MAXIMUM OF 1 PAGE

Provide a full public summary of the project that can be published if the project is funded.

1. CONCEPT AND IMPLEMENTATION

NOTE: MAXIMUM OF 3 PAGES, COVERING SECTION 1.1 AND 1.2

1.1. Concept and objectives

Describe the overall concept and objectives (general and specific) of the project within the scope of the open call and IOT-NGIN project, addressing the challenge proposed by the project and the selected sub-domain/s. Include also:

- The technical challenges and barriers expected to be solved, aligned with the IOT-NGIN project concept.
- Expected project outcomes, which should be justified, measurable and realistic within the timeline of the project implementation.
- The innovation potential, and how the project is novel. The circular nature of the project.
- The technology readiness level of proposed experiment.

1.2. Implementation

Describe the proposed workplan to be implemented towards the achievement of the objectives/ results. Include also:

- The specific activities that will be implemented, the time required, and expected outputs.
- Relevant milestones and KPIs to measure achievement of results.
- External barriers/ risks that may affect the workplan and compromise the project.
- How the experiment will be demonstrated and validated at the pilot location of the industrial partner.

Table 1. Suggested table for description of activities

Workplan activity name	Activity description	Planned duration	Expected output
Activity 1			
Activity 2			
Activity 3			

NOTE: Add lines (for activities) as required

Table 2. Suggested table for description of milestones

Milestone name	Milestone description	Delivery month
Milestone 1		
Milestone 2		
Milestone 3		

NOTE: Add lines (for milestones) as required

2. IMPACT

NOTE: MAXIMUM OF 3 PAGES, COVERING SECTION 2.1 AND 2.2

2.1. Socio-economic impact

Describe the overall impact of the project. Include also:

- *Describe the relevance and socio-economic impact and benefits of your project/component and planned experiment.*
- *Describe the industrial relevance and market potential of the project and planned experiment.*
- *Describe the circular nature of the planned experiment.*

2.2. Commercialisation and business strategy

Describe the commercialization and business strategy of the project: Include also:

- *Planned activities (during and post-project) to ensure the commercialisation of the solution and business strategy to ensure the sustainability of expected project outcomes.*
- *Describe the industrial relevance and market potential of the project and planned experiment.*

2.3. Dissemination Plan

Describe the business and scientific dissemination plan. Include also:

- *Planned dissemination activities (during and post-project) to ensure the project impact.*
- *Planned scientific dissemination activities (during and post-project) to ensure the project impact.*

2.4. Sustainability strategy

Describe the sustainability strategy. Include also:

- *Planned activities to Open Source and IoT Communities to ensure sustainability*
- *Planned contributions to clusters, partnerships, alliances and associations*
- *Planned activities to relevant standardization activities to ensure sustainability*

3. Applicant Description

NOTE: MAXIMUM OF 2 PAGES, COVERING SECTION 3.1 AND 3.2

3.1. Applicant Profile

Provide the profile of the applicant. Please include:

- *A short summary of the relevant experience of the applicant.*
- *Justification of the partners' complementarities.*
- *If applicable, explain the alignment of the proposed project with the applicant's business and strategy (e.g., if this is a new line of work, etc.).*
- *Participation in relevant open source or IoT communities, along with active role in relevant clusters, partnerships, alliances, associations and standardization for a.*

3.2. Applicant Relevant Experience

Justify the previous relevant experience. Please:

- *Include references and role in previous projects relevant to the proposal*
- *Include products or product-lines relevant to the proposal*
- *Include up to 5 most relevant publications, participation in conferences, collaborations, community projects, etc. Links that evidence these records are recommended as they will help evaluators assess the consortium's experience and skills).*

3.3. Exploitation Plan

Briefly justify the exploitation plan of the applicant.

3.4. Short CVs of relevant personnel

Briefly described the relevant personnel.

- *Justification of how the team has the required knowledge and capacity to guarantee a successful project implementation.*
- *Justification of the applicant gender balance.*

Note that if the team suffers any modification after the submission of the proposal, this modification should be communicated and duly justified to the IoT-NGIN consortium via email for approval, as this section will be evaluated according to the specific people proposed.

4. RESOURCES AND COSTS

NOTE: MAXIMUM OF 1 PAGE

Please indicate the number of person-months (full-time equivalent) of people involved in the project in the table below for the duration (up to 6 months) of the project.

Table 3. Person-months allocated to the project

Employee name	Gender (M/F)	Role in the project	Person months ¹
Person 1			
Person 2			
Person 3			
TOTAL			

NOTE: Add lines as required (for persons identified in Section 3.4)

Provide a description of expected costs and the requested total contribution using the table.

Table 4. Cost Breakdown.

Cost category	Total Cost
[A] Direct personnel costs²	
[B] Travel costs	
[C] Equipment costs³	
[D] Other direct costs	
Subcontracting⁴	
Indirect costs⁵	
TOTAL COSTS/ REQUESTED FUNDING⁶	

In Category [D] is not zero (0) in the following table irrespective of its size.

Table 5. Other Direct Costs Justification Breakdown.

Other Direct Cost	Cost (€)	Justification
Total		

NOTE: Footnotes can be removed to increase page availability.

¹ Note that a PM is a metric for expressing the effort of a person dedicated full time in one month.

² Costs of the persons implementing the project.

³ Only depreciation costs of equipment are accepted.

⁴ Any subcontracting should be clearly justified, both in the budget as well as in the proposal.

⁵ Must be calculated as $(A+B+C+D)*0.25$. Subcontracting is not included.

⁶ Note that the requested amount of funding may not exceed 70% of the total (project) costs. Total requested funding must be not exceed €150.000 for a consortium; each partner may only receive up to €60.000.

5. Ethics and Security

NOTE: PLEASE FILL OUT THE ETHICS/ SECURITY ANNEX ON THE FOLLOWING PAGE.

5.1. Ethics

If you have entered any ethics issues in the ethical issue table, you must:

- submit an ethics self-assessment, which:
 - 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, in particular 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, stigmatization 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 authorizing 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.*

5.2. 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]

ANNEX: Ethics/Security checklist

ETHICAL ISSUES TABLE

	YES
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?	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	YES/NO