



DIGITAL EUROPE PROGRAMME

Guidance Document for the Application Form

Administrative Forms (Part A)¹
Technical Description (Part B)

Simple grant

25 January 2021

Disclaimer: This is a document made available for the "Gearing up towards EDIH" event, to receive feedback from stakeholders on the form and expected content of the proposal. The European Commission cannot be held liable for any of the views expressed in this document.

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.



IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information that you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ Annexes) in the Submission System. The templates to use are available there.


How to prepare and submit it?


The Application Form must be prepared by the Consortium and submitted by a Representative. Once submitted, you will receive a confirmation.

Character and page limits:

- Page limit **50** pages
- Required supporting documents should be provided as an annex and do not count towards the page limit. However, any additional supporting document will not be evaluated.
- Minimum font size — Arial **10** points
- Page size: A4
- Margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are **NOT** a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

ADMINISTRATIVE FORMS (PART A)

Part A of the Application Form must be filled out directly in the Portal Submission System screens.

DRAFT

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Remark: Part B of the Application Form must be downloaded from the Portal Submission System; filled out; assembled together with the supporting material, and re-uploaded as PDF in the system

Note: Please take due account of the call document published on the Portal. Pay particular attention to the award criteria as they explain how the application will be evaluated.

PROJECT	
Project name:	[title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

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PROJECT SUMMARY

Project summary

Please include the Abstract (Application Form Part A).

1. RELEVANCE

Relevance – aspects to be taken into account

- Alignment with the objectives and activities as described in the work programme and in the call for proposals
- Contribution to long-term policy objectives, relevant policies and strategies, and synergies with activities at European and national level
- Extent to which the project would reinforce and secure the digital technology supply chain in the Union
- Extent to which the proposal can overcome financial obstacles such as the lack of market finance

1.1 Alignment with the objectives and activities as described in the work programme and in the call for proposals

Alignment with the objectives and activities as described in the work programme and in the call for proposals

Describe the alignment with the objectives and activities as described in the work programme and in the call for proposals.

How does the project address the general objectives, themes, and priorities of the call? What is the project's contribution to the overall Digital Europe Programme objectives?

Insert text. *The following may guide you when writing your European Digital Innovation Hubs proposal.*

- *Explain your focus as a European Digital Innovation Hub, e.g. the geographical scope, sector(s) and application areas you target, the technologies you cover, etc, and how this responds to demand of SMEs and/or the public sector.*
- *What are the target groups? How will you involve start-ups and SME suppliers and if relevant artists/creatives to respond to the needs of the target groups? How will you involve investors and training providers?*
- *Explain how you will set up and/or operate a European Digital Innovation Hub and will make available the relevant experimentation facilities. Explain how you will build on ongoing activities and existing infrastructures, if appropriate.*

- *Explain the services and competences you can offer and under what conditions, such as test before invest; skills and training; support to find investments; innovation ecosystem and networking opportunities. Define their associated price; this will constitute the price list necessary for determining the amount of aid passed on SMEs.*
- *Define your services, KPI's and targets.*

Please describe the services foreseen for the EDIH by filling the following table:

Service to provide	Number of businesses planned to use this service	Number of public administrations planned to use this service	% of customers (businesses and public administrations) expected from other regions / countries
Free text	Number	Number	%

Service to provide: Please include all the services planned for the EDIH, except the Access to Finance Services and Training

Number of businesses planned to use this service: Number of businesses planned to benefit from this service

Number of public administrations planned to use this service: Number of public administrations to benefit from this service

% of customers (businesses and public adm) expected from other regions / countries: Please insert the % of customers expected from other regions / countries. For national hubs covering an entire country, please consider only customers expected from other countries.

Please describe the training courses planned

Organiser Name	Training			
	Type	Subject	Duration (days)	Expected number of Attendees
Free text	Free text	Free text	Number	Number

Organiser Name: Official name of the entity, if known

Type: Type of training: workshop, conference, event, ...

Subject: Topics addressed, types of skills/knowledge acquired, ...

Duration: Duration of the training in days (4 hours training = 0,5 days)

Expected number of Attendees: Number of attendees planned to be reached

- *Define your Price List*

Please present a price list, based on market prices if these exist, and display the available reductions you plan to offer to SMEs. If market prices do not exist, then the prices should be based on the full costs incurred by the EDIH in providing these services and a reasonable profit.

Description of the services	Market price (in Euro)	Unit of measure	Reduced price offered to SMEs (in Euro)
Free text	Number	Free text	Number

Description of the services : Please describe the service to be offered

Market price (in Euro): Include the market price for that service, if this exist.

Unit of measure: Please specify: e.g., per hour, per person, per experiment

Reduced price offered to SMEs (in Euro): Include the price service offered by the EDIH to SMEs

Explain how your proposal relates to other parts of the Digital Europe Programme, e.g. planned collaboration mechanisms with other European Digital Innovation Hubs and the competence / excellence centres of HPC, AI and cybersecurity and how do you plan to use the capacities built up in the context of Digital Europe Programme.

Please indicate the targets for joint investments planned with other EDIHs / development of common services. Please identify the name of the other EDIH and a short description about the service foreseen.

Collaboration with others	Name of the other EDIHs	Description
Joint investments /development of common services	Free text	Free text

1.2 Contribution to long-term policy objectives, relevant policies and strategies, and synergies with activities at European and national level

Contribution to long-term policy objectives, relevant policies and strategies, and synergies with activities at European and national level

Describe how the project contributes to long-term policy objectives of the call's domain/area and to the relevant policies and strategies, and how it is based on a sound needs analysis in line with the activities at European and national level.

What challenge does the project aim to address?

The objectives should be specific, measurable, achievable, relevant and time-bound within the duration of the project.

Insert text. The following may guide you when writing your European Digital Innovation Hubs proposal.

- Your proposal should be in line with main EU policy objectives, such as a Europe fit for the digital age, the European Green Deal, etc. Your proposal should support national and/or regional digitalisation policy objectives, relevant smart specialisation strategies, etc.
- Describe any other regional, national or international activities which will be linked


with the project

- *Describe the foreseen collaboration with Enterprise Europe Network and Startup Europe*
- *Describe how you could support the European Commission with the implementation of specific sectorial, SME or eGovernment policies*

1.3 Extent to which the project would reinforce and secure the digital technology supply chain in the Union

Extent to which the project would reinforce and secure the digital technology supply chain in the Union

Explain to what extent the project would reinforce and secure the digital technology supply chain in the Union.

 *This criterion might not be applicable to all topics – for details refer to the call document.*

- *Not applicable*

1.4 Extent to which the proposal can overcome financial obstacles such as the lack of market finance

Extent to which the proposal can overcome financial obstacles such as the lack of market finance

Describe to what extent to which the proposal can overcome financial obstacles such as the lack of market finance.

 *This criterion might not be applicable to all topics - for details refer to the call document.*

Insert text. *The following may guide you when writing your European Digital Innovation Hubs proposal.*

- *Describe and explain how your proposal triggers co-investments by Member States, regional authorities, and private sector.*
- *Describe and explain how your proposal would support SMEs and public administrations in overcoming financial obstacles*

Please describe the target for Access to Finance Services

Source of the financing	Target amount (in Euro)
Free text	Insert number

Source of the financing: Private investments, public funds, ...

Target amount (in Euro): Please indicate the target amount per source of the financing

2. IMPLEMENTATION

Implementation – aspects to be taken into account

- Maturity of the proposed action
- Soundness of the implementation plan and efficient use of resources
- Capacity of the applicants, and when applicable the consortium as a whole, to carry out the proposed work

2.1 Maturity of the proposed action

Maturity of the proposed action

Explain the current level of maturity of the proposed action. That is, the state of preparation of the proposed action and the readiness to start the implementation of the proposed activities.

2.2 Soundness of the implementation plan and efficient use of resources

Soundness of the implementation plan and efficient use of resources

Justify the soundness of the implementation plan by explaining the rationale behind the proposed work packages and how they contribute to the achievement of the objectives of the action.

Explain the coherence between the proposed action's objectives, the proposed activities, the planned resources, and the appropriateness of the project management processes.

Explain how the proposed action will make an efficient use of resources. That is, how does the project integrate, build on and follow on any pre-existing work or EU funded projects. If applicable, provide necessary details (including architecture and deliverables) regarding relevant existing technical solutions and/or those targeted by the action.

2.3 Capacity of the applicants, and when applicable the consortium as a whole, to carry out the proposed work

2.3.1 Project teams and staff

Describe the project teams and how they will work together to implement the project.

List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. Use the same profiles as in the detailed budget table and describe shortly their tasks.

Name and function	Organisation	Role/tasks/professional profile and expertise

2.3.2 Outside resources (sub-contracting, seconded staff etc.)

If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, sub-contracting, etc.) and for which role/tasks/professional profile/expertise.

If there is subcontracting, please also complete the table in section 4.3.

Insert text

2.3.3 Experts (if applicable)

*Explain if **national** and/or **international experts** will be nominated by national authorities to support the project implementation. Describe the specific professional and technical expertise and experience of each proposed expert and his or her contribution to the project implementation.*

Minimum requirements:

- *Qualification: A level of education that corresponds to a Bachelor's degree.*
- *Professional experience: At least 4 years of proven experience in the field*
- *Other skills: ability to work in English (minimum B2 level)*

Not applicable

2.3.4 Consortium management and decision-making mechanisms

Explain the management structures and decision-making mechanisms within the Consortium. Describe how decisions will be taken and how permanent and effective communication will be ensured. Describe methods to ensure planning and control.

Note: *The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.*

Insert text

2.3.5 Project management, quality assurance and monitoring and evaluation strategy

Describe the measures foreseen to ensure that the project implementation is of high quality and completed in time.

Describe the methods to ensure good quality of monitoring, planning and control activities.

Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results. The indicators proposed to measure progress should be relevant, realistic, and measurable.

Insert text

2.3.6 Cost effectiveness and financial management

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.

Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the Consortium.

⚠ Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.

Insert text

2.3.7 Critical risks and risk management strategy

Describe possible risks, uncertainties, difficulties related to the implementation and your measures/strategy for addressing them. Indicate for each risk (in the description) probability and likelihood (high, medium, low).

Critical risk — A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

Likelihood — The likelihood is the estimated probability that the risk will materialise, even after taking account of the mitigating measures put in place.

Note: *Uncertainties and unexpected events occur in all organisations, even if very well run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.*

Risk number	Description of risk	Work package number	Proposed risk-mitigation measures	Person in charge of risk management	Probability of occurrence	Likelihood

3. IMPACT

Impact – aspects to be taken into account

- Extent to which the proposal will achieve the expected outcomes and deliverables referred to in the Work Program and, when relevant, any plans to disseminate and communicate project achievements
- Extent to which the proposal will strengthen competitiveness and bring important benefits for society
- Extent to which the proposal addresses environmental sustainability and the European Green Deal goals, in terms of direct effects and/or in awareness of environmental effects

3.1 Extent to which the proposal will achieve the expected outcomes and deliverables referred to in the work programme, and when relevant, any plans to disseminate and communicate project achievements

3.1.1 Extent to which the project will achieve the expected outcomes and deliverables referred to in the work programme

Define and explain the extent to which the project will achieve the expected outcomes and deliverables listed in the work programme, and call for proposal.

Insert text. *The following may guide you when writing your European Digital Innovation Hubs proposal.*


- *Explain how your EDIH will contribute to achieving a well-functioning network of European Digital Innovation Hubs.*

3.1.2 Dissemination, and communication of the project and its results

If relevant, describe the dissemination, and communication activities (target groups, main messages, tools, and channels) that are planned to promote the activities/results and maximise their impact. The aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens

Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.

Describe how the visibility of EU funding will be ensured.

 In case your proposal is selected for funding, a more detailed 'plan for dissemination and communication activities' will need to be provided as a mandatory project deliverable within 6 months after signature date. This plan shall be periodically updated in alignment with the project's progress.

Insert text. *The following may guide you when writing your European Digital Innovation Hubs proposal.*

- *Communication and outreach measures should be tailored to the needs of different target audiences, distinguishing local stakeholders and groups beyond the project's own community.*

3.2 Extent to which the proposal will strengthen competitiveness and bring important benefits for society

Extent to which the proposal will strengthen competitiveness and bring important benefits for society

Describe the extent to which the project will strengthen competitiveness and bring important benefits for society.

Insert text. *The following may guide you when writing your European Digital Innovation Hubs proposal.*

- *Define the short, medium and long-term effects of the project.*
- *How will the target groups benefit concretely from the project and what would*


change for them in terms of their digital maturity?

- *Does the project aim to trigger innovation? If so, describe them and the degree of ambition (progress beyond the status quo). Please explain how you will deal with Intellectual Property that is generated via your services, possibly together with other EDIHs, SMEs, public authorities, etc.*
- *Describe any barriers/obstacles (such as regulation, standards, public acceptance, workforce considerations, financing of follow-up steps, cooperation with other organisations), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation).*
- *Wherever possible, use the indicators related to digital maturity of organizations that have used the services of the EDIH network, and the Market maturity and market creation potential of innovations, as defined in the JRC's Innovation Radar methodology and define your targets.*

3.3 Extent to which the proposal addresses environmental sustainability and the European Green Deal goals, in terms of direct effects and/or in awareness of environmental effects

Extent to which the proposal addresses environmental sustainability and the European Green Deal goals, in terms of direct effects and/or in awareness of environmental effects

Describe the extent to which the project will contribute to environmental sustainability and in particular to European Green Deal goals.

 *This might not be applicable to all topics and in exceptional and duly justify reasons may not be evaluated - for details refer to the call document.*

Insert text. The following may guide you when writing your European Digital Innovation Hubs proposal.

- *Describe how the innovations supported by the EDIH can improve the environmental sustainability of economic activities e.g. by improving existing processes or by enabling new solutions.*
- *Describe any potential direct or indirect impact on the goals of the European Green Deal, e.g.: reduction of carbon emissions, better use of resources, reduced pollution, support of circular economy, more efficient processes.*

4. ACTIVITIES, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Activities and work packages

WORK PACKAGES

This section concerns a detailed description of the project activities.

Group your activities into work packages. A work package means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.

Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc.) and all the activities that are crosscutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP2.

For very simple projects, it is possible to use a single work package for the entire action (WP1 with the project acronym as WP name).

 *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).*

Work Package 1

Work Package 1: [Name, e.g. Project management & coordination]					
<i>Ensure consistence with the detailed budget table (if applicable).</i>					
Duration:	MX - MX	Lead Beneficiary:	1-Short name		
Objectives (expected outcome)					
<i>List the specific objective(s) that this work package aims to achieve</i>					
▪					
Description of the activities (what, how, where) and division of work					
<i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader. Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</i>					
Note:					
<i>In-kind contributions: in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.</i>					
<i>The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.</i>					
<i>If there is subcontracting, please also complete the table in section 4.3.</i>					
Task No (continuous numbering linked to WP)	Task Name	Description	Participant		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
1.1					
1.2					
Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise, leave the section on milestones empty.					
<i>Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.</i>					
Deliverables are project outputs that are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.					
<i>For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.</i>					
<i>For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).</i>					
<i>For each deliverable, you will have to indicate a due month by when you commit to upload it in the Portal. The due</i>					

month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public (e.g. web)

Sensitive — limited under the conditions of the Grant Agreement

EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#).

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification		Due Date (month number)	Description
MS1		1					
MS2		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc.] [DATA — data sets, microdata, etc.] [ORDP — Open Research Data Pilot] [ETHICS] [SECURITY] [OTHER]	[PU — Public] [SEN — Sensitive] [Classified R-UE/EU-R] [Classified C-UE/EU-C] [Classified S-UE/EU-S]		
D1.2		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings,	[PU — Public] [SNC — Sensitive] [Classified R-UE/EU-R] [Classified C-UE/EU-C] [Classified		

				videos, etc.] [DATA — data sets, microdata, etc.] [ORDP — Open Research Data Pilot] [ETHICS] [SECURIT Y] [OTHER]	d S- UE/EU-S]		
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Work Package 2 (Delete if not needed)

Work Package 2: [Name]					
<i>Ensure consistence with the detailed budget table (if applicable).</i>					
Duration:	MX - MX	Lead Beneficiary:	X-Short name		
Objectives (expected outcome)					
<i>List the specific objective(s) that this work package aims to achieve</i>					
▪					
Description of the activities (what, how, where) and division of work					
<p><i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) indicating in bold the task leader.</i></p> <p><i>Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</i></p> <p>Note:</p> <p><i>In-kind contributions: in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free of charge.</i></p> <p><i>If there is subcontracting, please also complete the table in section 4.3.</i></p>					
Task No (continuous numbering linked to WP)	Task Name	Description	Participant		In-kind Contributions and Subcontracting (Yes/No and which) If there is subcontracting, please also complete the table in section 4.3
			Name	Role (COO, BEN, AE, AP, OTHER)	
2.1					

2.2							
<p>Milestones and deliverables (outputs/outcomes)</p> <p>Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise, leave the section on milestones empty.</p> <p>Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.</p> <p>Deliverables are project outputs that are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers or meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.</p> <p>For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.</p> <p>For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).</p> <p>For each deliverable, you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.</p> <p>The labels used mean:</p> <p>Public (e.g. web)</p> <p>Sensitive — limited under the conditions of the Grant Agreement</p> <p>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444.</p>							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification		Due Date (month number)	Description
MS3		2					
MS4		2					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D2.1		2		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc.] [DATA — data sets, microdata,	[PU — Public] [SEN — Sensitive] [Classified R-UE/EU-R] [Classified C-UE/EU-C] [Classified S-UE/EU-S]		

				etc.] [ORDP — Open Research Data Pilot] [ETHICS] [SECURIT Y] [OTHER]			
D2.2		2		[R — Document, report] [DEM — Demonstr ator, pilot, prototype] [DEC — Websites, patent filings, videos, etc.] [DATA — data sets, microdata, etc.] [ORDP — Open Research Data Pilot] [ETHICS] [SECURIT Y] [OTHER]	[PU — Public] [SEN — Sensitive] [Classifie d R- UE/EU-R] [Classifie d C- UE/EU-C] [Classifie d S- UE/EU-S]		

Work Package ...

To insert additional work packages, copy WP2 as many times as necessary.

Overview of Work Packages

Overview of effort per work package						
<i>Fill in the summary on work package information and effort per work package.</i>						
Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months
1						
2						
3						
4						
					Total Person-Months	

Overview of effort per participant	
<i>Fill in the effort per work package and Beneficiary/Affiliated Entity.</i>	
<i>Please indicate the number of person/months over the whole duration of the planned work.</i>	
<i>Identify the work-package leader for each work package by showing the relevant person/month figure in bold.</i>	

Participant	WP 1	WP 2	WP X	Total Person-Months
[name]				
[name]				
Total Person-Months				

4.2 Timetable

Timetable																								
<i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i>																								
Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline, you should indicate the timing of each activity per WP.																								
ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Activity 1.1 - ...	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige
Activity 1.2 - ...																								
Activity ...																								

4.3 Subcontracting

Subcontracting						
<p>Give details on subcontracted action tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).</p> <p>Subcontracting — Subcontracting means the implementation of action tasks, i.e. specific tasks that are part of the EU grant and are described in Annex 1 of the Grant Agreement.</p> <p>Note: Subcontracting concerns the outsourcing of a part of the action to a party outside the Consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Sub-contracting should therefore be exceptional.</p> <p>Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project management tasks).</p>						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN to which it is linked)	Estimated Costs (EUR)	Justification (Why is subcontracting necessary?)	Best-Value-for-Money (How do you intend to ensure it?)
	S1.1					
	S1.2					
Other issues: <i>If subcontracting for the entire project goes beyond 30% of the total eligible costs, give specific reasons.</i>			Insert text			

5. DECLARATIONS

Double funding	
Information concerning other EU grants for this project  Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies calls). Outside such Synergies calls, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared to two different EU actions.	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc.). If NO, explain and provide details.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc.). If NO, explain and provide details.	

6. ANNEXES

LIST OF ANNEXES

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.

Letter of designation by Member States. This annex is mandatory for European Digital Innovation Hubs proposals

This form will be an annex to the proposal submitted to the European call

By submitting this declaration, the coordinator confirms that the proposal has been selected by the relevant national procedure carried out for the designation of the candidate European Digital Innovation Hubs

• INFORMATION ON CHANGES TO THE PROPOSAL

Please specify which changes (if any) have been introduced to the proposal after the national selection. Comment briefly on the reason(s) why changes were introduced.

Insert text (500 characters max)

Changes in name/acronym:

[text]

New partners added to the proposal:

[text]

Partners removed from the proposal:

[text]

• PROOF OF DESIGNATION

Please attach a copy of the official outcome of the national selection procedure.

This can be e.g. a scanned copy of a paper letter, a copy of an electronic document, or a link to the official result on a government web site.

