

# GÉANT Innovation Programme Application Form Proposal Template

GÉANT Innovation Programme  
(ref: GÉANT\_Innovation)

February 2021

Please follow the structure of this template when preparing your research proposal. It has been organised to ensure that the important aspects of your planned work are clearly measurable and correspond to the evaluation criteria.

Please be aware that proposals will be evaluated as they are submitted, rather than on their potential, if certain changes were to be made. This means that only proposals that successfully address all the requirements will have a chance of being funded.

Please contact the GÉANT Innovation team at [innovation@geant.org](mailto:innovation@geant.org) to receive direct feedback on any questions you may have before submitting your proposal.

The **page limit for full proposals is 12 pages** (excluding cover page, table of contents, signature page, references and appendices). Please also respect the limits indicated in each section. All tables must be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers). Please do not consider the page limit as a target! **It is in your interest to keep your text as concise as possible**, as the evaluators rarely view unnecessarily long proposals in a positive light.

*Please delete this page when submitting the proposal*



## GÉANT Innovation Programme (ref: GÉANT\_Innovation)

Call for proposals from GÉANT to encourage new research in education, societal, environmental or technological topics

Acronym of your proposal

Full title of your proposal

Date of submission:

Logo of partners

## Table of Contents

1	Overview	3
	The Applicant(s)	3
	The Tracks	3
2	Description of Work	4
	2.1 Executive Summary	4
	2.2 Objective and Type of Project	4
	2.3 Project Innovation	4
	2.4 Expected Impact	4
	2.5 Management of Intellectual Property	4
	2.6 Participants	5
	2.7 Project Planning and Budget	5
	2.7.1 Main activities of the project	5
	2.8 Resources to be Committed	6
	2.9 Ethical issues	7
	2.10 Signature	7
	Appendix A Additional Bid Documentation	8
	A.1 Non-Exclusion Declaration: Certification and Declaration of Honour	8
	A.2 Legal and Administrative Information	10
	A.3 Evaluation Criteria and Form	12
	Glossary	14

## Index of Tables

Table 1	Contact details	3
Table 2	List of participants	3
Table 3	List of tracks	3
Table 4	Team details	5
Table 5	Total budget	6
Table 6	Team Resources	6

# 1 Overview

## The Applicant(s)

<b>Contact name of responsible person</b>	
<b>Contact email</b>	
<b>Contact phone (format: +country code/number)</b>	
<b>Date of proposal preparation</b>	

Table 1 Contact details

Participant No	Participant organisation name	Participant short name	Country
1 (Coordinator/Lead Partner)			
2 Participant			
3 Participant			

Add lines as required

Table 2 List of participants [consortia should list all partners; single organisations should fill in only Participant no. 1 (Coordinator)]

## The Tracks

Assign your proposal to one or more of the tracks defined in the table below.

Track	Assignment
Network	<input type="checkbox"/>
Clouds	<input type="checkbox"/>
Security and Privacy	<input type="checkbox"/>
Trust and Identity	<input type="checkbox"/>
Education	<input type="checkbox"/>
Multimedia	<input type="checkbox"/>
Other	<input type="checkbox"/>

Table 3 List of tracks

## 2 Description of Work

*This section should describe in particular:*

- *The problem you want to solve / the target group or area that will benefit and how.*
- *The innovative features of the project.*
- *The expected project results – what you will deliver.*

### 2.1 Executive Summary

**Maximum 300 words**

### 2.2 Objective and Type of Project

State in **no more than 100 words** the overall objective (expected outcome) of the project as clearly and as simply as possible.

*Describe the problem you want to solve and who will benefit from this work.*

### 2.3 Project Innovation

*Describe how your project/approach/method of serving target audience is new or different.*

### 2.4 Expected Impact

*Describe how your activity will contribute towards innovation in the GÉANT Community (**300-500 words**). Mention the steps that will be needed to bring about these impacts. Mention any assumptions and external factors that may determine whether the impacts will be achieved.*

### 2.5 Management of Intellectual Property

*If appropriate, describe your plans for the management of knowledge (intellectual property) generated in the course of the action.*

## 2.6 Participants

*For each participant, please provide a brief description of the organisation, detailing relevant experience and team member profiles.*

### **Participant 1: Description of organisation (lead organisation must be a legal entity)**

*Please provide a brief description of the organisation(s).*

### **Previous Experience relevant to the project tasks**

*Please note experience relevant to the tasks the participant will undertake.*

*List a short profile of project team members and their roles in the table below (add extra lines, as required).*

Name	Organisation	Role in the project

Table 4 Team details

## 2.7 Project Planning and Budget

*(Maximum 2 pages)*

### **2.7.1 Main activities of the project**

*Please describe the main research activities and steps to achieve the expected results and identify which partner will be responsible for specific activities. Describe how this plan will be executed throughout the duration of the project. Describe the key outputs/results/work that will be produced during this project*

**Note: Your project should finish within a 9-month time period – the average duration of projects is expected to be between 3-6 months. All work should be completed no later than the end of December 2021.**

Remember to also include the final project report as an output. **\*Note this is the minimum requirement.**

## 2.8 Resources to be Committed

Provide a description of expected costs and the requested total contribution in Table 5.

When you complete budget information please make sure that:

- Numbers are always rounded to the nearest whole number.
- All costs are given in euros (not thousands of euros), and exclude value added tax (VAT).

Item	Lead Participant	Partner 2	Partner 3	Total
Personnel costs				
Travel expenses				
Other costs (describe)				
<b>Total</b>				
Requested contribution*				

Table 5 Total budget

\* Up to €30,000 from the GÉANT Innovation Programme.

Describe how your organisation (and partners, if applicable) will contribute with their own resources (person months or prior funding) to the activity, and detail the amount of these resources. Please note that bringing your own resources to the project is not a requirement – but projects which do bring their own resources may be scored more highly.

For example, indicate the number of person-months (full-time equivalent) of people involved in the project in the table below (add any additional lines you need).

Name	Organisation	Person months
<b>TOTAL</b>		

Table 6 Team Resources

## 2.9 Ethical issues

Describe any ethical issues that may arise in the activity (e.g. does it involve children, patients, health, etc).

Please complete as necessary:

## 2.10 Signature

*The application form may be digitally signed.*

### **Coordinator/Lead Participant**

Name of signatory

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Signature

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Place, Date

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## Appendix A **Additional Bid Documentation**

### **A.1 Non-Exclusion Declaration: Certification and Declaration of Honour (to be completed by coordinator/lead participant)**

I certify that

- Our organisation is committed to participate in the GÉANT Innovation Fund
- The information relating to our organisation set out in this proposal is accurate and correct.
- The estimated research costs meet the criteria for eligible costs and are calculated using our normal cost accounting principles, and that they reflect the estimated costs expected to be incurred in carrying out the work as per the description of work.

I declare on my honour that our organisation is NOT in any of the following situations:

- It is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- It has been convicted of an offence concerning its professional conduct by a judgement which has the force of res judicata;
- It has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- It has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- It has been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Community's financial interests;
- It is currently subject to an administrative penalty imposed by the European Community, consisting in the exclusion from contracts or grants financed by the Community budget, and/or the payment of financial penalties;

**Signature:**

**Name First name(s):**

**Full legal name of organisation:**

**Date:**

[Stamp of organisation and signature of the legal representative of the organisation]

## A.2 Legal and Administrative Information

Proposal Title	
Date of Preparation of your Proposal	

Your Organisation	
Participant Legal Name	
Role in the Proposal (Coordinator; yes/no)	

Official Address	
Street Name	
Number	
Town	
Postal Code	
Country	
Web address (optional)	

Status of your Organisation (private limited company, public sector, etc)	
Non-Profit Organisation (yes/no)	
Public Body (yes/no)	
Research Organisation (yes/no)	
Higher or Secondary education Establishment (yes/no)	

<b>Dependencies with another participant(s)</b>	
Are there dependencies between your organisation and other participants in this proposal? (yes/no)	
If Yes:	
Participant Number	
Organisation Short Name	
Character of dependence (SG/CLS/CLB*)	
<b>Contact Point (Coordinating person for the Proposal)</b>	
Family Name	
First Name	
Position in Organisation	
Department Name	
Street Name	
Number	
Town	
Postal Code	
Country	
Phone Number	
Email	

\*

SG: Same Group: If your organisation and the other participant are controlled by the same third party.

CLS: Controls: If your organisation controls the other participant.

CLB: Controlled By: If your organisation is controlled by the other participant.

## A.3 Evaluation Criteria and Form

### 1. Innovation and Excellence

- Clarity, pertinence, soundness of the concept and credibility of the proposed methodology.
- Extent that the proposed work is beyond the state of the art, and demonstrates innovation potential (e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organisational models).

### 2. Quality and efficiency of the implementation and the management

- Excellence/capacity of the applicant.
- Overall project implementation i.e. quality and effectiveness of the workplan, including extent to which the resources assigned to the work are in line with its objective and deliverables.

### 3. Expected impact and value for money

- Impact of the innovation on the European R&E community.
- Quality of the proposed measures to exploit and disseminate the project results (including management of IPR), and to manage research data, services or outcomes where relevant.

### Sample Evaluation Form

<b>Proposal No.:</b>		<b>Acronym:</b>
1. Innovation and excellence of the proposal	<b>Score:</b> <i>(Threshold 3/5; Weight 1)</i>	
2. Quality and efficiency of the implementation and the management	<b>Score:</b> <i>(Threshold 3/5; Weight 1)</i> <i>For the purposes of any subsequent negotiation, an above-threshold score for this criterion is regarded as an indication that the proposer(s) has the operational capacity to carry out the work</i>	

3. Potential impact	<b>Score:</b> <i>(Threshold 3/5;                  Weight 1)</i>
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Remarks	<b>Overall score:</b> <i>(Threshold                  10/15)</i>
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Does this proposal contain ethical issues that may need further attention?	<b>NO</b>	<b>YES</b>
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**I declare that, to the best of my knowledge, I have no direct or indirect conflict of interest in the evaluation of this proposal.**

Name	
Signature	
Date	

Name	
Signature	
Date	

<sup>[1]</sup> **0** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.

**1 Poor** The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.

**2 Fair** While the proposal broadly addresses the criterion, there are significant weaknesses.

**3 Good** The proposal addresses the criterion well, although improvements would be necessary.

**4 Very good** The proposal addresses the criterion very well, although certain improvements are still possible.

**5 Excellent** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

## Glossary

<b>CLB</b>	(organisation) Controlled By
<b>CLS</b>	(organisation) Controls
<b>GCC</b>	GÉANT Community Committee
<b>H2020</b>	Horizon 2020, EU programme for Research and Innovation
<b>NREN</b>	National Research and Education Network
<b>R&amp;E</b>	Research and Education
<b>RFP</b>	Request for Proposal
<b>SG</b>	(organisation part of the) Same Group
<b>SME</b>	Small and Medium-size Enterprise