

# eurogia<sup>2020</sup>

Proposers' Guide

Guidelines for Project Outline Preparation

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## 0 Preamble

The Project Outline (PO) gives a short overview of the project and is used for:

- ✦ Proposals' pre-selection
- ✦ Preliminary information and budget discussion between EUROGIA2020 Organisation and concerned Public Authorities,
- ✦ Early Technical Committee's advice to proposers,
- ✦ General information exchange within EUROGIA2020 Organisation.

## 1 Introduction

This document provides guidance on how to prepare and submit a Project Outline. Complementary information on the EUROGIA2020 programme and rules are available in EUROGIA2020 White Book and EUROGIA2020 Regulations. Both documents are available on the [EUROGIA+ Web Site](#), but can be also provided by contacting the EUROGIA2020 Office.

## 2 PO format

Project Outlines must be written in English, based on the model provided in **Appendix: Model for Project Outline Presentation**.

EUROGIA2020 Project Outline Template in word format can be obtained via the EUROGIA2020 Office or downloaded from the [EUROGIA2020Web site](#). It contains on each page cross-references explaining what kind of information is asked for.

This template is not mandatory, as long as all the necessary information is provided, but using it is a good way to ensure nothing is forgotten. In any case, the proposer is recommended to fill in and provide "Proposal Overview" and "Consortium Overview" forms, the "Preliminary Specifications" list and "Market and Product Output" tables, and to adhere to the content's plan, as they are designed both to ensure that all necessary information is collected and to allow a fair and equal comparison between proposals.

## 3 Proposal Content Plan

### a) Proposal overview

This part consists of a form to be duly completed, taking into account the following recommendations:

- **Full proposal name:** Choose a short self-explanatory title which highlights the main topics addressed in the proposal.
- **Proposal acronym:** Provide a short title or acronym (no more than 20 characters), to identify the project. It could be useful to repeat this acronym on each page of the proposal.
- **Proposal abstract:** this proposal abstract of maximum 25 lines should provide a clear understanding of the objectives of the project, of how they will be achieved and why they are relevant to the EUROGIA2020 goals.
- **Relevance to EUROGIA Market field and application :** please refer to [EUROGIA2020 White Book](#) to provide these information

### b) Consortium Overview (2 tables)

The consortium overview form consists of 2 tables to be duly completed with the requested information. The aim of the form is to give a brief description of each partner within the consortium regarding its profile and activities, but also its role and involvement in the project.

### c) Consortium Description

In this part, legal information (full legal name, legal address, usual short name or acronym) and a short description of all partners must be provided. The partner short description must be less than 5 lines.

**d) Description of work planned**

This part mainly gives an overview of project set up ,**main tasks, and relevant milestones and deliverables, including any “go/no-go” decisions.**

This work plan must be divided into no more than 3 or 4 phases. Each phase description should be about half a page long.

**e) Cost and manpower information**

Estimated cost and relevant manpower per year and per partner must be presented as suggested in Chapter 5 of the Annex (PO Template) with the requested **breakdown (personnel, equipment, sub-contracting)** . Costs must be preferably expressed in M€ (**Millions of EUROS**) and manpower in **person-year**.

An overview of the **project’s financial engineering** must be presented so as to identify all projected sources of financing.

**f) Preliminary specifications**

For each product (or process) that is considered a primary objective of the proposal, list the most important **target specifications**, or those that best reflect the **level of innovation**.

**g) Market and product output of the project**

This part should be presented in a table and should briefly address the following items:

- Exploiting partners names
- Expected product/process/service
- World market in turnover size
- Expected market share
- Expected turnover
- Main competitors

#### **4 When to submit a Project Outline?**

PO's can be submitted at any time and will be considered for evaluation two weeks after the project submission deadline

The project coordinator is requested to send (a project idea note (PIN) to EUROGIA2020 office ([contact@eurogia.com](mailto:contact@eurogia.com)) prior to the official project submission. The project idea note must include the coordinating organisation's contact details and the technology domain(s), which will be addressed in the PO,

EUROGIA2020 Calls Calendar can be found on EUROGIA2020 web site.

#### **5 How to submit a Project Outline?**

Proposers are requested to submit their project outline (PO) through the online project submission tool on EUROGIA2020 website.

In case of technical failures, it is recommended to send the PO preferably as a Word document to [contact@eurogia.com](mailto:contact@eurogia.com).

#### **6 Acknowledgement of receipt**

Once a proposal has been received by the EUROGIA2020 Office, an acknowledgement of receipt will be sent to the co-ordinating contact person within the proposal who is requested to distribute a copy to his partners.

This acknowledgement of receipt contains following information:

- Mode and date of reception by the EUROGIA2020 Office
- Project number attributed by the EUROGIA2020 Office to the PO
- Date at which the proposal will be evaluated
- Date at which evaluation results will be available
- Invitation and further information regarding the hearing (technical presentation to the Technical Committee) (see section 8).

## 7 Key recommendations

Projects' participants must be organisations from the EUREKA Member Countries.

EUROGIA2020 Project submission criteria are as follows:

- The consortium must comprise at least two industrial companies-Large, Small or Medium sized enterprises- from two different EUREKA member countries. The active participation of research institutes or universities is strongly encouraged but by no-means mandatory.
- EUROGIA2020 projects must clearly show technical innovation in the future product/process or service (either through using new devices or in the utilization of existing devices in a new application).
- The project must have a strong market and exploitation orientation.
- The contribution from any given country must not exceed 66% of the total budget. In parallel, the contribution from any one partner (affiliated organisations count as one partner) must not exceed 66% of the total budget either.

Most EUREKA Member Countries expect that the project will contribute to a significant investment in R&D (people, equipment, etc.), industry competitiveness through industrial innovation and that it will directly involve SMEs and Public Research Laboratories. Further information about the funding conditions of EUREKA Member Countries can be found on [EUROGIA2020 Website](#).

## 8 Proposals' Hearing

As a unique feature of the EUROGIA2020 evaluation procedure, proposers are requested to send one (or two) experts to present the proposal's technical objectives to the Technical Committee members. In addition to these objectives, attention should be given to the technical background, the state-of-the-art within the consortium and the technical innovation of the proposed project. Administrative aspects do not necessarily need to be presented, as they should be clearly described in the PO itself. The oral presentation is followed by 20 minutes Q&A session, during which, proposers are addressing questions raised by the Technical Committee Members.

**This oral presentation allows the Technical Committee (TC) members to better evaluate the technical content of the proposal, as this is often difficult to describe precisely and succinctly within the limitations of the written PO. The allotted time for the hearing , including questions from the TC members is 40 minutes maximum.**

, Comments and recommendations from the TC will be communicated in writing to the project coordinator, in a week's time after the presentation.

## PROPOSAL COVER SHEET

### FREE FORMAT

This Cover Sheet should contain:

Project's Full Title

Acronym

Leading organisation + country

List of Partners + country

Submission date

EUROGIA2020 Call number (if known)

**1 PROPOSAL OVERVIEW**

PROJECT REFERENCE							
Proposal Full Name	<Proposal full name>						
Acronym/short name	<Acronym/short name>				Submission date	dd/mm/yy	
Project Leader	<Organisation name>				Country		
Planned Starting date	dd/mm/yy	Duration (in months)	00	Total Cost in M€ (Millions)	0.000	Total Manpower (Men*Year)	000
PROPOSAL ABSTRACT (25 lines max.)							
Relevance to EUROGIA2020 Market field and application <sup>1</sup>							
Core Application Markets							
Core Technology competences							

<sup>1</sup> Information available in EUROGIA2020 White Book



2 CONSORTIUM OVERVIEW

						PROJECT DATA	
Short Name <sup>2</sup>	Status <sup>3</sup>	Country	Type <sup>4</sup>	Size <sup>5</sup>	Annual Turnover (M€) Millions of EUROS	Total Manpower (Men*Year)	Total Cost (M€) Millions of EUROS
	C						

<sup>2</sup> Please indicate usual short name or acronym

<sup>3</sup> C= Co-ordinator ; P = Partner ; SC = Subcontractor

<sup>4</sup> LE = Large company ; SME = small company ; I = Research Institute; U = University

<sup>5</sup> Approximate number of employees

CONSORTIUM OVERVIEW (continued)

			PROJECT DATA		
Short Name	Status	Core Business/ Market	Role during the project <sup>6</sup>	Role during exploitation <sup>7</sup>	Motivation for being in project
	C				

<sup>6</sup> E.g. "Product manufacturer", "Sub-system Manufacturer", "Technology Provider", "End-User", "System tester", and so on

<sup>7</sup> It can be, but not necessarily, the same as while running the project. Universities and Institute are not expected to take part in the exploitation

**3 CONSORTIUM DESCRIPTION**

**3.1 Project Co-ordinator**

Short Name: \_\_\_\_\_  
Full Legal Name: \_\_\_\_\_  
Legal Address: \_\_\_\_\_  
Affiliation (if any): \_\_\_\_\_  
Activity short description: \_\_\_\_\_

**3.2 Project Partners**

Short Name: \_\_\_\_\_  
Full Legal Name: \_\_\_\_\_  
Legal Address: \_\_\_\_\_  
Affiliation (if any): \_\_\_\_\_  
Activity short description: \_\_\_\_\_

Short Name: \_\_\_\_\_  
Full Legal Name: \_\_\_\_\_  
Legal Address: \_\_\_\_\_  
Affiliation (if any): \_\_\_\_\_  
Activity short description: \_\_\_\_\_

.....

**4. DESCRIPTION OF WORK PLANNED**

<b>Phase N°:</b>		<b>Duration :</b>		<b>Start date :</b>	<i>T<sub>0</sub> + _ (months)</i>
<b>Title :</b>					
<b>Partners involved :</b>					

**Task description (plus expected results) :**

**List of major milestones/deliverables :**

<b>Phase<sup>9</sup> N° :</b>		<b>Duration :</b>		<b>Start date :</b>	<i>T<sub>0</sub> + _ (months)</i>
<b>Title :</b>					
<b>Partners involved :</b>					

**Task description (plus expected results) :**

**List of major milestones/deliverables :**

<b>Phase<sup>9</sup> N° :</b>		<b>Duration :</b>		<b>Start date :</b>	<b>T<sub>0</sub> + _ (months)</b>
<b>Title :</b>					
<b>Partners involved :</b>					

**Task description (plus expected results) :**

**List of major milestones/deliverables :**

<b>Phase<sup>9</sup> N° :</b>		<b>Duration :</b>		<b>Start date :</b>	<b>T<sub>0</sub> + _ (months)</b>
<b>Title :</b>					
<b>Partners involved :</b>					

**Task description (plus expected results) :**

**List of major milestones/deliverables :**



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**5. COST INFORMATION TABLE**

*Note: Double-Click on this table to access and fill in the embedded Excel Sheet. If useful or needed, the master table is available from the FPP template documents.*

Partners short name <sup>4</sup>	Year 1					Year 2					Year 3					TOTAL				
	Labour		Material	sub Contract	Total	Labour		Material	sub Contract	Total	Labour		Material	sub Contract	Total	Labour		Material	sub Contract	Total
	Person Mths	M€	M€	M€	M€	Person Mths	M€	M€	M€	M€	Person Mths	M€	M€	M€	M€	Person Mths	M€	M€	M€	M€
1																				
2																				
3																				
4																				
5																				
6																				
7																				
<b>Total</b>																				

**6. PRELIMINARY SPECIFICATIONS**

7. MARKET AND PRODUCT OUTPUT OF THE PROJECT \_

<i>Exploiting partners names</i>	<i>World market (turnover size)</i>		<i>Expected Product</i>	<i>Expected market share</i>		<i>Expected turnover</i>	
	Now	By 5 years		%	When	M€	Year

<i>Main competitors</i>		
Name	Product	Technology



**8. MOTIVATION FOR THE EUROGIA2020 PROCEDURE**

**9. CONTACT PERSONS WITHIN THIS PROPOSAL**

**9.1 Contact information for the co-ordinator**

Organisation short name: \_\_\_\_\_  
 Department/Institute name (if any): \_\_\_\_\_  
 Technical contact person: \_\_\_\_\_  
 Address <sup>8</sup> : \_\_\_\_\_  
 Phone-Fixed: \_\_\_\_\_  
 Phone-Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**9.2 Contact information for partners**

Organisation short name: \_\_\_\_\_  
 Department/Institute name (if any): \_\_\_\_\_  
 Technical contact person: \_\_\_\_\_  
 Address <sup>9</sup> : \_\_\_\_\_  
 Phone-Fixed: \_\_\_\_\_  
 Phone-Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

Organisation short name: \_\_\_\_\_  
 Department/Institute name (if any): \_\_\_\_\_  
 Technical contact person: \_\_\_\_\_  
 Address <sup>10</sup> : \_\_\_\_\_  
 Phone-Fixed: \_\_\_\_\_  
 Phone-Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

<sup>8</sup> If different from the one mentioned in § 3

<sup>9</sup> If different from the one mentioned in § 3

<sup>10</sup> If different from the one mentioned in § 3