

## Proposer's GUIDE

The aim of this Proposer's Guide is to pragmatically help proposers to prepare a Eurogia Project Proposal (CPP).

### Proposal Hotline:

For any inquiries or support in preparing the project submission, please contact:

- Eliza Pantea: [pantea.eliza@eurogia.com](mailto:pantea.eliza@eurogia.com); +32 492 88 2345
- Sinem Altuncu: [sinemaltuncu@eurogia.com](mailto:sinemaltuncu@eurogia.com)
- Pierre Besse: [pierrebesse@eurogia.com](mailto:pierrebesse@eurogia.com)

The Eurogia Office offers the possibility that a proposal abstract may be sent in during the proposal phase to get some informal feedback whether the idea is interesting to Eurogia and should be progressed. This avoids unnecessary work if a proposal idea is questionable.

For Proposers who are submitting a Eurogia Proposal for the first time, a phone call with the Eurogia Office is recommended.

### Time line to the Eurogia Label:



Time line: 6 weeks in total

### Proposal Submission:

Preparing and submitting a Eurogia project proposal is easy.

- Register on the [Proposal Submission Tool](#)
- Register and fill in the forms
- Upload your proposal in pdf.  
A template for the proposal can be downloaded from our [Templates](#)

In order to speed up the process it is very important that the consortium partners establish contacts with the [national authorities](#) already during the proposal preparation phase to check if:

- the proposal covers an interesting and fundable topic for the national research  
the national consortium would be eligible for funding (depending on national funding rules)
- If you wish, you may submit a short proposal abstract (including a short project outline, intended consortium partners/ countries) until one month before the deadline for a first check to the [contact@eurogia.com](mailto:contact@eurogia.com)

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When this is confirmed by your national authority, a national funding application should be submitted to the national funding authorities as early as possible. Please check with your national authorities.

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## Possible Research Items:

All energy related, especially green energy and decarbonizing technology areas are open for proposals.

In detail the Eurogia research items are laid down in the [Eurogia - Technological Taxonomy](#). This document, as well as the deadlines for submission and evaluation of the proposals can be found on the [Eurogia web site](#).

Topics of special, current interest are the following: energy efficiency; renewable energy; energy storage and utilization; smart energy systems and services in data management, energy supply and demand predictions; fuel cells and hydrogen.

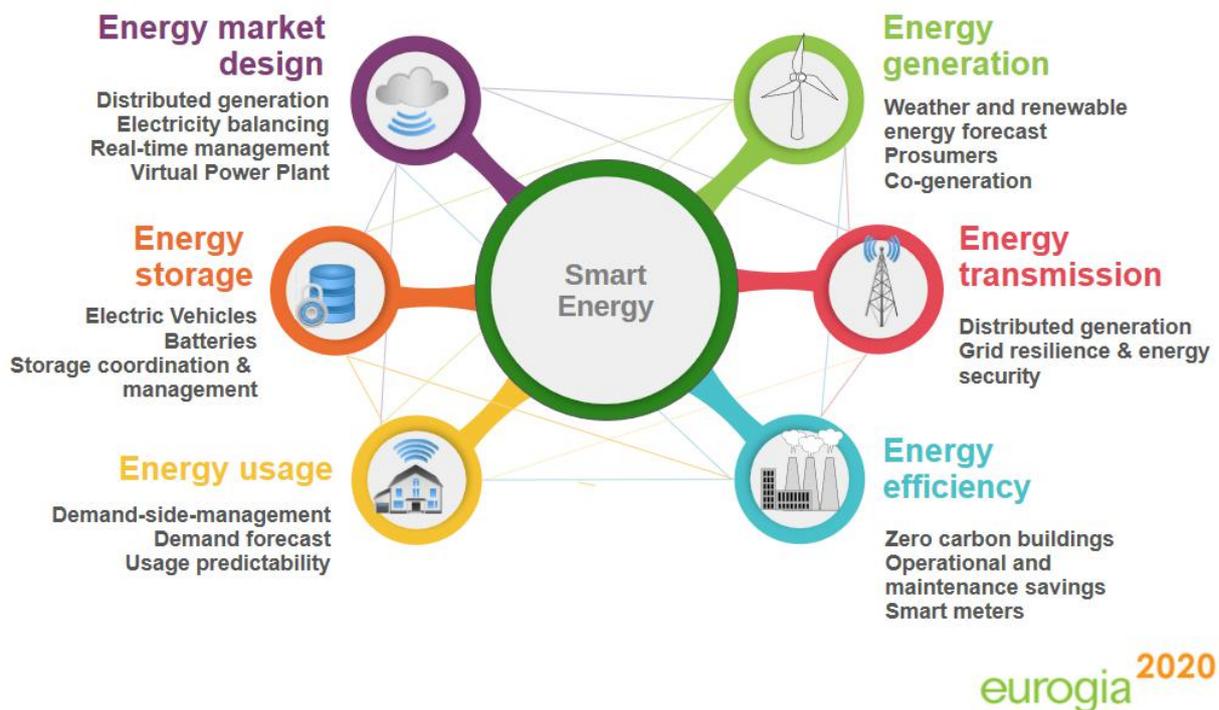


Figure 1: Eurogia Technological Taxonomy

## Some practical hints for the project description:

- Upload your proposal in pdf
- The proposal text should not exceed a total of 50 pages (excluding appendices if any).
- Define a short name (acronym) for the project. In addition to the acronym indicate also the full title. Enter name and requested contact information of the coordinator (submitter).
- Effort and budget table: Compile the effort and budget figures from the tables further down in order to achieve an immediate overview on effort and requested budget. The requested budget includes both expected contributions from national and from own contributions.
- Please mark, which Eurogia technical domains are addressed by the project. Indicate the priority of the addressed domains by assigning one of the following priority numbers:
  - 3 = Main research item (indicated maximum 4 research items that you consider as main focus of the proposal);
  - 2 = Additional research item (areas with a medium important focus, e.g. 20 to 30 % of the work);
  - 0 or no mark = Research item not considered.
- Provide concise information for executives on the project scope and expected results. Explain why the project is considered important. Limit the abstract to maximum 2000 characters/25 lines.
- List at a glance all involved partners and the countries where they are located. Indicate also the type of

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organization. In case of SME refer to the Eureka definition (< 250 employees).

- Indicate in your Eurogia project proposal what the status of the discussions with the National Authorities of the participating countries is. In case of a parallel national funding application please indicate the progress.
- Call the Eurogia Office if anything is unclear.

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## Annex 1 Some practical hints for the individual proposal sections

### Abstract and Main Focus:

Please provide a crystal clear abstract which can easily be understood also by non -experts.

**Main focus:** explain the main intention and the goals of the project; if possible attach figures to make your idea better understood.

**State-Of-The-Art situation:** describe the current technological situation, the current problems and gaps and indicate current activities on technological improvements. What is the technological state before the project starts. In case there are national differences in the State-Of-The-Art (STOA) this should be mentioned.

**Rationale for the project:** explain why you consider this project as important to be carried out; which problems it will solve and why it is necessary that this project should be considered as international project.

**Technological innovation and strategic relevance:** this chapter is very important as you should explain which technological innovation your project will have achieved at the end of the project. What will be the strategic relevance of your proposal? Describe the expected impact of the project outcome. Describe relationships with related European or national projects. As in the previous chapter this information should also be specified on a per country basis.

**Business perspective or business plans:** very important for the national funding agencies is also the information about business perspectives at international, but even more, at national level. In some countries a national and international business plan is required which may be inserted here (at least in main parts). **Please check with the national authorities if such a business plan is already needed** for the proposal phase or only for the national funding application.

**Relevance to Eurogia:** explain the technical and strategic relevance and adherence to the Eurogia domain, in terms of technical content, domains addressed, relevance, and links to other important activities (e.g. Renewable energy, energy storage, CCU, sustainable development, energy transition, environment, smart houses|ZEB etc.).

**Major visible results:** describe the major projected results. Major results may be e.g. new or improved products, services, new knowledge, patents, developed platforms, implementations, test environments, standards.

**Contribution to Standards:** describe how the project will contribute to standards. Identify standards bodies where contributions will be made or which shall be influenced.

**Dissemination activities and exploitation of results:** describe and specify the planned (major) activities to disseminate the results, e.g. publications, brochures, websites, workshops, conferences, etc. Indicate how the results will be further exploited by the partners (e.g. product/ service development, etc.).

### Project and Work Organization:

In this chapter you should provide a detailed description on the project structure and work organization. In particular it is important to explain the relationship and work flow between work -packages. Indicate also critical paths and provide an assessment on possible risks. For critical risks provide a solution plan.

**Project structure:** describe how the project will be organized (e.g. work package structure, links and relationship between work packages). Provide a technical description for each work package (intended results, milestones, work organization).

**Project calendar:** provide a timeline (Gantt chart or bar diagram that indicates the duration of each WP (and tasks); their dependencies and milestones (e.g. delivery dates or other important events)).

**Risk assessment:** a risk planning is considered important for a good project plan as it describes actions in the case of possible risk may occur and how the project may react then. Provide a risk analysis and a contingency plan for identified risks. Example:

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**Work breakdown:** describe for each work package (WP) the technical work that will be carried out, the expected results, the critical dependencies and the intended use or exploitation of the results. Indicate further work breakdown of each WP (e.g. tasks). Explain also the roles of the partners involved in the work package and their major contributions for that work page. The recommended length of this chapter depends on the number of defined WPs. It should be 1 to 2 pages per WP plus 2 to 3 pages for structure, risk assessment, and calendar.

## Project Management

Describe the overall project management structure and management bodies/ committees. Indicate and explain the individual responsibilities in the project (project leader, WP-leaders), the decision-making process, and resolution of conflicts. The recommended length of this chapter is 2 to 3 pages.

## Details on Budgets and Funding

**Rationale and assumptions for funding:** explain why public funding should be granted.

**Details on additional budget (equipment, other costs):** the budget tables do not provide a specification of costs for equipment, travels or other expenses. As these costs have to be included in the total budget figures you may specify the details on additional costs in a special table that could be inserted in this chapter, e.g. by specifying costs for equipment/ travels, etc. per partner and per year. Also the reasons why the equipment is needed should be given in this section.

## Overview of the Consortium

Describe why the consortium has been composed as proposed. Indicate what kind of expertise and role of each partner and how well the available expertise matches with the project requirements. Identify possible gaps in expertise and explain how these gaps will be filled (e.g. by future extensions, or by a complementary national or European project).

Provide a short description of each partner (company profile) and expert involved (CV). Specify responsibilities allocated to experts. Provide for each partner details (in any case e-mail addresses of the identified contact persons must be given).

Provide details on the feedback you received from the related public authorities. It is advised that only one representative of the national consortium partners establishes contacts with the national public authority.

**Important note:** The composition of the consortium and the selection of the involved countries are of high importance for the acceptance of a proposal by the Public Authorities (PA ). **It should be carefully investigated with the Public Authorities if funding would be possible for the considered companies or if some re-structuring of the consortium would be necessary.** You can also check with Eurogia office for information about funding conditions.

## Effort and Budget Tables

Fill in the tables as indicated. Please note that all figures should be given in person years (PY). The total requested budget (own contributions and funding) should be specified for each year and per country. The figures should be in k Euro.

## Appendices (if any)

This section can be used to attach important and related documents to the proposal which are considered relevant for the assessment or labeling. The number of appendices (if any) should be limited to the most important ones.

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## Annex 2 Project Proposal Review Criteria

The project technical review is done by the Eurogia Group of Experts. These experts rely on the following evaluation criteria:

### 1. Excellence and technological innovation

Excellence of the proposed approach. Extent of innovation potential (beyond the state of the art, e.g. ambitious objectives, novel concepts).

### 2. Strategic relevance and impact

Importance of the project for the European/international society, environment, business, and/or markets (e.g. enhancing innovation capacity, strengthening competitiveness). Potential to provide answers to relevant challenges. Reach of the results within Europe and beyond.

### 3. Potentials for exploitation of the results and for future business

Potential of the project results to be exploited commercially and to lead to future business. Proposed measures to exploit and disseminate the project results (including communicating the project).

### 4. Quality and efficiency of the implementation of the project proposal

Soundness of the concept. Cost of the project vs. planned and required effort. Management approach, including risk management and management of IPRs. Coherence and effectiveness of the work plan, including allocation of work packages, tasks and resources.

### 5. Quality of the proposed consortium

Do the consortium partners cover all required expertise? Excellence of the consortium partners. Complementarity of the participants within the consortium.

Each of the above items can be rated:

- 5 - excellent
- 4 - good
- 3 - fair
- 2 - poor
- 1 - unacceptable

Finally, each reviewer and the common group of reviewers may give the following recommendation to the Eurogia Core group and the Public Authorities:

➤ **Recommended for Eurogia label**

The proposal, from the technical and project planning point of view, has the potential for a successful project. There are always feedback comments. In some cases it can be mandatory to react to these comments (this is explained in the individual Labelling Letters).

➤ **Not recommended for Eurogia label**

The presented project proposal is not convincing or not suitable for a Eurogia project. It may be resubmitted to one of the next calls after a major rework or it may not be recommended for any further re-submission to the next Eurogia call.