# EU4Health Programme (EU4H)

# Application Form

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

(EU4H Standard)

Version 1.0
15 April 2021

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 which 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 normally **70** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 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.*

# Call:

()

# Topic:

# Type of Action:

()

# Proposal number:

# Proposal acronym:

## Type of Model Grant Agreement:

## Table of contents





### How to fill in the forms

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

## Application forms

Proposal ID

Acronym

# 1 - General information

Field(s) marked * are mandatory to fill.

| | | | |
|---|---|---|---|
| Topic | | Type of Action | |
| Call | | Type of Model Grant Agreement | |

*Acronym*

Proposal title *Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *Estimated duration of the project in full months.*

Fixed keyword 1 Add

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

## Abstract

Remaining characters 2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? Yes No

| Please give the proposal reference or contract number. |
|---|
| *Previously submitted proposals should be with either 6 or 9 digits.* |

Remove

A specific grant agreement (SGA) implements a concrete action/work programme under a valid framework partnership agreement (FPA).

The reference or the contract number of the linked FPA is needed for the assessment of the SGA proposal. *xxxxxx(xxx)*

## Declarations

Field(s) marked * are mandatory to fill.

| | |
|---|---|
| 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. * | ☐ |
| 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions). | ☐ |
| 3) We declare:<br>- to be fully compliant with the eligibility criteria set out in the call<br>- not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046<br>- to have the financial and operational capacity to carry out the proposed project. | ☐ |
| 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions. | ☐ |
| 5) We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits). | ☐ |

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

**False statements** or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

# 2 - Participants

## List of participating organisations

| # | Participating Organisation Legal Name | Country | Action |
|---|---|---|---|
| 1 | | | |

Proposal ID

Acronym **Acronym is mandatory**

Short name

# Organisation data

| **PIC** | **Legal name** |
|---|---|
| | |

Short name:

Address

Street

Town

Postcode

Country

Webpage

## Specific Legal Statuses

| | |
|---|---|
| Legal person | unknown |
| Public body | unknown |
| Non-profit | unknown |
| International organisation | unknown |
| Secondary or Higher education establishment | unknown |
| Research organisation | unknown |

### SME Data

**Based on the below details from the Participant Registry the organisation is unknown (small- and medium-sized enterprise) for the call.**

| | |
|---|---|
| SME self-declared status | unknown |
| SME self-assessment | unknown |
| SME validation sme | unknown |

# Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

## Departments carrying out the proposed work

**Department 1**

| | | |
|---|---|---|
| Department name | *Name of the department/institute carrying out the work.* | ☐ not applicable |
| | ☐ Same as proposing organisation's address | |
| Street | *Please enter street name and number.* | |
| Town | *Please enter the name of the town.* | |
| Postcode | *Area code.* | |
| Country | *Please select a country* | |



## Links with other participants

| Type of link | Participant |
|---|---|
| | |

# Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

## Main contact person

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title

Gender ◯ Woman ◯ Man ◯ Non Binary

First name

Last name

E-Mail

Position in org. Please indicate the position of the person.

Department *Name of the department/institute carrying out the work.*

☐ Same as organisation name

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.* Post code *Area code.*

Country *Please select a country*

Website *Please enter website*

Phone *+xxx xxxxxxxxx* *Phone 2* *+xxx xxxxxxxxx*

Proposal ID

Acronym **Acronym is mandatory**

# 3 - Budget

| No. | Name of beneficiary | Country | A. Personnel costs - without volunteers /€ (a1) | A. Personnel costs – volunteers /€ (a2) | B. Subcontracting costs/€ (b) | C. Purchase costs - Travel and subsistence/€ (c1) | C. Purchase costs - Equipment/€ (c2) | C. Purchase costs - Other goods, works and services/€ (c3) | D.1 Financial support to third parties/€ (d1) | E. Indirect costs/€ (e) | Total eligible costs/€ (h) | F.1 Estimated eligible contributions (f1) | Ineligible costs (j) | Total estimated project costs and contributions (k) | Funding rate (U) | Maximum EU contribution to eligible costs (l) | Requested EU contribution to eligible costs (m) | Max grant amount (n) | Income generated by the project (o) | In kind contributions (p) | Financial contributions (q) | Own resources (r) | Total estimated project income (s) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0,00 | 0 | 0 | 0 | | 0,00 | 0,00 | 0,00 | 0 | 0 | 0 | 0 | 0,00 |
| | Total | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0,00 | 0,00 | 0 | 0 | 0 | | 0,00 | 0,00 | 0,00 | 0 | 0 | 0 | 0 | 0,00 |

Proposal ID

Acronym

# 4 - Other questions

## Essential information to be provided for proposals including clinical Trials / studies / investigations

Clinical study means, for the purpose of this document, any systematic prospective or retrospective collection and analysis of health data obtained from individual patients or healthy persons in order to address scientific questions related to the understanding, prevention, diagnosis, monitoring or treatment of a disease, mental illness, or physical condition. It includes but it is not limited to clinical studies as defined by Regulation 536/2014 (on medicinal products), clinical investigation and clinical evaluation as defined by Regulation 2017/745 (on medical devices), performance study and performance evaluation as defined by Regulation 2017/746 (on in vitro diagnostic medical devices).

| | | |
|---|---|---|
| Are clinical studies / trials / investigations included in the work plan of this project? | ◯ Yes | ◯ No |

## GHG Emission

Absolute GHG emission avoidance (in tCO2e) 0

*Result of the GHG emission avoidance calculation. Explanation is provided in application form part B question 2.1*

Relative GHG emission avoidance (as a %) 0,00

*Result of the GHG emission avoidance calculation. Explanation is provided in application form part B question 2.2*

| In which Member State(s) and/or associated countries will the project be implemented? | |
|---|---|
| | |

# Validation result

Show Error The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked (**proposal will be submitted with the missing or incorrect value).

| Section | Description |
|---|---|
| | The form has not yet been validated, click "Validate Form" to do so! |

# TECHNICAL DESCRIPTION (PART B)

## COVER PAGE

*Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.*

***Note:*** *Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.*

| **PROJECT** | |
|---|---|
| **Project name:** | [project title] |
| **Project acronym:** | [acronym] |
| **Coordinator contact:** | [name NAME], [organisation name] |



## TABLE OF CONTENTS

## PROJECT SUMMARY

| Project summary |
| --- |
| See Abstract (Application Form Part A). |

## 1. RELEVANCE

### 1.1 Background and general objectives

| **Background and general objectives**<br>*Describe the background and rationale of the project.*<br>*How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?* |
| --- |
| Insert text |

### 1.2 Needs analysis and specific objectives

| **Needs analysis and specific objectives**<br>*Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?*<br>*The objectives should be clear, measureable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).* |
| --- |
| Insert text |

### 1.3 Complementarity with other actions and innovation — European added value

| **Complementarity with other actions and innovation**<br>*Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to other activities carried out by other organisations.*<br>*Illustrate the European dimension of the activities: trans-national dimension of the project; impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.*<br>*Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?* |
| --- |
| Insert text |

## 2. QUALITY

## 2.1 Concept and methodology

| **Concept and methodology**<br>*Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.* |
|---|
| Insert text |

## 2.2 Consortium set-up

| **Consortium cooperation and division of roles (if applicable)**<br>*Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?*<br>*In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.*<br>***Note:*** *When building your consortium you should think of organisations that can help you reach objectives and solve problems.* |
|---|
| Insert text |

## 2.3 Project teams, staff and experts

**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/, junior expert, trainers/teachers, technical personnel, administrative personnel etc. — use the same profiles as in the detailed budget table, if any) and describe briefly their tasks. Provide CVs of all key actors (if required).*

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

| **Outside resources (subcontracting, seconded staff, etc)**<br>*If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc.).*<br>*If there is subcontracting, please also complete the table in section 4.* |
|---|

| |
|---|
| Insert text |

| |
|---|
| **Experts (if applicable)**<br>*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 their contribution to the project implementation. Provide CVs (if required).*<br>*Minimum requirements:*<br>• *Qualification: A level of education which corresponds to a Bachelor's degree.*<br>• *Professional experience: At least 4 years of proven experience in XXX*<br>• *Other skills: ability to work in English (minimum B2 level)* |
| Insert text |



## 2.4 Consortium management and decision-making

| |
|---|
| **Consortium management and decision-making (if applicable)**<br>*Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.*<br>***Note:** The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.* |
| Insert text |

## 2.5 Project management, quality assurance and monitoring and evaluation strategy

| |
|---|
| **Project management, quality assurance and monitoring and evaluation strategy**<br>*Describe the measures planned to ensure that the project implementation is of high quality and completed in time.*<br>*Describe the methods to ensure good quality, monitoring, planning and control.*<br>*Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.* |
| Insert text |

## 2.6 Cost effectiveness and financial management

| |
|---|
| **Cost effectiveness and financial management**<br>*Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.*<br>*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.*<br>⚠ *Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost* |

| |
|---|
| *effective.* |
| Insert text |

## 2.7 Risk management

| **Critical risks and risk management strategy**<br>*Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.*<br>*Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.*<br>***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 No | Description | Work package No | Proposed risk-mitigation measures |
| | | | |
| | | | |

# 3. IMPACT

## 3.1 Impact and ambition

| **Impact and ambition — Progress beyond the state-of-the-art**<br>*Define the short, medium and long-term effects of the project.*<br>*Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?*<br>*Does the project aim to trigger change/innovation? If so, describe them and the degree of ambition (progress beyond the status quo/state-of-the-art).* |
|---|
| Insert text |

## 3.2 Communication, dissemination and visibility

| **Communication, dissemination and visibility of funding**<br>*Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.*<br>*Describe how the visibility of EU funding will be ensured.* |
|---|
| Insert text |

## 3.3 Sustainability and continuation

| **Sustainability, long-term impact and continuation**<br>*Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?*<br>*What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?*<br>*Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?* |
|---|
| Insert text |

# 4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

## 4.1 Work plan

| **Work plan**<br>*Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).* |
|---|
| Insert text |

## 4.2 Work packages and activities

| **WORK PACKAGES** |
|---|
| *This section concerns a detailed description of the project activities.*<br>*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.*<br>*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 which are cross-cutting 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 WP1.*<br>*For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name).Work packages covering financial support to third parties (⚠ only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).*<br>⚠ *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).* |

*Work Package 1*

**Work Package 1: [Name, e.g. Project management and coordination]**

*Ensure consistence with the detailed budget table (if applicable).*

| **Duration:** | MX - MX | **Lead Beneficiary:** | 1-Short name |
|---|---|---|---|

**Objectives**

*List the specific objectives to which this work package is linked.*

- 

**Activities (what, how, where) and division of work**

*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.*

***Note:***

*In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package.*

*The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.*

*If there is subcontracting, please also complete the table below.*

| Task No (continuous numbering linked to WP) | Task Name | Description | Participants | | In-kind Contributions and Subcontracting (Yes/No and which) |
|---|---|---|---|---|---|
| | | | Name | Role (COO, BEN, AE, AP, OTHER) | |
| T1.1 | | | | | |
| T1.2 | | | | | |
| | | | | | |

**Milestones and deliverables (outputs/outcomes)**

***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.*

*Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.*

***Deliverables*** *are project outputs which 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.*

*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.*

*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).*

*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.*

*The labels used mean:*

*Public — fully open ( automatically posted online on the Project Results platforms)*

*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](2015/444).*

| Milestone No (continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead Beneficiary | Description | Due Date (month number) | Means of Verification |
|---|---|---|---|---|---|---|
| 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] [DMP — Data Management Plan] | [PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified] | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | [ETHICS] [SECURITY] [OTHER] | | | |
| D1.2 | | 1 | | [R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER] | [PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified] | | |

| **Estimated budget — Resources** |
|---|
| See detailed budget table (annex 1 to Part B). |

*Work Package …*

*To insert work packages, copy WP1 as many times as necessary.*

## 4.3 Timetable

| **Timetable (projects up to 2 years)**<br>*Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.*<br>***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 |
| **Task 1.1 - …** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task 1.2 - …** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task …** | | | | | | | | | | | | | | | | | | | | | | | | |

**Timetable (projects of more than 2 years)**

*Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.*

***Note:*** *Use actual, calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.*

| ACTIVITY | YEAR 1 | | | | YEAR 2 | | | | YEAR 3 | | | | YEAR 4 | | | | YEAR 5 | | | | YEAR 6 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Q 1 | Q 2 | Q 3 | Q 4 | Q 1 | Q 2 | Q 3 | Q 4 | Q 1 | Q 2 | Q 3 | Q 4 | Q 1 | Q 2 | Q 3 | Q 4 | Q 1 | Q 2 | Q 3 | Q 4 | Q 1 | Q 2 | Q 3 | Q 4 |
| **Task 1.1 - …** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task 1.2 - …** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task …** | | | | | | | | | | | | | | | | | | | | | | | | |

## 4.4 Subcontracting

**Subcontracting**

*Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).*

*Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.*

***Note:*** *Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants*

| 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 | | | | | |

*have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.*
*Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).*

| Other issues: *If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.* | Insert text |
|---|---|

# 5. OTHER

## 5.1 Ethics

| **Ethics**<br>*If the Call document contains a section on ethics, describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.* |
|---|
| Insert text |

## 5.2 Security

| **Security**<br>*If the Call document contains a section on security, describe security issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.*<br>*Indicate if there is need for EU classification of information (Decision 2015/444) or any other specific security measures.* |
|---|
| Insert text |

# 6. DECLARATIONS

| **Higher funding rate (if applicable)** | **YES/NO** |
|---|---|
| Do you fulfil the conditions set out in the Call document for a higher funding rate?<br>If YES, explain and provide details. | |
| Insert text | |

| **Double funding** | |
|---|---|
| **Information concerning other EU grants for this project**<br>⚠ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies 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. | |

| |
|---|
| **Financial support to third parties (if applicable)**<br>*If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.* |
| Insert text |

# ANNEXES

## LIST OF ANNEXES

Standard
Detailed budget table (annex 1 to Part B) — *mandatory*
CVs (annex 2 to Part B) — *mandatory, if required in the Call document*
Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*
List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

Special
Other annexes (annex X to Part B) — *mandatory, if required in the Call document*

# LIST OF PREVIOUS PROJECTS

| **List of previous projects**<br>*Please provide a list of your previous projects for the last 4 years.* | | | | | |
|---|---|---|---|---|---|
| Participant | Project Reference No and Title, Funding programme | Period (start and end date) | Role (COO, BEN, AE, OTHER) | Amount (EUR) | Website (if any) |
| [name] | | | | | |
| [name] | | | | | |
| | | | | | |



| HISTORY OF CHANGES | | |
|---|---|---|
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 15.04.2021 | Initial version (new MFF). |
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