**Proposal Template**

NGI\_TRUST 1st Open Call

(ref: NGI\_TRUST 2019001)

Final version of 01/02/2019

Please follow the structure of this template when preparing your proposal. It has been organised to ensure that the important aspects of your planned work are clearly measurable with respect to the evaluation criteria. Sections 1 to 4 each correspond to an evaluation criterion (see the Guide for Applicants document for details:

 [https://wiki.geant.org/display/NGITrust/Open+Call+NGI\_TRUST+2019001](https://wiki.geant.org/display/NGITrust/Open%2BCall%2BNGI_TRUST%2B2019001).

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

Please take advantage of the different communication instruments offered by the NGI\_TRUST Consortium (i.e. info sessions, help-desk) 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 annexes). 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**, since the evaluators rarely view unnecessarily long proposals in a positive light.

*Please delete this page when submitting the proposal*



NGI\_TRUST 1st Open Call (ref: NGI\_TRUST 2019001)

Call for proposals from the Partnership for innovative technological solutions to ensure privacy and enhance trust for the human-centric Internet – NGI\_TRUST

Acronym of your proposal

Full title of your proposal

Date of submission:

Logo of partners

**Table of Content**

[1 Overview of the proposal 4](#_Toc536718350)

[1.1 The applicant(s) 4](#_Toc536718351)

[1.2 Executive summary 4](#_Toc536718352)

[1.3 Objective and type of project 4](#_Toc536718353)

[2 Novelty/innovation (Maximum 2 pages) 5](#_Toc536718354)

[3 Expertise and resources (Maximum 2 pages) 6](#_Toc536718355)

[3.1 Overview of the project team 6](#_Toc536718356)

[3.2 Access to required resources or knowledge. 6](#_Toc536718357)

[4 Project planning and budget 7](#_Toc536718358)

[4.1 Project activities and milestones (Maximum 2 pages) 7](#_Toc536718359)

[4.2 Value for money (Maximum 2 pages) 8](#_Toc536718360)

[5 Signature 9](#_Toc536718361)

[6 Annexes: 10](#_Toc536718362)

[6.1 Information about legal entities applying for financial support 10](#_Toc536718363)

[6.2 Legal entity form 11](#_Toc536718364)

[6.3 Statement of overall turnover (only applicable to legal entities) 12](#_Toc536718365)

[6.4 Declaration on honour on exclusion criteria and selection criteria 13](#_Toc536718366)

[6.5 CVs 15](#_Toc536718367)

[6.6 References 16](#_Toc536718368)

**Index of Tables**

[Table 1 Contact person 4](#_Toc536775014)

[Table 2 Overview of the partners (if applicable) 4](#_Toc536775015)

[Table 3 Type of project 4](#_Toc536775016)

[Table 4 Proposed team 6](#_Toc536775017)

[Table 5 Milestones 7](#_Toc536775018)

[Table 6 Person-Month 8](#_Toc536775019)

[Table 7 Total budget 8](#_Toc536775020)

[Table 8 Legal entity 10](#_Toc536775021)

# Overview of the proposal

## The applicant(s)

Table 1 Contact person

|  |  |
| --- | --- |
| Contact Name |  |
| Contact e-mail |  |
| Contact phone (format +country code/number |  |

Table 2 Overview of the partners (if applicable)

|  |  |  |
| --- | --- | --- |
| Partners No | Partner organisation name or natural person | Country |
| 1 (Lead Partner) |  |  |
| 2 |  |  |
| 3 |  |  |

Add lines as required

## Executive summary

Maximum 300 words

## 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.

Indicate by ticking the corresponding box which type of project you are applying for.

Table 3 Type of project

|  |  |
| --- | --- |
| Type of project/maximum funding | Type requested |
| Type 1 (viability): up to €100,000 from NGI\_Trust, no matching funds required |  |
| Type 2 (execution): up to €180,000 from NGI\_Trust, matching funds up to €90,000 (2/3 - 1/3 model) |  |
| Type 3 (transition to commercialisation): up to €200,000 from NGI\_Trust, the equivalent in matching funds (50/50) |  |

# Novelty/innovation (Maximum 2 pages)

* Describe the degree of innovation with respect to existing solutions (either commercially available or currently being researched).
* Describe your project outcomes (which should be clear, measurable, and realistic) and how they will generate added-value with respect to state of the art in privacy and trust enhancing technologies.

# Expertise and resources (Maximum 2 pages)

## Overview of the project team

Summarise the project team in the table below.

Table 4 Proposed team

|  |  |  |
| --- | --- | --- |
| Name | Organisation | Role in the project |
|  |  |  |
|  |  |  |
|  |  |  |

Add lines as required

#### Explain why the team is well placed to deliver the expected results.

Please provide a short summary of the experience (maximum 15 lines) of each team member and, where available, please provide the link to a LinkedIn profile for each team member &/or an ORCID record (or similar).

Please provide a 3-pages CV for team members in Annex 6.5.

#### Have the team members/organisations worked together before?

If yes, please explain briefly (half-a-page) the previous collaboration with other partners of the sub-project and how they are relevant to the current proposal (e.g. building on past research or project outcomes).

## Access to required resources or knowledge.

Please describe any intellectual property (specifying whether your rights as owner or conditions to use it), datasets or and/or any equipment, datasets, etc. that required to carry out the project.

You may list in more detail the relevant IP or publications, etc. in section 6.6.

# Project planning and budget

## Project activities and milestones (Maximum 2 pages)

#### Main activities of the sub-project

Please describe the main activities and steps to achieve the expected results and identify which partner will be responsible for specific activities.

#### Work-plan and milestones

Please insert a GANTT chart or similar flow-chart showing the project timeline per main activity identified in the section above.

Please list the main milestones of the project (this will enable us to schedule coaching and support to the third party project team from the NGI\_Trust consortium).

Table 5 Milestones

|  |  |  |
| --- | --- | --- |
| Milestone n° | Milestone description | Deadline |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Value for money (Maximum 2 pages)

Please indicate the number of person-months (full-time equivalent) of people involved in the sub-project in the table below.

Table 6 Person-Month

|  |  |  |
| --- | --- | --- |
| Name | Organisation | Person months |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL |  |  |

Add lines as required

Provide a description of expected costs and the requested total contribution using the table.

Table 7 Total budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Lead Partner | Partner 2 | Partner 3 | Total |
| Personnel costs |  |  |  |  |
| Equipment costs\* |  |  |  |  |
| Software licenses\* |  |  |  |  |
| Travel expenses\* |  |  |  |  |
| IPR\* |  |  |  |  |
| Total budget |  |  |  |  |
| Requested contribution\*\* |  |  |  |  |

\* In as much as they are required for the execution of the project

\*\* 3 types of funding:

* Type 1 (viability): up to €100,000 from NGI\_Trust - no matching funds required;
* Type 2 (execution): up to €180,000 from NGI\_Trust -> matching funds up to €90,000 (2/3 - 1/3 model);
* Type 3 (transition to commercialisation): up to €200,000 from NGI\_Trust -> equivalent in matching funds (50/50).

If you are applying for type 2 or type 3 projects briefly explain how you intend to ensure you can fund the part of the budget not covered by NGI\_TRUST (e.g. own funds, in-kind contribution of staff, etc., loan or equity finance). You do not have to provide evidence at the proposal stage of matching funds but this will be checked during the project lifetime.

# Signature

The application form may be digitally signed.

Lead Partner

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annexes:

## Information about legal entities applying for financial support

Table 8 Legal entity

|  |
| --- |
| Lead Partner |
| Legal Name |  |
| Type of legal entity |  |
| PIC number\* |  |
| VAT registration number\* |  |
| Business register number\* |  |
| Business register location\* |  |
| Country |  |
| Legal Address |  |
| Name of legal signatory |  |
| Type of Activity |  |
| Business sector |  |
| Have you received funding from the Horizon 2020 project before ? (Yes/No) If yes please indicate the Grant Agreement number(s) |  |

*\*if applicable*

|  |
| --- |
| Partner 2  |
| Legal Name |  |
| Type of legal entity |  |
| PIC number\* |  |
| VAT registration number\* |  |
| Business register number\* |  |
| Business register location\* |  |
| Country |  |
| Legal Address |  |
| Name of legal signatory |  |
| Type of Activity |  |
| Business sector |  |
| Have you received funding from the Horizon 2020 project before ? (Yes/No) If yes please indicate the Grant Agreement number(s) |  |

*\*if applicable*

|  |
| --- |
| Partner 3 |
| Legal Name |  |
| Type of legal entity |  |
| PIC number\* |  |
| VAT registration number\* |  |
| Business register number\* |  |
| Business register location\* |  |
| Country |  |
| Legal Address |  |
| Name of legal signatory |  |
| Type of Activity |  |
| Business sector |  |
| Have you received funding from the Horizon 2020 project before ? (Yes/No) If yes please indicate the Grant Agreement number(s) |  |

*\*if applicable*

If there are more than three partners, please duplicate the table above.

## Legal entity form

To be completed by each legal entity participating to the project.

<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm>

Natural person, private company or public law body:

To be signed and stamped + supporting documents.

## Statement of overall turnover (only applicable to legal entities)

The undersigned, [*insert name of the signatory of this form*], hereby provides a statement of overall turnover for the last 2 financial years and declare that the following financial figures are truthful for [*Company]:*

|  |  |  |
| --- | --- | --- |
|  | **FY 2017** | **FY 2018** |
| **Overall turnover** | €0 | €0 |

Signed in [*Place*] on [*Date*]

Name:

Function:

Company:

(If more than one legal entity is involved, please complete this form for each legal entity).

## Declaration on honour on exclusion criteria and selection criteria (only applicable to lead partner)

The undersigned [*insert name of the signatory of this form*], representing:

|  |  |
| --- | --- |
| (*only for natural persons*) himself or herself | (*only for legal persons*) the following legal person:  |
| ID or passport number: (‘the person’) | Full official name:Official legal form: Statutory registration number**:** Full official address: VAT registration number: (‘the person’) |

1. Declares that is not in one of the following situations:

1. 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;
2. it or persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
3. it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
4. it is not in compliance with its 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;
5. it or persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union’s financial interests;
6. is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.
7. Declares that:
8. is not subject to a conflict of interest;
9. has not made false declarations in supplying the information required by the as a condition of participation in the Open Calls of NGI\_TRUST Project or does not fail to supply this information;
10. is not in one of the situations of exclusion, referred to in the abovementioned points a) to f).
11. Is aware and fully accepts all NGI condition and rules as expressed in NGI\_TRUST open call Guide for Applicants.
12. Certifies that:
* is committed to participate in the abovementioned project;
* has stable and sufficient sources of funding to maintain its activity throughout its participation in the above-mentioned project and to provide any counterpart funding necessary;
* has or will have the necessary resources as and when needed to carry out its involvement in the above-mentioned project;
* no Consortium partner has received an amount greater or equal to €100.000 in total (including this proposal) via open calls of NGI projects.
1. Supporting documents (on request)

For situations described in point 1 (b), (c) or (e), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point 1 (a), (d) or (f), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

Full name Date Signature

## CVs

Maximum 3 pages per CV

## References

Maximum 1 page