

Prepararsi alle calls 2018-2020

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Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion for a full proposal.

⚠ First stage proposals: In two-stage submission schemes, at the first stage you only need to complete the parts indicated by a bracket (i.e. }). These are in the cover page, and sections 1 and 2.

⚠ Page limit: For full proposals, the cover page, and sections 1, 2 and 3, together should not be longer than 70 pages. All tables in these sections 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).

The page limit for a first stage proposal is 15 pages.

If you attempt to upload a proposal longer than the specified limit before the deadline you will receive an automatic warning, and will be advised to delete the proposal before the deadline, any excess pages will be overprinted with a watermark and these pages must be disregarded.

Please do not consider the page limit as a target! It is possible, since experts rarely view unnecessarily long proposals.

COVER PAGE

Title of Proposal

List of participants

Participant No *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

* Please use the same participant numbering as that used in the administrative proposal forms.

Table of Contents

Proposal Template 2014-2015

Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion for a full proposal.

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. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation.

⚠ First stage proposals: In two-stage submission schemes, at the first stage you only need to complete the parts indicated by a bracket (i.e. }). These are in the cover page, and sections 1 and 2.

⚠ Page limit: For full proposals, the cover page, and sections 1, 2 and 3, together should not be longer than 70 pages. All tables in these sections 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).~~

The page limit for a first stage proposal is 10 pages.

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If you attempt to upload a proposal longer than the space allowed, you will receive an automatic warning, and will be advised to shorten the proposal before the deadline, any excess pages will be overprinted with a watermark and these pages must be disregarded.

Please do not consider the page limit as a target! It is in your best interests to be as concise as possible, since experts rarely view unnecessarily long proposals.

COVER PAGE

Title of Proposal

Note: Consortium members are listed in part A. For full proposals only, a summary list should also be provided in the table below.

List of participants

Participant No *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

* Please use the same participant numbering as that used in the administrative proposal forms.

Proposal Template 2016-2017

1.3 Concept and methodology

(a) Concept


- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved. Identify any inter-disciplinary considerations **and, where relevant, use of stakeholder knowledge;**

1.4 Ambition

- Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious. ~~Your answer could refer to the ground-breaking nature of the objectives, concepts involved, issues and problems to be addressed, and approaches and methods to be used.~~
- Describe the innovation potential (**e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organisational models**) which the proposal represents. Where relevant, refer to products and services already available on the market. Please refer to the results of any patent search carried out.


TUE
07 DEADLINE (Brussels Local Time)
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3 Partner




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4 Partner

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5 Partner

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Plaza Luis Molina,1, 30740 San Pedro del Pinatar, ES
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Alberto Lorente Saiz - Main contact   

6 Partner

Jericho Municipality

Jericho Municipality
City Center, Jericho, PS

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Samar Tamimi - Main contact   

Definition of the Person-month cost for each partner

In the H2020 proposal preparation template, partners are requested to expose their working efforts in terms of “**Person-months**”

Table 3.4a: Summary of staff effort

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	WP _n	WP _{n+1}	WP _{n+2}	Total Person/ Months per Participant
Participant Number/Short Name				
ParticipantNumber/ Short Name				
Participant Number/ Short Name				
Total Person/Months				

But what does «Person-month» mean?

One “**Person-month**” is the amount of working hours performed by one employee during one month of ordinary work full time for his employer.

Or by two employees working part time 50% for one month or by one employee working part time 33% for three months, or ... etc.

Usually is different for every Consortium partner, e.g. in Italy a person month for a SME is around 172 hours and for a University is around 135 hours

This is not an issue, because in the EC funded projects each partner has to work «as usual», according to the national rules

So, basically 1 Person month indicates a certain number of hours for each partner

The cost of one person month, for a certain employee, is equal to the total cost paid by the employer, for one month of ordinary work: **gross salary + social security+ insurances+ etc.**

There are some issues:

- The template asks for the number of person month (split between WPs) and for the total personnel cost, without any more details;
- When the project is financed, the costs statement must be exposed in hours worked by each single person who developed some activities in each WP
- **So there is a discrepancy between what is requested in the proposal stage and what is requested in the costs statement stage**

There are two possible solutions:

1. **To foresee in advance the exact engagement of any single involved person** (*very difficult and almost impossible for the stage 1 proposals*)

2. **To make some assumptions to estimate an average person-month costs**
 - a) Based on the personnel costs of a previous research projects, if any
 - b) Based on an assumption of the typical team involvement
 - c) A mix of a) and b)

The more the assumption is realistic, the less the cost statement will be problematic

Example

Cost = Total monthly cost as previously defined

Involvement = estimated involvement during the project lifetime = % of part time working during the period

Senior expert: cost € 12.000, involvement 20%

Junior expert: cost € 5.000, involvement 65%

Others: cost € 3.500, involvement 15%

Average person month cost = $(12.000 \times 0,20 + 5.000 \times 0,65 + 3.500 \times 0,15) = € 6.175$
Euro

This is the number we need to know asap! (without any overhead! It will be automatically calculated as “indirect cost”)