

# As this is the formal CATRENE (FP) template, any unauthorized change in content and structure of this document will not be accepted.

# Project Full Proposal

# (V.1)

# Title

# .......................

# Work areas involved: xxxxx

*(please refer to the CATRENE White Book, part C, (VMS and annexes 1, 3))*

This document will be treated in strict confidentiality.
It will be seen only by persons who have signed a Declaration of non-Disclosure.

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| NOTE: The Full Proposal (F.P.) is an extended version of the P.O. The F.P. is the main document to be used for the final selection, leading to a CATRENE label granted to the project. This document will also serve as technical annex for the applications for funding in the various countries, and as the reference document for the monitoring and reporting activities of the project.The total number of pages of the full document should **not exceed 50 pages**. **Full proposals exceeding this limit *might* be rejected**. Reduce to a minimum the description of already well-known partners (Appendix). Detail only when there are new partners, SMEs, etc. Use Font size 11.  |

# 0. Executive Summary

Text giving a short clear description of your project goal, partnership, planned deliverables and expected benefits (max 80 words). Be as specific as possible and quantify where ever it is possible.

# 1. Project description

(same structure used for the P.O., to be detailed in 3 to 5 pages)

### 1.1 General goals

This project aims at……..and will therefore…….(Quantify as much as possible)

### 1.2 Strategic relevance (relevance for Europe)

This project relates to the (sub) Work area ……of the CATRENE programme. It is supporting the European effort towards…

### 1.3 State-of-the-art (technical background)

* Present global situation in the field:…..
* Innovation proposed:……
* Main Competitors announcements:…. / position project w.r.t. main competitors
* Previous / complementary activities of the partners in the field:[project name, financed by….]

Quantify as much as possible.

### 1.4 Market relevance

This project secures the competitive power in the following European industry sector(s):

* [Sector name ]
* [Main competitors]
* [Europe’s position now and market size forecast]

### 1.5 Exploitation plan / Dissemination of Results

Project Results exploitation plan:..…[for industrial partners: further development strategy]

Project Results dissemination plan:….. [fora, workshops, CATRENE publications, company magazines, cession of licences,…….]

Scientific follow-up possibilities:..…[publications, patents, agreements with Institutes
or Universities,…].

### 1.6 Expected Impact

Project contribution to: ….[e.g. new business development, market share increase, employment, know-how accumulation and dissemination, education, research community,…].

# 2. Consortium description

e.g. In this project a competent consortium will work together, consisting of:…………………

**Partners:**

(All partners must be listed. The detailed description of their profile must be in Annex)

 (please tick 1 box)  **Large firm SME**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Country** | **Address** |  |  |
| **Company X****(project leader)** |  |  |  |  |
| **Company Y** |  |  |  |  |
| **…** |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Institute W** |  |  |
| **University Z** |  |  |
| **…** |  |  |

**Subcontractors:** (name all subcontractors)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Country** | **Address** | **Sub-contractor****To Partner:** | **Large firm** | **SME** | **Uni/****Institute** |
| **…** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Co-operation Matrix**

**Y**

**X**

**Partners**

**Partners**

**Z**

# Z = Nature of operation (Spec, review, manufacturing, validation, information…) between partners X and partner Y.

3. Project duration (start, end)

# 3. Project duration (start, end)

|  |  |
| --- | --- |
| **Start :** | **dd.mm.yyyy** |
| **End :** | **dd.mm.yyyy**  |

# 4. Description of the work plan

The main difference between P.O. and F.P. is to be found in the Work plan description.

* In the Full Proposal, each work package must be detailed, following the approach below:
* description / illustration of management and structure / responsibilities (organisation of the work),
* description of the work package content (goals, tasks, main forecasted issues and challenges),
* description of the work per partner (justify also the relevance of small contributions),
* description of the planned co-operation between partners within the work package and also with the other work packages,
* description of the relevant links between work packages (illustration of links and dependencies),
* illustration of the sequence and dependencies of the work by Bar chart and/or Pert chart \* (incl. critical paths),
* link to active project(s) in MEDEA+ / ENIAC / ITEA / FPx / ARTEMIS (and other if relevant).

(\*= MS Project for Windows is the preferred tool).

Attention: This part has to be detailed and precise enough to allow the decision for a label recommendation, the application for public funding with the concerned Public Authorities and the further monitoring and reporting of the project.

Two to five pages for each work package seems a reasonably precise description.

**List of planned work packages:**

**Work package 1:**  Title

 Partners (underline WP leader)

 Description……

**Work package 2:** Title

 Partners (underline WP leader)

 Description……

**Work package n:**  Title

 Partners (underline WP leader)

 Description……

# 5. Resources information

**Effort per year for the project in person.years per partner, with split per country, as initially planned**

[fill in the fields related to your project duration. See 3]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Manpower** |  | **2012** | **2013** | **2014** | **2015** | **Total** |
| **Partner x** | [country A] |  |  |  |  |  |
|  | [country B] |  |  |  |  |  |
| **Sub-total Partner x** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Partner y** | [country A] |  |  |  |  |  |
|  | [country B] |  |  |  |  |  |
| **Sub-total Partner y** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **...** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total P.Y** |  |  |  |  |  |  |

Nb. Sub-contractors resources must be integrated to their main partner ones in the above table and – in addition – specified in the following table. Please name all sub-contractors.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Manpower** |  | **2012** | **2013** | **2014** | **2015** | **Total** |
| **XX sub-contractor to Partner X** | [country A] |  |  |  |  |  |
| **YY sub-contractor to Partner Y** | [country B] |  |  |  |  |  |
| **….** |  |  |  |  |  |  |
| **Total P.Y** |  |  |  |  |  |  |

Effort per year for the project in person.years per country

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Manpower** | **2012** | **2013** | **2014** | **2015** | **Total** |
| [country A] |  |  |  |  |  |
| [country B] |  |  |  |  |  |
| … |  |  |  |  |  |
| [country X] |  |  |  |  |  |
| **Total P.Y.** |  |  |  |  |  |

Effort per partner per work-package

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work-package** | **Partner** | **2012** | **2013** | **2014** | **2015** | **Total** |
| **WP 1** | **X****Y** |  |  |  |  |  |
| **WP 2** | **Y****Z** |  |  |  |  |  |
| **…** |  |  |  |  |  |  |
| **WP n** |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

# 6. Planned milestones/deliverables

This table must be filled in calendar years and with more details than in the P.O., as far as the deliverables list is concerned.

Milestones and deliverables should be indicated in the Bar chart and Pert chart of chapter 4.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work** **Package****#** | **Milestone****#** | **Quarter / Year** | **Type of deliverable** | **Planned Deliverables****(detailed explanation)** |
| **WP 1** | M1 | e.g.Q1/12 | e.g. document |  |
|  | M2 | e.g.Q4/12 | e.g. prototype |  |
| **WP 2** |  |  | e.g. silicon chip |  |
| **…** |  |  |  |  |
| **WP n** | Mzz |  |  |  |

Note: *a limited set of critical* **master milestones** *should be indicated, representing key indicators for the overall project progress, and therefore facilitating its reviewing and monitoring.*

# 7. Rationale for public funding

This part must also be more detailed than in the P.O.

To be especially emphasised is the rationale for co-operation with partners from other countries in Europe, as opposed to a purely nationalistic approach (explain the reasons why, and the benefit of).

The consortium expects funding from national authorities of…[countries]…..

Public support is necessary for the successful completion of the project for the main following reasons:

* scientific and technical risk (explain…),
* economical background, competition (explain…),
* expected impact on public sector (detail…),
* planned activity on Standard development and/or promotion (detail…)….

Contacts with Public Authorities:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Did your national public authority already receive this FP?** | **Are you already negotiating with your national public authorities the funding for this project proposal?** | **Indicate the state of negotiation:****A – oral agreement****B – letter of intent****C – contract in progress****D – negative****E – no clear answer yet** |
| Partner 1 | Y / N | Y / N | A / B / C / D / E  |
| Partner 2 | Y / N | Y / N | A / B / C / D / E  |
| Partner x | Y / N | Y / N | A / B / C / D / E  |

Contacts with Public Authorities Details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner** | **Date of Contact** | **Name Person Partner** | **Name Person****PA** | **Outcome** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 8. Contact persons

**Project leader (Contact person for the Project):**

(main interface to CATRENE organisation for project application, selection and monitoring)

**Project Leader (name of the company)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **First Name** | **telephone** | **e-mail** |  **full address** |
|  |  |  |  |  |

**Responsible persons for each partner in each participating country**

(mainly intended to facilitate discussions between partners and their local Public authorities)

**Partner X\* in Country A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **First Name** | **telephone** | **e-mail** |  **full address** |
|  |  |  |  |  |

**Partner X in Country B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **First Name** | **telephone** | **e-mail** |  **full address** |
|  |  |  |  |  |

**Partner Y\* in Country A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **First Name** | **telephone** | **e-mail** |  **full address** |
|  |  |  |  |  |

**Partner Y in Country B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **First Name** | **telephone** | **e-mail** |  **full address** |
|  |  |  |  |  |

\* Indicate country co-ordinator for the national partners, if applicable

Etc.

# Appendices

**1) Consortium description:**

20 lines max to introduce the involved company, department/group (for large companies) as well as their subcontractor [Business; characteristics; centre of interest; expertise in (especially related to the project) …].

Details needed only if the partner is not yet well known from CATRENE and Public Authorities.

[Partner X]:

[Partner Y]:

etc. ......

[Subcontractor V]:

[Subcontractor W]:

etc. ......

**2)** **Glossary:**

Explain all acronyms, abbreviations