

RIS/INT Project Proposal

Guidance and Template for complementary information

The KAVA proposal submission consists of only one part to be introduced in SeedBook. Part of the information will be annexed directly to the annual Business Plan. The aim of this document is to guide to prepare the project descriptions used for the project evaluation.

1. PROJECT TITLE

Check with CLC staff that the project name is not the same as or similar to the name of any other projects.

2. EXECUTIVE SUMMARY (*max. 90 words*)

The executive summary should be a clear and concise description of the project's key elements: "What, Why and How". This text may be used as part of the Business Plan, or for presentations and other materials, and should therefore be formulated as a business pitch.

3. PROJECT DESCRIPTION

3.1 Background of the project (*max. 1 page*)

Explain where the idea originates from and why this project is important for the KIC and the RM sector (e.g., a particular raw materials challenge; the continuation or elaboration of a previous KAVA project and its results; complement to an existing KAVA project or non-KIC project, etc.). Justify why and how the project differs from existing programmes (not just KAVA projects but also other existing programmes outside the KIC).

If the project is a continuation of a previous KAVA project, detail the outcomes/impact of the pilot project and explain how the new project will build on this, taking the results of the pilot into account and clearly showing which content is new and which is not.

3.2 Project objective and scope (*½ page*)

Explain what the project intends to achieve, its objectives and scope.

This should ideally include a clear and specific description and justification of the education content, learning goals and pedagogical approach.

Explain and justify of the roles and responsibilities of all project partners, especially for partners who do not provide co-funding. Include a plan of action for the event that a partner unexpectedly withdraws from the project.

Explain how the project will complement existing initiatives, and this way to contribute in achieving the KIC targets. Specify the geographical coverage, both from an offering side (where will the product/service be offered) and from an end-customer side (who will be able to benefit from it).

3.3 Needs and impact *(1 page)*

Explain whom the target end-customers and/or key beneficiaries of the activity are.

Explain the strategic importance for the KIC of meeting the identified needs

Explain any possible indirect benefits for the KIC (e.g. de-siloing, building-up the community, leveraging effect on other KAVAs, etc.).

Explain how project results are connected/related to the expected impacts (effectiveness of dissemination plan, involvement of stakeholders, etc.). Quantifying the reach and the market potential will particularly add value to the proposal's intended impact.

3.4 Expected financial sustainability *(½ page)*

Explain what potential funding sources (own revenues, public funding, co-funding by partners, etc.) could be considered to finance (at least partially) the continuation of the service offering after the end of the project period.

A structured financial strategy roadmap with follow-up actions and recommendations for continuation will be considered an especially valuable component of the proposal.

4. POPULAR PROJECT DESCRIPTION *(½ page)*

Describe the project as it could be communicated to an external stakeholder.

5. CONSORTIUM

Describe how the role of each partner in the consortium. For RIS projects explain how the project contributes to knowledge building in the region.

6. PROJECT IMPLEMENTATION PLAN

6.1. Work plan

It is preferable that the proposal includes a detailed, structured, step-by-step project plan broken down into design and implementation phases, with the rationale behind each step explained. A detailed description of partners' roles in each work package and task should be included to add clarity to the project implementation description.

In addition, please provide the milestones and deliverables for each work package. Explain briefly, not only defining the aims, objectives and deliverables but also explaining how these deliverables will help achieving the project aims and objectives.

All projects shall include a WP1 dedicated to project management. This work package will also include all horizontal actions such as communication and dissemination, interactions/reporting towards the KIC and the EIT, etc.

6.2. Risk analysis (*½ page*)

Identify key risk factors (with regards to technology, market, finance, regulatory, stakeholders, management etc.), their likelihood (low/medium/high), criticality and describe planned measures to anticipate/mitigate such risks.

Definition of critical risk:

- *A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.*

Level of likelihood to occur: (Low/medium/high)

The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.

6.3. Management of IP issues (*max. ½ page*)

If relevant, explain the basic principles to manage IP issues among partners.

7. BUDGET (*1 page*)

Please provide justification of the budget allocations and demonstrate their link to the elements of the proposed project, i.e., distribution between partners, FTE, education and dissemination measures etc. Also provide a description of financial backflows provided to the KIC (e.g., in the form of a share in: license fees, royalties, future cost savings, future revenues, equity, etc.).

It is preferable that the main bulk of the funding should not be used for management costs or indirect costs such as travel expenses, but for the direct development and delivery of the education programme.

It is crucial to explain and justify the budget plan in detail. Consistency between the budget plan and the project activities is an important evaluation criterion (see Section 2.4 – Evaluation grid).

For each KCA of major relevance for the project (as described in details in the Excel Project Budget Template) provide a brief description and justify its relevance in support of the proposed KAVA project (i.e. its ability to increase the impact of the KAVA activities of the project).