



# Digital Europe Programme (DIGITAL)

## Application Form

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

(Digital Europe Standard)

Version 2.0  
01 June 2022

### 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 that 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.**

 **This document is tagged. Be careful not to delete the tags; they are needed for the processing.**

## **ADMINISTRATIVE FORMS (PART A)**

*Part A of the Application Form must be filled out directly in the Portal Submission System screens.*

Example, not to complete

**Call:**

()

**Topic:**

**Type of Action:**

()

**Proposal number:**

**Proposal acronym:**

**Type of Model Grant Agreement:**

## Table of contents

---

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Other questions	

### 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
Structured Proposal Reference	

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

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

Abstract

Remaining characters

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.*

# Application forms

Proposal ID

Acronym

## 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:  
- to be fully compliant with the eligibility criteria set out in the call  
- not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)  
- 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.

Application forms

Proposal ID

Acronym

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1				

Example, not to complete

# Application forms

Proposal ID

Acronym

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  
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

Example, not to complete

## Application forms

Proposal ID

Acronym

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 XXXXXXXXXX*

Phone 2 *+XXX XXXXXXXXXX*

Application forms

Proposal ID

Acronym

3 - Budget

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers/ EUR	Personnel costs – volunteers/ EUR	Personnel costs – ESS Personnel costs based on time/ EUR	Personnel costs – ESS Personnel costs based on deliverables/ EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/ EUR	Financial contributions/ EUR	Own resources/ EUR	Total estimated project income/ EUR
1								0.00					0.00
	Total												

No	Name of Beneficiary	Country	Requested grant amount
1			0.00
	Total		0.00

No.	Name of beneficiary	Country	Contributions for scholarships	Institutional contributions	Contributions for special needs	Total estimated EU contributions	Requested grant amount	Income generated by the action	In kind contributions	Financial contributions	Own resources	Total estimated project income
1			0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total											

# Application forms

Proposal ID

Acronym

## 4 - Other questions

### Ethics Issues Table

1. Human embryonic stem cells and human embryos		Page
Does this activity involve human embryonic stem cells (hESCs)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. Humans		Page
Does this activity involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, tracking and tracing etc.) on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve conducting a clinical study as defined by the Clinical Trial <a href="#">Regulation (EU 536/2014)</a> ? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Human cells / tissues		Page
Does this activity involve the use of human cells or tissues (not covered by section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. Personal data		Page
Does this activity involve processing of personal data?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to export personal data from the EU to non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve the processing of personal data related to criminal convictions or offences?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Animals		Page
Does this activity involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
6. Non-EU countries		Page
Will some of the activities be carried out in non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? <i>For data imports, see section 4.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to export any material (other than data) from the EU to non-EU countries? <i>For data exports, see section 4.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve <a href="#">low and/or lower middle income countries</a> , (if yes, detail the benefit-sharing actions planned in the self-assessment)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the activity at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
7. Environment, health and safety		Page

## Application forms

Proposal ID

Acronym

Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)? ☐ Yes ☒ No

Does this activity deal with endangered fauna and/or flora / protected areas? ☐ Yes ☒ No

Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity (during the implementation of the activity or further to the use of the results, as a possible impact)? ☐ Yes ☒ No

### 8. Artificial intelligence

Page

Does this activity involve the development, deployment and/or use of Artificial Intelligence-based systems?

☐ Yes ☒ No

*if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed.*

### 9. Other ethics issues

Page

Are there any other ethics issues that should be taken into consideration? ☐ Yes ☒ No

I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines [How to Complete your Ethics Self-Assessment](#)

☐

# Application forms

Proposal ID

Acronym

## Ethics Self-Assessment

### Ethical dimension of the objectives, methodology and likely impact

*Explain in detail the identified issues in relation to:*

- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Remaining characters

5000

### Compliance with ethical principles and relevant legislation

*Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU country, they should also be allowed in at least one EU Member State.*

Remaining characters

5000

# Application forms

Proposal ID  
Acronym

## Security issues table

1. EU Classified Information (EUCI) <sup>2</sup>		Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve non-EU countries which need to have access to EUCI?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. Misuse		Page
Does this activity have the potential for misuse of results?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Other Security Issues		Page
Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No	

## Security self-assessment

Please specify: (Maximum number of characters allowed: 5000)

Remaining characters 5000

<sup>2</sup>According to the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information, "European Union classified information (EUCI) means any information or material designated by an EU security classification, the unauthorised disclosure of which could cause varying degrees of prejudice to the interests of the European Union or of one or more of the Member States".

<sup>3</sup>Classified background information is information that is already classified by a country and/or international organisation and/or the EU and is going to be used by the project. In this case, the project must have in advance the authorisation from the originator of the classified information, which is the entity (EU institution, EU Member State, third state or international organisation) under whose authority the classified information has been generated.

<sup>4</sup>EU classified foreground information is information (documents/deliverables/materials) planned to be generated by the project and that needs to be protected from unauthorised disclosure. The originator of the EUCI generated by the project is the European Commission.

# 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!

Example, not to complete



**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. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

**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**

ADMINISTRATIVE FORMS (PART A).....	3
TECHNICAL DESCRIPTION (PART B) .....	4
COVER PAGE .....	4
PROJECT SUMMARY .....	5
1. RELEVANCE .....	5
1.1 Objectives and activities.....	5
1.2 Contribution to long-term policy objectives, policies and strategies — Synergies .....	5
1.3 Digital technology supply chain .....	5
1.4 Financial obstacles .....	5
2. IMPLEMENTATION .....	6
2.1 Maturity .....	6
2.2 Implementation plan and efficient use of resources .....	6
2.3 Capacity to carry out the proposed work .....	7
3. IMPACT .....	8
3.1 Expected outcomes and deliverables — Dissemination and communication .....	8
3.2 Competitiveness and benefits for society .....	8
3.3 Environmental sustainability and contribution to European Green Deal goals .....	9
4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING .....	10
4.1 Work plan .....	10
4.2 Work packages, activities, resources and timing .....	10
Work Package 1 .....	11
Work Package .....	14
Staff effort (n/a for Lump Sum Grants).....	14
Subcontracting (n/a for prefixed Lump Sum Grants) .....	15
Purchases and equipment.....	16
Other cost categories .....	18
Timetable .....	19
5. OTHER .....	21
5.1 Ethics.....	21
5.2 Security.....	21
6. DECLARATIONS.....	21
ANNEXES.....	22

#@APP-FORM-DEP@#

#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

**PROJECT SUMMARY****Project summary**

See Abstract (Application Form Part A).

#\$PRJ-SUM-PS\$# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

**1. RELEVANCE****1.1 Objectives and activities****Objectives and activities***Describe how the project is aligned with the objectives and activities as described in the Call document.**How does the project address the general objectives and themes and priorities of the call? What is the project's contribution to the overall Digital Europe Programme objectives?*


Insert text

#@COM-PLE-CP@#

**1.2 Contribution to long-term policy objectives, policies and strategies — Synergies****Contribution to long-term policy objectives, policies and strategies — Synergies***Describe how the project contributes to long-term policy objectives of the call's domain/area and to the relevant policies and strategies, and how it is based on a sound needs analysis in line with the activities at European and national level.**What challenge does the project aim to address?**The objectives should be specific, measurable, achievable, relevant and time-bound within the duration of the project.*

Insert text

#\$COM-PLE-CP\$#

**1.3 Digital technology supply chain****Digital technology supply chain***Explain to what extent the project would reinforce and secure the digital technology supply chain in the EU.* *This criterion might not be applicable to all topics — for details refer to the Call document.*

Insert text

**1.4 Financial obstacles****Financial obstacles***Describe to what extent the project can overcome financial obstacles such as the lack of market finance.*

 This criterion might not be applicable to all topics — for details refer to the Call document.

Insert text

#\$PRJ-OBJ-PO\$# #SREL-EVA-RE\$# #QQA-LIT-QL@# #MAT-URI-MU@#

## 2. IMPLEMENTATION

### 2.1 Maturity

#### Maturity

Explain the maturity of the project, i.e. the state of preparation and the readiness to start the implementation of the proposed activities.

Insert text

#\$MAT-URI-MU\$# #CON-MET-CM@# #PRJ-MGT-PM@# #FIN-MGT-FM@# #RSK-MGT-RM@#

### 2.2 Implementation plan and efficient use of resources

#### Implementation plan

Show that the implementation work plan is sound by explaining the rationale behind the proposed work packages and how they contribute to achieve the objectives of the project.

Explain the coherence between the objectives, activities, planned resources and project management processes.

Show how the project integrates, builds on and follows up on any pre-existing work or EU funded projects. Provide details (including architecture and deliverables) about pre-existing technical solutions.

Insert text

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

Describe the measures planned to ensure that the project implementation is of high quality and completed in time.

Describe the methods to ensure good quality of monitoring, planning and control activities.


Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results. The indicators proposed to measure progress should be specific, measurable, achievable, relevant and time-bound.

Insert text

#### Cost effectiveness and financial management (n/a for prefixed Lump Sum Grants)

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.

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.

 Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.

Insert text

### Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

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.

**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

#\$CON-MET-CM\$# #SPRJ-MGT-PM\$# #FIN-MGT-FM\$# #RSK-MGT-RM\$# #CON-SOR-CS@#

## 2.3 Capacity to carry out the proposed work

### Consortium cooperation and division of roles (if applicable)

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?

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.

**Note:** When building your consortium you should think of organisations that can help you reach objectives and solve problems.

Insert text

### 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/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. — use the same profiles as in the detailed budget table, if any (n/a for prefixed Lump Sum Grants)) and describe briefly their tasks.

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

**Outside resources (subcontracting, seconded staff, etc)**

*If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc.) and for which role/tasks/professional profile/expertise*

*If there is subcontracting, please also complete the table in section 4.*

Insert text

**Consortium management and decision-making (if applicable)**

*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.*

**Note:** The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.

Insert text

#§CON-SOR-CS\$# #§QUA-LIT-QL\$# #@IMP-ACT-IA@# #@COM-DIS-VIS-CDV@#

**3. IMPACT****3.1 Expected outcomes and deliverables — Dissemination and communication****Expected outcomes and deliverables**

*Define and explain the extent to which the project will achieve the expected impacts listed in Call document.*


Insert text

**Dissemination and communication of the project and its results**

*If relevant, describe the communication and dissemination activities, activities (target groups, main messages, tools, and channels ) which are planned in order to promote the activities/results and maximise the impact. The aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens*

*Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.*

*Describe how the visibility of EU funding will be ensured.*

 *In case your proposal is selected for funding, you will have to provide a more detailed plan for these activities (dissemination and communication plan), within 6 months after grant signature. This plan will have to be periodically updated; in line with the project progress.*

Insert text

#§COM-DIS-VIS-CDV\$#

**3.2 Competitiveness and benefits for society****Competitiveness and benefits for the society**

*Describe the extent to which the project will strengthen competitiveness and bring important benefits for society*

Insert text

### 3.3 Environmental sustainability and contribution to European Green Deal goals

#### Environmental sustainability and contribution to European Green Deal goals

*Describe the extent to which the project will contribute to environmental sustainability and in particular to European Green Deal goals*

 This might not be applicable to all topics — for details refer to the Call document.

Insert text

#\$IMP-ACT-IA\$#

Example, not to complete

#@WRK-PLA-WP@#

## 4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

### 4.1 Work plan

<b>Work plan</b> <i>Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).</i>
Insert text

### 4.2 Work packages, activities, resources and timing

<b>WORK PACKAGES</b>
<b>Work packages</b> <i>This section concerns a detailed description of the project activities.</i> <i>Group your activities into work packages. <b>A work package means a major sub-division of the project.</b> 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.</i> <i>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.</i> <i>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).</i> <i>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).</i> <b>⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).</b> <b>⚠ Ensure consistency with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)</b>

**Objectives**

List the specific objectives to which the work package aims to achieve.

**Activities and division of work (WP description)**

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 the 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.

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

**Milestones** are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.

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](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

**Work Package 1**



<b>Work Package 1: [Name, e.g. Project management and coordination]</b>							
<b>Duration:</b>		MX - MX		<b>Lead Beneficiary:</b>		1-Short name	
<b>Objectives</b>							
▪							
<b>Activities and division of work (WP description)</b>							
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							
<b>Milestones and deliverables (outputs/outcomes)</b>							
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)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and

linked to WP)							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/ /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/		
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										
Participant	Costs (n/a for Lump Sum Grants)									
	A. Personnel	B.	C.1 Travel	C.2	C.3 Other	D.1 Financial	D.2	D.3 PAC	E. Indirect	Total

			Subcontracting	and subsistence	Equipment	goods, works and services	support to third parties		Internally invoiced goods and services	procurement costs (for PAC Grants for Procurement)	costs	costs
[name]	X person months	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR	X EUR	X EUR
[name]	X person months	X EUR	X EUR	X EUR	X EUR	X EUR	X prizes	X EUR	X EUR	X EUR	X EUR	X EUR
Total	X person months	X EUR	X EUR	X EUR	X EUR	X EUR	X grants X prizes	X EUR	X EUR	X EUR	X EUR	X EUR
For Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see <a href="#">Portal Reference Documents</a> ).												

**Work Package ...**

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

**Staff effort (n/a for Lump Sum Grants)**

Staff effort per work package						
Fill in the summary on work package information and effort per work package.						
Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months

1						
2						
3						
4						
					Total Person-Months	

**Staff effort per participant**

Fill in the effort per work package and Beneficiary/Affiliated Entity.

Please indicate the number of person/months over the whole duration of the planned work.

Identify the work-package leader for each work package by showing the relevant person/month figure **in bold**.

Participant	WP 1	WP 2	WP ...	Total Person-Months
[name]				
[name]				
Total Person-Months				

**Subcontracting** (n/a for prefixed Lump Sum Grants)

**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 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).						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE 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					
Other issues: <i>If subcontracting for the entire project goes beyond 30% of the total eligible costs, give specific reasons.</i>			Insert text			

### Purchases and equipment

Purchase costs (travel and subsistence, equipment and other goods works and services)				
Details for major cost items (needed if costs declared under 'purchase costs' are higher than 15% of the claimed personnel costs). Start with the most expensive cost items, down to the 15% threshold.				
Participant 1:	[name]			
Cost item name	Category	WP(s)	Explanations	Costs (EUR)
[insert name]	/Travel and Subsistence/ /Equipment/ /Other goods and services/	[insert WP numbers]	[insert comment]	[insert amount]

Total				[insert amount]
Participant 2:	[name]			
Cost item name	Category	WP(s)	Explanations	Costs (EUR)
[insert name]	[Travel and Subsistence] [Equipment] [Other goods and services]	[insert WP numbers]	[insert comment]	[insert amount]
Total				[insert amount]
Participant ...:	[name]			
Cost item name	Category	WP(s)	Explanations	Costs (EUR)
[insert name]	[Travel and Subsistence] [Equipment] [Other goods and services]	[insert WP numbers]	[insert comment]	[insert amount]

Total	[insert amount]
Total purchase costs > 15% (all participants)	[insert amount]
Remaining purchase costs < 15% (all participants)	[insert amount]
Total purchase costs (all participants)	[insert amount]

**Equipment with full-cost option**

For calls where full-capitalised costs are exceptionally eligible for listed equipment (see Call document), indicate below the equipment items for which you request the full-cost option, and justify your request. Ensure consistency with the budget details provided in the previous table.

Equipment Name	Description (including WP, task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is reimbursement at full-cost needed?)	Best-Value-for-Money (how do you intend to ensure it?)

**Other cost categories****Other cost categories (financial support to third parties, internally invoiced goods and services, etc)**

Complete the table below for each participant that would like to declare costs under other costs categories (e.g. financial support and internally invoiced goods and services), irrespective of the percentage of personnel costs.

Participant 1:	[name]	
Cost category	Explanations	Costs (EUR)

Financial support to third parties	[insert comment]	[insert amount]
Internally invoiced goods and services		
...		
Participant 2:	[name]	
Cost category	Explanations	Costs (EUR)
Financial support to third parties	[insert comment]	[insert amount]
Internally invoiced goods and services		
...		
Participant ...:	[name]	
Cost category	Explanations	Costs (EUR)
Financial support to third parties	[insert comment]	[insert amount]
Internally invoiced goods and services		
...		

*Timetable*



**Timetable (projects up to 2 years)**

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

**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 ...																								

#\$WRK-PLA-WP\$#

#@ETH-ICS-EI@#

## 5. OTHER

### 5.1 Ethics

#### Ethics

*If the Call document contains a section on ethics, the ethics issues and measures you intend to take to solve/avoid them must be described in Part A.*

See Application Form Part A.

#§ETH-ICS-EI\$# #@SEC-URI-SU@#

### 5.2 Security

#### Security

*The security issues and the measures you intend to take to solve/avoid them must be described in Part A.*

**Note:** Beneficiaries must ensure that their projects are not subject to national/third country security requirements that could affect the implementation or put into question the award of the grant (e.g. technology restrictions, national security classification, etc).

See Application Form Part A.

#§SEC-URI-SU\$# #@DEC-LAR-DL@#

## 6. DECLARATIONS

#### Double funding

##### Information concerning other EU grants

 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 none of the projects under the action plan as a whole or in parts have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.

We confirm that to our best knowledge none of the projects under the action plan as a whole or in parts 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. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.

#### Financial support to third parties (if applicable)

*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

#§DEC-LAR-DL\$#

## ANNEXES

### LIST OF ANNEXES

#### Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for certain Lump Sum Grants (see [Portal Reference Documents](#))*

CVs (annex 2 to Part B) — *not applicable*

Annual activity reports (annex 3 to Part B) — *not applicable*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

#### Special

Other annexes (annex 5 to Part B) — *mandatory, if required in the Call document*

**LIST OF PREVIOUS PROJECTS****List of previous projects***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	01.11.2021	Initial version (new MFF).
2.0	01.06.2022	Consolidation, formatting and layout changes. Tags added.