**Grant Proposal template**

 **Pilot Project Call PP-2-2016**

**COVER PAGE**

**TITLE OF PROPOSAL**

**LIST OF APPLICANTS**

|  |  |  |
| --- | --- | --- |
| **Applicant No\*** | **Applicant organisation name** | **Country** |

1 (Coordinator)

2

3

4

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

**TABLE OF CONTENTS**

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1. **PROBLEM ANALYSIS INCLUDING EVIDENCE BASE**
	* Your proposal must describe the problem statement, analysis of the causes and evidence base of the proposed measure(s) and methods.
2. **AIMS AND OBJECTIVES OF THE PROJECT**

**2.1. General objective of the project**

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**2.2. Specific objective(s) of the project**

* Please describe your specific objectives following the SMART approach.
* Please state the planned methods of verification that you reached your objectives using clear and precise indicators.

**Specific** **Objective**

**Number**

**Specific Objective**

|  |  |
| --- | --- |
| **Process Indicator(s)** | **Target** |
|  |  |
| (repeat line as needed) |  |
|  |  |
| **Output Indicator(s)** | **Target** |
|  |  |
| (repeat line as needed) |  |
|  |  |
| **Outcome/Impact Indicator(s)** | **Target** |
|  |  |
| (repeat line as needed) |  |
|  |  |



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1. **TARGET GROUPS**
2. **POLITICAL RELEVANCE**

**4.1. Contribution to meeting the objectives and priorities defined in the annual work programme**

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**4.2. Added value at EU level in the field of public health**

**4.3. Pertinence of geographical coverage**

**4.4. Consideration of the social, cultural and political context**

**5. METHODS AND MEANS**

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**6. EXPECTED OUTCOMES**

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**7. WORK PACKAGES**

**7.1. Overview on work packages**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WP** | **Title** |  |  | **Description** |
| **number** |  |  |  |  |
|  |  |  |
| 1 | Coordination of the project | Actions undertaken to manage the project and to make |
|  |  |  |  | sure that it is implemented as planned |
|  |  |  |  |  |
| 2 | Dissemination | of | the | Actions undertaken to ensure that the results and |
|  | project |  |  | deliverables of the project will be made available to the |
|  |  |  |  | target groups |
|  |  |  |
| 3 | Evaluation of the project | Actions undertaken to verify if the project is being |
|  |  |  |  | implemented as planned and reaches the objectives |
|  |  |  |  |  |
| 4 |  |  |  |  |
|  |  |  |  |  |
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1. **Work package descriptions**
	* For each work package, your proposal must describe a table as below



**Work package number**

**Work package title**

**Starting month** **Ending month**

**Leading applicant**

**Applicants Nr**

**Applicants Acronym**

**Person month per applicant**

**Objectives**

**Description of work** (where appropriate, broken down into tasks), lead partner and role ofapplicants

**Deliverables linked to this work package** (brief description, month of delivery, reference to thelist of deliverables)

**Milestones to be reached by this WP **

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1. **Timetable or Gantt Chart**
	* Your proposal must illustrate the work packages, milestones and delivery dates of deliverables in a graphical form, such as a timetable or Gantt chart.
2. **MILESTONES AND DELIVERABLES**
	* Your proposal must indicate milestones and deliverables.
	* **Deliverable numbers** *in order of delivery dates. Please use the numbering convention**<WPnumber>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.*
	* **Dissemination level:** *Use one of the following codes:*

PU = Public, fully open, e.g. web

CO = Confidential, restricted under conditions set out in Model Grant Agreement

* + **Delivery month:** Measured in months from the project start date (month 1). If adeliverable consists of several parts (eg. a newsletter to be delivered in M6, M12 and M18) please list it as 1 deliverable and state the different delivery month in the last column.
	+ Technical reports (Periodic Report or Final Report), Leaflet, Layman Brochure and website are considered **mandatory deliverables.** They are already included in the table below and must be kept. They are named ("MD.x").



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable** | **Deliverable** | **Work** | **Leading** | **Content specification** | **Dissemination** | **Delivery** |
| **Number** | **Name** | **package** | **applicant** |  | **level** | **month** |
|  |  | **number** | **acronym** |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Mandatory** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **deliverables** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **(MD)** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| MD.1 | Interim report(s) | 1 | The | This report describes the activities |  |  |  |  |
|  |  |  |  | coordinator | carried out, milestones and results |  |  |  |  |
|  |  |  |  |  | achieved in the first half of the |  |  |  |  |
|  |  |  |  |  | project. | Deliverables | can | be |  |  |  |  |
|  |  |  |  |  | attached as annexes. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| MD.2 | Final report | 1 | The | This report describes | the | project |  |  | Endof |
|  |  |  |  | coordinator | implementation | and | the | results |  |  | project |
|  |  |  |  |  | achieved. | The | deliverables | are |  |  |  |  |
|  |  |  |  |  | annexed. |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| MD.3 | Leaflet | 2 |  | A leaflet | to promote | the | project | P |  | 3 |  |
|  |  |  |  |  | must be produced at the beginning |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| MD.4 | Layman version | 2 |  | This is a short (e.g. 10 pages) | P | Endof |
|  | of the final report |  |  | version of the final report, written |  | project |
|  |  |  |  | for the interested public as a target |  |  |
|  |  |  |  | group. |  |  |
|  |  |  |  |  |  |  |
| MD.5 | Web-site | 2 |  | Each project must have a dedicated | P (and C) | 3 |
|  |  |  |  | web-site / web-pages. This can have |  |  |
|  |  |  |  | a public part and another one |  |  |
|  |  |  |  | accessible only to the applicants. |  |  |
|  |  |  |  |  |  |  |



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**9. PROJECT MANAGEMENT STRUCTURE**

1. **Quality of the partnership**
2. **Capacity of the staff**
3. **External and internal risk analysis and contingency planning**

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|  |  |  |  |
| --- | --- | --- | --- |
| **Identified Risk** | **Likelihood** | **Impact** | **Contingency planning** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**9.4. Financial management**

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**10. BUDGET**

**10.1. Content description and justification**

 Please describe how you have built the budget and the rationale for doing so.

**10.2. Summary of staff effort**

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* Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each applicant.
* 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** |
|  |  |  | **Applicant** |

**Applicant Number/**

**Short Name**

**Applicant Number/**

**Short Name**

**Applicant Number/**

**Short Name**

**Total Person/Months**

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**10.3. Detailed budget**

* Please complete the table below for each applicant/ affiliated entity. If a particular applicant is an affiliated entity, please state to which partner it is affiliated (second line).
* Please provide a detailed justification and explanation in the textboxes. The justification, among other parts of your application, will be used for the evaluation of the award criteria on budget.



**Applicant Number/**

**Short Name**

(If affiliated entity: Affiliated to

which Applicant number/Short

name)

**(A) Direct personnel costs**

**Staff function** **Monthly Cost** **Estimated** **Sum Cost (€)**

**Person-month**

(Please repeat line for each staff function category)

**Total person Total Costs (€) for (A) month**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |  |  | **Justification** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **(B) Direct costs of sub-** |  | **Costs (€)** |  | **Task(s)/Justification** |  |
|  | **contracting** |  |  |  |  |  |  |  |
|  | (please repeat line for each |  |  |  |  |  |  |  |
|  | subcontract foreseen) |  |  |  |  |  |  |  |
|  | **Total Costs (€) of (B)** |  |  |  |  |  |  |  |
|  |  |  | **Justification** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **(C) Other direct costs** |  |  |  |  |  |  |  |
|  | **(C.1) Travel** |  | **Costs (€)** |  | **Justification** |  |
|  |  |  |  |  |  |  |  |  |
|  | **(C.2) Equipment** |  | **Costs (€)** |  | **Justification** |  |
|  |  |  |  |  |  |  |  |  |
|  | **(C.3) Other goods and services** |  | **Costs (€)** |  | **Justification** |  |
|  |  |  |  |  |  |  |  |  |
|  | **Total Costs (€) of (C)** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **(D) Indirect Costs** |  | **Total Costs (€)** |  |  |  |
|  | (Max. 7% on A, B and C) |  |  |  |  |  |  |  |
|  | **Total estimated eligible costs** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |



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**11. PREVIOUS AND CURRENT GRANTS RELEVANT TO THE PROGRAMME (LIMITED TO THE LAST 3 YEARS) - N/A**

1. **CURRENT APPLICATIONS RELEVANT TO THE PROGRAMME- N/A**
2. **EXCEPTIONAL UTILITY – N/A**

Please describe, if and how your proposal would fulfil the criteria for exceptional utility.



**14. COLLABORATING STAKEHOLDERS**

Collaborating stakeholders and/or external experts are organisations or individual persons, which:

* May significantly increase the technical and scientific content of the project, as well as its relevance for different users in the Union.
* have no contractual relationship with the Agency
* nor do receive any EU funding from this particular grant;



Please give a list of up to 20 most important collaborating stakeholders and/or external experts participating in your project. Note that it is not mandatory to involve collaborating stakeholders and/or external experts.

|  |  |  |
| --- | --- | --- |
| **Institution** | **Contact person** | **City & Country** |
|  | **(First name and last name)** |  |
|  |  |  |
|  |  |  |
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