

R&I Programme 2010

Preliminary Project Proposal Form

For Internal Use Only

PROPOSAL REFERENCE NO.

1. Project title and Acronym

The project title should not exceed 200 characters in length.

2. Abstract of Project Proposal

This should consist of 50 – 150 words outlining the principal ideas behind the proposal together with the scientific and commercial results expected from the project.

3. Preliminary Project Proposal

This section should be two to five pages in length. Any Preliminary Project Proposal exceeding five pages will not be considered.

3.1 Background

Briefly establish the context of the proposal by giving an account of the problem it is trying to address.

<Insert Text Here>

3.2 State of the art

Give a brief overview of existing and emerging technology in the field, including an account of rival technologies or solutions and a comparison of the advantages and disadvantages of the various options.

<Insert Text Here>

3.3 Proposal

Give a brief overview of the proposed project. Clearly establish the research element or novelty component in the proposal.

<Insert Text Here>

3.4 Consortium

Give an overview of the proposed consortium and establish their ability to carry out the project (e.g. track record, skills and competencies, etc.).

| | |
|-------------|--|
| Coordinator | Organisation <Insert Text Here> |
| | Individuals who will work on project <Insert Text Here> |
| | Role in project <Insert Text Here> |
| | Track record, skills and competencies <Insert Text Here> |

| | |
|---------------|--|
| Participant 2 | Organisation <Insert Text Here> |
| | Individuals who will work on project <Insert Text Here> |
| | Role in project <Insert Text Here> |
| | Track record, skills and competencies <Insert Text Here> |
| Participant n | Organisation <Insert Text Here> |
| | Individuals who will work on project <Insert Text Here> |
| | Role in project <Insert Text Here> |
| | Track record, skills and competencies <Insert Text Here> |
| | Track record, skills and competencies <Insert Text Here> |

3.5 Competitiveness

If applicable, establish the competitiveness or advantages of the proposed solution compared to other solutions, whether these already exist or are still being researched. Whenever possible, include ballpark figures of output, efficiency, cost savings, or other relevant metrics. If not relevant, simply enter "n/a".

<Insert Text Here>

3.6 Objectives

List as bullets the objectives (normally 3 – 4) of the proposed project.

<Insert Text Here>

3.7 Deliverables

List the deliverables of the proposed project. Specify date relative to start of project e.g. Month 6, Month 12.

| Deliverable | Date |
|-----------------|-----------|
| <Deliverable 1> | <Month x> |
| <Deliverable 2> | <Month x> |
| <Deliverable n> | <Month x> |

3.8 Impact

3.8.1 Markets and Uses

Briefly identify possible uses and markets for the deliverables of the project.

<Insert Text Here>

3.8.2 Commercialisation of Project results.

Identify any commercialisation potential of the project results.

<Insert Text Here>

3.8.3 Benefits and Beneficiaries

Briefly identify the beneficiaries of the project's results such as the project participants, the general public, third parties and the manner in which they will benefit.

<Insert Text Here>

3.8.4 Roadmap

Give an indication regarding what further steps, effort, costs and timeframes are necessary before tangible benefits can be realised from the deliverables or results of the project (unless these are realised within the lifetime of the project).

<Insert Text Here>

3.8.5 Cost Reduction

Identify any cost reductions anticipated through the project

<Insert Text Here>

3.8.6 Licensing

Identify any potential licensing as a result of the project

<Insert Text Here>

3.8.7 Networking

Identify any networking potential through the project

<Insert Text Here>

3.8.8 Organisational Benefits

Identify any organisational benefits envisaged through the project (e.g. increased reputation and prestige; impact on overall organisational development; enhancement of overall competence and skills, training and method learning)

<Insert Text Here>

3.8.9 Spillover Benefits

Identify any secondary benefits of the project (e.g. project promotes the use of technology in other parts of the business; facilitating participation in funding programmes, improving Malta's ranking, strengthening Malta's reputation in a particular area, etc.)

<Insert Text Here>

3.8.10 Other Benefits

Identify any other benefits envisages through the project (e.g. user and social benefits)

<Insert Text Here>

3.9 IP

In this section, the proposal should address the ownership of project deliverables and Intellectual Property. This shall eventually be the basis of the IP agreement annexed to the Grant Agreement should the proposal be successful.

<Insert Text Here>

3.10 Other Issues

If applicable, briefly identify any gender, ethical or legal issues that may be connected with the proposed project. Otherwise enter "n/a".

<Insert Text Here>

4. Project Plan

Submit the Project Plan together with Work Packages and activities including the resource responsible for the activity, the start date, end date and duration of the activity. The key project activities and tentative timeframes should be listed. Four to eight entries should suffice. Include the overall project start, end date and total project duration in the first row.

| Activity | Resource | Start Date | End Date | Duration |
|------------------------|--------------|-----------------------|---------------------|--------------------------|
| Overall Project | | <Overall Start Month> | <Overall End Month> | <Total Project Duration> |
| 1. Work Package 1 | <Resource x> | <Month x> | <Month y> | <Months> |
| 2. Work Package 2 | <Resource x> | <Month x> | <Month y> | <Months> |
| 3. Work Package 3 | <Resource x> | <Month x> | <Month y> | <Months> |
| 4. Work Package 4 | <Resource x> | <Month x> | <Month y> | <Months> |
| 5. Work Package 5 | <Resource x> | <Month x> | <Month y> | <Months> |

5. Budget

Give an estimate of the project budget in Euros (€), broken down by Participant.

1. Eligible direct costs
2. Eligible indirect costs are calculated at 10% of the direct costs, exclusive of subcontracting costs.
3. Total eligible cost is the sum of eligible direct and indirect costs
4. Requested Funding is calculated as the total eligible cost in the case of academic and research institutes, public organisations and NGOs, and 75% of the total eligible cost in the case of private organisations.

5.1 Budget Summary

| | Eligible Direct Costs € | Eligible Indirect Costs € | Total Eligible Costs € | Requested Funding € |
|---|----------------------------|------------------------------|---------------------------|------------------------|
| Project Coordinator – <i>Name of Organisation</i> | | | | |
| Participant 2 – <i>Name of Organisation</i> | | | | |
| Participant 3 – <i>Name of Organisation</i> | | | | |
| Participant n – <i>Name of Organisation</i> | | | | |
| Total | | | | |

5.2 Budget Detail

| | Item Description | Coordinator € | Participant 2 € | Participant 3 € | Participant n € |
|----------------|---|------------------|--------------------|--------------------|--------------------|
| Personnel | (give details of position, rate, duration) e.g. research assistant x 36 man-months x €1,250 p.m. <Insert Text Here> | | | | |
| Equipment | (give details) <Insert Text Here> | | | | |
| Subcontracting | (give details) <Insert Text Here> | | | | |
| Travel etc | (give details) <Insert Text Here> | | | | |
| Other | (give details) <Insert Text Here> | | | | |
| Total | | | | | |

National R&I Programme 2010

Participant Details *(to be filled by **each** Participant)*

| Participant Details | |
|----------------------|---|
| Organisation Name | <Insert Organisation Name Here> |
| Organisation Number | <Insert Organisation Number (if applicable) Here> |
| Organisation Role | <input type="checkbox"/> Project Coordinator <input type="checkbox"/> Participant |
| Organisation Type | <input type="checkbox"/> Academic or Research Institution <input type="checkbox"/> Company <input type="checkbox"/> SME <input type="checkbox"/> Government entity <input type="checkbox"/> NGO <input type="checkbox"/> Other (please specify) _____ |
| Organisation Address | <Insert Postal Address Here> |

| Project Manager <i>(for Project Coordinator only)</i> | |
|---|---|
| Name | <Insert Name Here> |
| Position | <Insert Position Here> |
| Telephone / Fax | <Insert Telephone Number Here> / <Insert Fax Number Here> |
| Email | <Insert Email Address Here> |

| Organisation Profile |
|--|
| 1. Brief history, when established, number of employees. <Insert Text Here> |
| 2. Field of activity and core competencies. <Insert Text Here> |
| 3. Research capacity & track record in related activities. <Insert Text Here> |
| 4. Other relevant information. <Insert Text Here> |

| Signatures | |
|--|--|
| Signature of Project Manager | Signature of CEO / Director / Senior Manager |
| Name and Date <Insert Name Here> <dd/mm/yyyy> | Name and Date <Insert Name Here> <dd/mm/yyyy> |