



## **Guide for Applicants**

**for the selection of additional beneficiaries through the Second  
Competitive Open Call**

**in the ICT Integrated Project**

**“Sensing, monitoring and actuating on the UNDERwater world through  
a federated Research InfraStructure Extending the Future Internet –  
SUNRISE”**

**Grant Agreement number 611449**

	<p><b>Note:</b> This Guide is based on the rules and conditions contained in the legal documents relating to FP7 (in particular the Seventh Framework Programme, Specific Programmes, Rules for Participation and the ICT Work programme), all of which can be consulted via the Research &amp; Innovation Participant Portal (<a href="http://ec.europa.eu/research/participants/portal">http://ec.europa.eu/research/participants/portal</a>). Further copies of this Guide, together with all information related to this Open Call, can be downloaded via: <a href="http://fp7-sunrise.eu/index.php/open-calls2">http://fp7-sunrise.eu/index.php/open-calls2</a></p>
---	--

Date: 14/05/2015

Version: 1

## Table of Contents

1. Introduction .....	3
2. Scope and contents of the proposals.....	3
3. Funding of participation .....	3
4. Eligible participants and expected number of partners for a proposal .....	4
5. How to prepare and submit a proposal .....	4
5.1. Submission of proposals.....	4
5.2. Proposal Language .....	5
5.3. Acknowledgement of receipt.....	5
6. Proposal evaluation and selection.....	5
7. Support to proposers.....	6
7.1 Call Helpdesk .....	6
7.2 National Contact Points.....	6
7.3 Intellectual Property Rights Management .....	7
7.4 The Intellectual Property Rights Helpdesk.....	7
8. Submission check-list.....	7
ANNEX I – Proposal Part A.....	9
ANNEX II – Proposal Part B .....	15
ANNEX III – Evaluation Form for Project Types A to D.....	29
ANNEX IV – Evaluation Form for Type E Projects.....	31
ANNEX V – Dissemination activities to be included in project proposals.....	33

## 1. Introduction

The consortium members managing the Integrated Project “**SUNRISE - Sensing, monitoring and actuating on the UNderwater world through a federated Research InfraStructure Extending the Future Internet**”, funded by the Seventh Framework Programme for Research and Technological Development (2007-2013), have reserved a portion of the project budget for specific tasks to be carried out by new beneficiaries which will join the consortium after the start-date of the project. These later-joining beneficiaries are selected by means of competitive calls.

This Guide for applicants contains the basic information needed to instruct prospective applicants in preparing a proposal to join the existing SUNRISE project, which is now launching its Second Open Call for the selection of additional beneficiaries. The Guide gives instructions on how to structure the project proposal, explains how the proposal should be submitted (ANNEXES I and II) and describes the criteria against which it will be evaluated (ANNEX III, and ANNEX IV for Type E Projects). Please ensure that you are reading the latest version of this Guide, by checking regularly the Open Call Web-page on the SUNRISE website at the following link: <http://fp7-sunrise.eu/index.php/open-calls2/open-calls-documentation>, where potential updates will be published.

Conditions for participation and funding are those of the Seventh Framework Programme, as defined principally in Regulation (EC) No 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination of research results (2007-2013). The document can be downloaded from the following link: [http://ec.europa.eu/research/participants/data/ref/fp7/90749/ecrulesforparticipation\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/fp7/90749/ecrulesforparticipation_en.pdf).

The proposer(s) selected to join the consortium will be required to accede to the existing Grant Agreement, a model example of which can be downloaded from the Participant Portal, at the following link: [http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html#fp7](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#fp7) (under the section "General Model Grant Agreement"). New beneficiaries will also be requested to sign the SUNRISE Consortium Agreement, an internal project document which provides for internal arrangements between partners, project governance and financial issues.

**This Guide for applicants does not supersede the rules and conditions laid out, in particular, in the Council and Parliament Decisions relevant to the Seventh Framework Programme.**

## 2. Scope and contents of the proposals

All details about the scope and content of the proposals are described in detail in the Open call web page. Under this respect, prospective applicants should read very carefully the Call Announcement, which contains all content-related information, including tasks and obligations of new beneficiaries. Furthermore the Call Announcement describes the key eligibility criteria of the call, such as the different project types envisaged, the advised project duration in months and the maximum recommended contribution.

## 3. Funding of participation

Participation as a beneficiary in an FP7 project is on a cost-shared basis, as the Commission makes only a partial contribution to the total cost of the work. For further information on this specific issue please refer to the "Guide to Financial Issues relating to FP7 Indirect Actions", which can be found at the following link:

[http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html#fp7](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#fp7) and to the information provided in Section 0 of the proposal Part B.

## 4. Eligible participants and expected number of partners for a proposal

The following entities are eligible to receive funding in the framework of this SUNRISE Open call:

- Any legal entity established in a Member State or in an FP7 Associated Country<sup>1</sup> (including the European Commission's Joint Research Centre), or created under EU law (e.g. a European Economic Interest Grouping);
- Any International European Interest Organisation<sup>2</sup>;
- Any legal entity established in an FP7 International Cooperation Partner Country (ICPC). A complete list of these countries is given in ANNEX 1 of the ICT Work programme<sup>3</sup>.

Organisations from certain other countries may also receive an EU financial contribution, as defined in the Rules of Participation in FP7.

Full details of the Commission's funding arrangements can be found at [http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html#fp7](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#fp7) in the document "Guide to Financial Issues relating to FP7 Indirect actions".

In consideration of the funding available and the objectives of the call, we encourage focused proposals submitted by a single institution. However for particular reasons, that must be explained and justified, a proposal may involve up to three legal entities. In this case, the sharing of responsibilities, activities and resources should be made very clear in the project proposal.

Current beneficiaries in the SUNRISE project may not respond to this call.

## 5. How to prepare and submit a proposal

### 5.1. Submission of proposals

Proposals for selection of additional beneficiaries in the SUNRISE project are submitted in a single stage. Applications must be submitted electronically in PDF format, typing the following subject in the accompanying email: "SUNRISE-2-PROJECT ACRONYM", to the following address: [sunriseopencall@di.uniroma1.it](mailto:sunriseopencall@di.uniroma1.it).

**Please make sure in submitting your proposal that the two files (Part A and Part B) together do not exceed 10 megabytes.**

If applicants discover an error in their proposals, they may submit a new version of the entire proposal, provided that the call deadline has not passed. Only the last version received before the call deadline will be considered for evaluation.

Proposals must be received by the closing date and time of the call. Late proposals, or proposals submitted to any other address or by any other means than email, will not be evaluated.

**Do not wait until the last minute to submit your proposal. Failure of your proposal to arrive in time for any reason, including communications delays, is not acceptable as an extenuating circumstance. The time of receipt of your message as recorded by the email system will be definitive.**

<sup>1</sup> The list of Third Countries associated to FP7 is available at: [http://ec.europa.eu/research/participants/data/ref/fp7/116018/fp7-third-country-agreements\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/fp7/116018/fp7-third-country-agreements_en.pdf).

<sup>2</sup> An "international European interest organisation" means an international organisation, the majority of whose members are Member States or Associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe, for example CERN, ESO, ESRF.

<sup>3</sup> Available at: [http://ec.europa.eu/research/participants/data/ref/fp7/206006/wp-2013-annex-1-icpc-list\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/fp7/206006/wp-2013-annex-1-icpc-list_en.pdf).

## 5.2. Proposal Language

The proposal must be prepared in the working language of the SUNRISE project, which is English. Proposals submitted in any other language will not be evaluated.

## 5.3. Acknowledgement of receipt

You should request a delivery receipt for your email (for example, in Microsoft Outlook select this under View/Options).

As soon as possible after the closing of the call, an Acknowledgment of receipt will be emailed by the SUNRISE project team to the email address provided in Form A. The sending of an Acknowledgement of receipt does not imply that the proposal has been accepted as eligible for evaluation.

## 6. Proposal evaluation and selection

The proposal evaluation will start immediately after the closing of the call (for further information see the timetable provided at the end of this section). The proposals received will be evaluated in the light of the criteria that governed the European Commission's original evaluation and selection of the SUNRISE project, using the form provided in ANNEX III (for Type E Projects only, please refer to ANNEX IV) of this Guide and with the assistance of experts who are independent of any member of the consortium and of any proposer. The experts will be individuals from the fields of science, industry and/or with experience in the field of innovation, with the highest level of knowledge and internationally recognised in the relevant specialist area.

Each independent expert will record his/her individual opinion by using the form provided in ANNEX III (for Type E Projects only, please refer to ANNEX IV) of this Guide. They will then meet or communicate together to prepare a Consensus Form for each proposal.

The selection will be based on the evaluation performed on each proposal by the selection panel. However, the SUNRISE project is not obliged to select the highest-scoring proposal whenever it has objective grounds not to do so, for example due to commercial competition. In this case the choice may pass on to the next-ranked proposal. Furthermore the evaluation panel might determine a priority order for proposals which have been awarded the same score or a very similar one in order to ensure a good balance among the five types of eligible projects<sup>4</sup> as much as possible.

Representatives of projects considered eligible for funding may be invited for an interview to present their project to the evaluation panel.

In addition, the SUNRISE project may conclude that even the highest-scoring proposal is of inadequate quality, in which case it will make no selection. In the event of no selection being made, the project may or may not re-open the call at a later date.

The selected proposal(s) will be invited for negotiations. Please be aware that the invitation to start the negotiation does not, under any circumstance, guarantee the funding of a given project.

The purpose of the negotiation phase is to:

- a) clarify any budgetary problematic issues identified during the evaluation (if any). This could eventually imply also a budget reduction.

---

<sup>4</sup> For further information on the types of eligible projects, please refer to the Call Announcement.

- b) revise the contents of the project (and in particular of its work-packages) in order to make them consistent with the work to be performed in the framework of the SUNRISE project. Under this respect, please be aware that the number of WPs/tasks may be modified during the negotiation phase, following the proposal evaluation by the experts, or following other needs and criteria put forward by the Commission services.

Depending on the size and nature of the project, meetings between the potential selected projects, the SUNRISE consortium and/or the European Commission may or may not be required.

Based on the results of the evaluation and the outcome of the negotiations, the SUNRISE Consortium will officially approve the selection of the new participant(s) and submit the request for amendment of the Grant Agreement to the Commission. Upon approval by the Commission services, the process for amending the Grant Agreement will start. Upon signature of the Grant Agreement and Consortium Agreement, the new beneficiaries will formally join the SUNRISE consortium as partners.

The indicative timetable for the SUNRISE Second Open Call is the following:

Call publication on the project web site – preliminary information	May 18 <sup>th</sup> , 2015
Final Call text published on SUNRISE website	May 29 <sup>th</sup> , 2015
HelpDesk support	June 1 <sup>st</sup> , 2015 – July 28 <sup>th</sup> , 2015
Deadline for submission of proposals	July 31 <sup>st</sup> , 2015 at 23:59 (Brussels time)
Evaluation of proposals	August 1 <sup>st</sup> , 2015 – September 20 <sup>h</sup> , 2015
Notification to selected applicants	By September 30 <sup>th</sup> , 2015
Negotiation phase	October 1 <sup>st</sup> , 2015 – October 15 <sup>th</sup> , 2015
Contract signature and expected start-date of activities	By November 1 <sup>st</sup> , 2015

## 7. Support to proposers

### 7.1 Call Helpdesk

For further information on the call, please contact the SUNRISE team, by using the following email: [fp7-sunrise@di.uniroma1.it](mailto:fp7-sunrise@di.uniroma1.it)

The SUNRISE Open Call Helpdesk will be available from June 1<sup>st</sup>, 2015 to July 28<sup>th</sup>, 2015. Questions asked after that date will not be answered.

Please note that a “Frequently Asked Questions” document will be available at <http://fp7-sunrise.eu/index.php/open-calls2> and will be regularly updated.

### 7.2 National Contact Points

The ICT Theme supports a network of National Contact Points (NCPs), which can be helpful to organisations from their country both in general advice and particularly on preparing proposals.

Organisations should contact the NCP of their own country for further information. The list of NCPs is available at: [http://ec.europa.eu/research/participants/portal/desktop/en/support/national\\_contact\\_points.html](http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html).

### **7.3 Intellectual Property Rights Management**

According to the provisions of the FP7 Grant Agreement, Intellectual Property Rights belong only to partners, who have indeed generated it. Consequently, additional project beneficiaries have the right to access and use project results already generated by core partners before their accession to the contract only for the activities related to the sub-project; furthermore additional project beneficiaries must also ensure confidentiality on information related to the sub-project results generated by core partners. Instead, in case of Intellectual Property Rights directly generated by new beneficiaries, the rules provided for in the Consortium Agreement will apply.

### **7.4 The Intellectual Property Rights Helpdesk**

The IPR-Helpdesk has as its main objective to assist potential and current beneficiaries taking part in EU funded projects on Intellectual Property Rights issues, and in particular on EU diffusion and protection rules and issues relating to IPR in international projects. Detailed information and contacts are available at: <http://www.ipr-helpdesk.org>.

## **8. Submission check-list**

Below a list of issues that prospective applicants should check before submitting a proposal.

### **Does the planned work fit in the call for proposals?**

Check that your proposed workplan follows the recommendations provided in the Call Announcement and that it actually addresses the goals of the call.

### **Is the proposal eligible?**

Ensure that you submit a complete proposal before the call deadline using the prescribed communication channel. Please check that your proposal complies with the budgetary ceilings set for each project type in the Call Announcement. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.

### **Is the proposal complete?**

Proposals must comprise:

1. Part A, containing the administrative information;
2. Part B, containing the technical description of the proposal

A proposal that does not contain the two above-mentioned parts will be considered ineligible and will not be evaluated.

### **Does the proposal follow the required structure?**

Proposals should be precise and concise (max. 20 pages for PART B) and **must follow exactly the proposal structure prescribed in the Forms for Part A and in the template for Part B**, which are designed to correspond to the evaluation criteria that will be applied. Omitting requested information or not aligning with the proposed structure will almost certainly lead to lower scores and possible rejection.

**Does the applicant need further advice and support?**

For further information and help please send an email to [fp7-sunrise@di.uniroma1.it](mailto:fp7-sunrise@di.uniroma1.it). Answers to your questions may be included in a FAQ document that will be available on the Open Call web page on the SUNRISE website.

**(In case of proposals submitted by groups of applicants) Do you have the authorisation of all the partners in the consortium to submit this proposal on their behalf?**

**Is the applicant using the correct Part A forms and Part B format and templates provided in this document?**

**Are Part A and Part B saved in portable document format (PDF), including no material in other formats? Is the complete proposal (Part A and Part B together) within the size limit of 10 Mbytes?**

**Has the applicant printed out its Part B, to check that it really is the file meant to be submitted, and that it is complete, printable and readable?**

After the call deadline it will not be possible to submit or re-submit the Part B file.

**Have your computer and your Proposal been virus-checked?**

The submission of files containing a virus could lead to impossibility of carrying out the evaluation, and this may result in the rejection of the proposal.

## **ANNEX I – Proposal Part A**

### **Instructions for completing Part A of the Proposal**

The Proposal is composed of two parts: Part A and Part B.

Please note that proposals must be submitted in English to the following email address: [sunriseopencall@di.uniroma1.it](mailto:sunriseopencall@di.uniroma1.it) before the deadline, according to the procedure described in §5 of this Guide. Part A and Part B must be saved in PDF format and must not exceed 10 Mb together.

This ANNEX provides the instructions and the proposal template to help you to structure Part A of your proposal aimed at providing the administrative details that will be used in the evaluation and further processing of your proposal. The applicant(s) must fill in the predefined forms, respecting the instructions provided in the forms themselves.

Beside the template for drafting Part A provided in the following pages, a “stand alone” electronic word version of it can be obtained through the SUNRISE project website, in the section “Open calls for proposals”, at the following link: <http://fp7-sunrise.eu/index.php/open-calls2/open-calls-documentation>

Please note that in case of proposals submitted by a group of institutions:

- The main applicant fills in the front page;
- The main applicant and all other participants already identified at the time of proposal submission fill in the remaining pages;
- In case the proposal is selected by the SUNRISE project and approved by the Commission, each participant will be part of the SUNRISE Consortium on an individual basis.

**SUNRISE Open Call Part A**

	
Full title of the existing project	Sensing, monitoring and actuating on the UNDERwater world through a federated Research InfraStructure Extending the Future Internet
Project Acronym	SUNRISE
Grant Agreement number of the SUNRISE project	<b>611449</b>
Type of instrument	Integrated project
<p><b>Response to the Second SUNRISE Open Call for selection of new beneficiaries</b>  <b>Call Identifier: SUNRISE - Open Call 2 for new beneficiaries</b></p> <p style="text-align: center;"><b>[Proposal full title]</b></p> <p style="text-align: center;"><b>[Proposal acronym]</b></p>	
Date of preparation of your proposal	
Version number (optional)	
Your organisation name	
Acting as	<input type="checkbox"/> Single Applicant <input type="checkbox"/> Main Applicant
Name of project contact person	
Contact person's telephone number	
Contact person's email	
<b>PROPOSAL PART A</b>	
<p><b><u>Email address to which the Acknowledgement of receipt should be sent:</u></b>  <b><u>(insert)</u></b></p>	





**Section A1 – Proposal Summary**

Proposal Full Title: \_\_\_\_\_

Proposal Acronym: \_\_\_\_\_

Type of Project most relevant to your proposal

Type A

Type B

Type C

Type D

Type E

Secondary objective of your proposal (if relevant)

Type A

Type B

Type C

Type D

Type E

Duration in months |\_|\_|

Proposal Abstract: (2000 characters words limit) \_\_\_\_\_

Free Keywords: (keywords should be separated by commas) \_\_\_\_\_

## Section A2 – Proposal participants

Single Applicant or Main Applicant organisation (in case of projects involving a group of organisations)

<u>Your organisation</u>	
Participant Identification Code (PIC number):	
Organisation legal name:	
Organisation short name:	
Official address (street name, number, town, postal code, country):	
Webpage (optional):	

<u>Legal status of your organisation:</u> <i>Select the correct option(s)</i>	
Non-profit organisation (yes/no):	
Public body (yes/no):	
International Organisation (yes/no):	
International Organisation of European Interest (yes/no):	
Secondary or Higher education establishment (yes/no):	
Research organisation (yes/no):	
Enterprise (yes/no):	
Small or Medium-sized Enterprise (yes/no):	

<u>Dependencies with (an)other applicant(s):</u>	
Are there dependencies between your organisation and (an)other applicant(s) in this proposal? (yes/no)	
If yes:	
Participant Identification Code:	
Organisation short name:	
Character of dependence (SG/CLS/CLB)*	

SG: Same group: if your organisation and the other applicant are controlled by the same third party;

CLS: Controls: if your organisation controls the other applicant;

CLB: Controlled by: if your organisation is controlled by the other applicant.

<u>Organisation contact point</u> <i>It is the scientific contact person for your organisation.</i>	
Title:	
Family name:	
First name:	
Gender:	
Position in the organisation:	
Department, Faculty, Institute, Laboratory name:	
Email address:	

Telephone:	
Fax (optional):	
Official address (street name, number, town, postal code, country):	

<b>Organisation authorised representative</b> <i>It is the authorised representative to sign the Grant Agreement or to commit the organisation for this project.</i>	
Title:	
Family name:	
First name:	
Gender:	
Position in the organisation:	
Department, Faculty, Institute, Laboratory name:	
Email address:	
Telephone:	
Fax (optional):	
Official address (street name, number, town, postal code, country):	

Organisation 2 (if any): proposer should complete the same fields as above

Organisation 3 (if any): proposer should complete the same fields as above

## ANNEX II – Proposal Part B

### Instructions for completing Part B of the Proposal

The Proposal is composed of two parts: Part A and Part B.

Please note that proposals must be submitted in English to the following email address: [sunriseopencall@di.uniroma1.it](mailto:sunriseopencall@di.uniroma1.it) before the deadline, according to the procedure described in §5 of this Guide. Part A and Part B must be saved in PDF format and must not exceed 10 Mb together.

Proposal Part B contains the description of the content of the proposed work and covers, among others, the concept and objectives of the project, the implementation details and the impact that is expected to arise from the proposed work.

The instructions to complete Part B of the proposal are inserted along the template itself, explaining the expected content in each section using text in italics. You may eventually delete them from the final version of the Part B you intend to submit. Please keep the evaluation criteria always in mind (ANNEX III, or for Type E Projects only, ANNEX IV) and follow carefully the above-mentioned instructions when preparing part B of the proposal.

Beside the template for drafting part B provided in the following pages, a “stand alone” electronic word version of it can be obtained through the SUNRISE project website, in the section “Open calls for proposals”, at the following link: <http://fp7-sunrise.eu/index.php/open-calls2/open-calls-documentation>.

It is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by the evaluating experts. **Part B of the proposal should therefore not exceed 20 pages.**

**SUNRISE Open Call Part B**



Full title of the existing project	Sensing, monitoring and actuating on the UNDERwater world through a federated Research InfraStructure Extending the Future Internet
Project Acronym	SUNRISE
Grant Agreement number of the SUNRISE project	<b>611449</b>
Type of instrument	Integrated project
<p><b>Response to the Second SUNRISE Open Call for selection of new beneficiaries</b>  <b>Call Identifier: SUNRISE - Open Call 2 for new beneficiaries</b></p> <p style="text-align: center;"><b>[Proposal full title]</b></p> <p style="text-align: center;"><b>[Proposal acronym]</b></p>	
Your organisation name (or main applicant's organisation name, in case of projects involving more than one organisation)	
Name of project contact person	
Contact person's telephone number	
Contact person's email	



**Proposal abstract**

(maximum 2000 characters – should be copied from Section A1)

**Table of Contents**

(Index which shows contents' list)

## Section B0: Cost and funding breakdown

Complete the table below (one table for each organisation involved in the proposal).

Please show your figures in euros (not thousands of euros)

	RTD	Demonstration	Other	Management	Total
1. Personnel costs					
2. Other direct costs					
3. Subcontracts					
4. Total direct costs (Sum of rows 1, 2 and 3)					
5. Indirect costs					
6. Total costs (Sum of rows 4 and 5)					
7. Requested EC contribution					

*In row 1, insert your personnel costs for the work involved, differentiating between:*

**RTD activities:** activities directly aimed at creating new knowledge, new technology and products including scientific coordination.

**Demonstration activities:** activities designed to prove the viability of new technologies that offer a potential economic advantage, but which cannot be commercialised directly (e.g. testing of product-like prototypes).

**Other activities:** any specific activity not covered by the above-mentioned types of activity, such as dissemination and exploitation (including publications). These activities should be described in the proposal in a dedicated work-package, following the instructions provided in ANNEX V of this Guide.

**Management activities:** a very limited budget can be allocated to management activities to cover costs related to the financial and administrative management, except coordination of research and technological development activities.

**Please note that the EC funding for Demonstration costs can cover up to 50% of the total eligible project costs; on the contrary for RTD costs the EC funding can cover up to 75% of the total eligible project costs. Costs falling under the Other and Management budget categories can receive up to 100% funding.**

*In row 2, insert any other direct costs, for example equipment or travel costs. Costs for transport of SUNRISE re-deployable testbeds, where necessary for the implementation of the proposed activities, may be charged under this cost category.*

*In row 3, insert subcontracts. This category covers also the costs for obtaining the Certificate on Financial Statements (CFS), which has to be budgeted under the column Management. The Certificate on Financial Statements is requested only for participants asking for a contribution from the EU equal or superior to 375 000 Euro.*

*In row 4 calculate the sum of personnel, other direct costs and subcontracts.*

*In row 5, insert your indirect (overhead) costs.*

*Indirect costs are all those eligible costs which cannot be identified by the participant as being directly attributed to the project but which can be identified and justified by their accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project.*

You may use your actual overhead costs if this is possible within your organisation's accounting system. If not, you may use a calculated figure of 20% of the sum in row 1+2. If you are a non-profit public body, a research organisation, a secondary or higher education establishment or a small or medium-sized enterprise, you may use a calculated figure of 60% of the sum in row 1+2.

In row 6, calculate the sum of your direct and indirect costs.

In row 7 insert your requested EC contribution.

**RTD activities:** you may request up to 50% of the total cost figure. If you are a non-profit public body, a research organisation, a secondary or higher education establishment or a small or medium-sized enterprise, you may request up to 75% funding.

**Demonstration:** you may request up to 50% funding

**Other, Management:** you may request up to 100% funding

ONLY IN CASE OF PROJECTS INVOLVING MORE THAN ONE ORGANISATION, please fill in the following table with total costs for the whole consortium.

#### Costs for the whole consortium

	RTD	Demonstration	Other	Management	Total
1. Personnel costs					
2. Other direct costs					
3. Subcontracts					
4. Total direct costs (Sum of rows 1, 2 and 3)					
5. Indirect costs					
6. Total costs (Sum of rows 4 and 5)					
7. Requested EC contribution					

Note: If you are successful in the evaluation, your final costs and funding estimates agreed with the SUNRISE project will also be subject to the legal and financial verification by the Commission services.

More information on how to build your budget and on financial reporting can be found in the document "Guide to Financial Issues relating to FP7 Indirect Actions" available at [http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html#fp7](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#fp7).

## **Section B1: Scientific and/or technical quality, relevant to the topics addressed by the call**

### **B1.1 Concept and objectives**

*Describe in detail the S&T objectives of your proposed action and its technical merit. Show how objectives relate to the topic(s) addressed by this call. These objectives should be those achievable within the lifetime of your proposed action, not through subsequent development. They should be stated in a measurable and verifiable form.*

*For Type E Projects, describe the specific objectives for the feasibility study, including the elaboration of a business case/plan, which should be clear, measurable, realistic and achievable within the duration of the project (for Type E the expected duration is 6 months). Objectives should be consistent with the expected exploitation and impact of the project.*

### **B1.2 Progress beyond the state of the art**

*Describe the state of the art and the advance that the proposed project would bring about.*

### **B1.3 S/T methodology and associated work plan**

*A detailed work plan should be presented, broken down into work packages<sup>5</sup> (WPs) which should follow the logical phases of the implementation of your work, and include dissemination/exploitation, management and assessment of progress and results.*

*Please present your plan as follows:*

- i) Describe the overall strategy of the work plan*
- ii) Show the timing of the different WPs and their components (Gantt chart or similar).*
- iii) Provide a detailed work description broken down into work packages:*
  - Work package list (please use table 1.2a);*
  - Description of each work package (please use table 1.2b)*
  - Deliverable list (please use table 1.2c)*
  - Summary of staff effort (please use table 1.2d)*
- iv) Describe any significant risks and associated contingency plans.*

*The S/T methodology must highlight that the proposed activities are compliant with the SUNRISE architecture and interfaces, and provide a detailed description of the envisioned integration activities.*

*Note: The number of work packages must be appropriate to the complexity of the work. The planning should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the SUNRISE project.*

---

<sup>5</sup> A work package is a major sub-division of the proposed work with a verifiable end-point - normally a deliverable in the overall action.

Table 1.2a: *Template - Work package list*

**Work package list**

Work package No <sup>6</sup>	Work package title	Type of activity <sup>7</sup>	Person-months <sup>8</sup>	Start month <sup>9</sup>	End month <sup>10</sup>
	TOTAL				

**NOTE:** Start and end months are stated in relation to the SUNRISE schedule. The tentative start month for all selected sub-projects (subject to approval by the EC) is November 2015 (M1). The expected project duration lies between 6 to 10 months.

<sup>6</sup> Workpackage number: WP 1 – WP n.

<sup>7</sup> Please indicate one activity per work package: RTD = Research and technological development; DEM = Demonstration; MGT = Management of the consortium; OTHER = Other specific activities applicable in this call, including any activities targeted to dissemination, take up of SUNRISE results by Internet Application developers and entrepreneurs and networking activities.

<sup>8</sup> The total number of person-months allocated to each work package.

<sup>9</sup> Measured in months from your action start-date (month 1).

<sup>10</sup> Measured in months from your action start-date (month 1).

Table 1.2b: Template –Work package description

**Work package description**

<b>Work package number:</b>	WP<x>	<b>Start date or starting event:</b>	M<x>	<b>End:</b>	M<y>
<b>Work package title:</b>	<WP name>				
<b>Activity type<sup>11</sup>:</b>	<WP type> (RTD / DEM / OTHER / MGT)				
<b>Participant Number:</b>	1	2	3		
<b>Participant Short Name:</b>	<partner-1>	<partner-2>	<partner-3>		

**Objectives:**

**Description of Work** (possibly broken down into tasks)

**Task <x>.1:** <title of task>

**Task <x>.2:** <title of task>

**Task <x>.n:** <title of task>

**Deliverables** (brief description and month of delivery)

<sup>11</sup> Please indicate one activity per work package: RTD = Research and technological development; DEM = Demonstration; MGT = Management of the consortium; OTHER = Other specific activities applicable in this call, including any activities targeted to dissemination, take up of SUNRISE results by Internet Application developers and entrepreneurs and networking activities.

Table 1.2c: Template –Deliverable List

**Deliverable List**

<b>Deliverable Number<sup>12</sup></b>	<b>Deliverable name</b>	<b>WP number</b>	<b>Nature<sup>13</sup></b>	<b>Dissem. Level<sup>14</sup></b>	<b>Delivery date<sup>15</sup> (proj. month)</b>

<sup>12</sup> Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

<sup>13</sup> Please indicate the nature of the deliverable using one of the following codes: **R** = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other.

<sup>14</sup> Depending on the typology, deliverables will have dissemination level 'PU' (publicly available) or 'PP' (private to the consortium and SUNRISE partners).

<sup>15</sup> Measured in months from your action start date (month 1).

Table 1.2d: Summary of staff effort

**Summary of staff effort**

A summary of the effort is very useful for the evaluators. Please indicate in the table the number of person-months over the whole duration of the planned work, for each work package by each participant.

Identify the work-package leader for each WP by showing the relevant person-month figure **in bold** (only in case of projects submitted by a group of partners).

<b>Partic. no</b>	<b>Partic. Short name</b>	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>...</b>	<b>Total person-months</b>
1						
2						
3						
<b>Total</b>						

## **Section B2. Implementation**

### **B2.1 Management structure**

*There is no need to describe the management structures of the project, as, in case your proposal is awarded funding, you will be asked to sign the SUNRISE Grant and Consortium Agreement. It is sufficient to state that you have carefully read and understood the project management structures and procedures, and the obligations stemming from the SUNRISE Grant and Consortium Agreement, and that you are willing to accept them, should your proposal be selected for funding.*

### **B2.2 Participants**

*For each participant: provide a brief description of the organisation and of the previous experience relevant to the tasks it will undertake in this action. Provide also a short profile of the main individuals who will be undertaking the work.*

### **B2.3 Complementarity to the SUNRISE consortium**

*Show the complementarity to the SUNRISE consortium.*

*Furthermore:*

- a) **Subcontracting:** if any part of the work is to be subcontracted by the participant responsible for it, describe the work involved and explain why a subcontract approach has been chosen for it*
- b) **Other countries:** if one or more of the participants requesting EU funding is based outside of the EU Member States, Associated Countries and the list of International Cooperation Partner Countries<sup>16</sup>, explain in terms of project objectives why such funding would be essential.*

### **B2.4 Resources to be committed**

*Describe how the totality of the necessary resources will be mobilised, including any resources that will complement the EC contribution. Show how the resources will be integrated in a coherent way, and show how your overall financial plan for the action is adequate.*

*Please identify any major non-personnel direct costs and explain why they are necessary for the activity you propose.*

---

<sup>16</sup> Available at: [http://ec.europa.eu/research/participants/data/ref/fp7/206006/wp-2013-annex-1-icpc-list\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/fp7/206006/wp-2013-annex-1-icpc-list_en.pdf).

## Section B3. Impact

### B3.1 Expected impact

*Describe how your activity will contribute to the expected impact of the SUNRISE project. Mention the steps that will be needed to bring about these impacts. Mention any assumptions and external factors that may determine whether the impacts will be achieved.*

*For Type E Projects, please describe:*

- *user needs identified and how they will be met upon completion of the project*
- *the main economic benefits for the users*
- *the type of market, e.g. a niche market or high volume market. What is the estimation of total available market size and growth rate (mature or growing market)? What are the market trends?*
- *the most relevant market segments.*
- *the most important market barriers to be overcome.*
- *key stakeholders to be involved, if relevant.*

### B3.2 Dissemination and exploitation of results

*As part of the work executed within SUNRISE, the dissemination activities to be undertaken are briefly listed in ANNEX V of the present Guide.*

*For Type E Projects, if regulatory and/or standard requirements are to be fulfilled for the exploitation, please list them, and describe what are the plans to meet them. Indicate if and how these regulatory and/or standard requirements will be addressed in the work plan. Are you seeing any new market opportunity through regulatory requirements?*

## Section B4. Ethical Issues

*Describe any ethical issues that may arise in the action, filling the following form.*

	YES	Page Number
<b>Informed Consent</b>		
• Does the proposal involve children?		
• Does the proposal involve patients?		
• Does the proposal involve persons not able to give consent?		
• Does the proposal involve adult healthy volunteers?		
<b>Biological research</b>		
• Does the proposal involve human genetic material?		
• Does the proposal involve human biological samples?		
• Does the proposal involve human biological data collection?		
• Does the proposal involve human embryos?		
• Does the proposal involve human foetal tissue or cells?		
• Does the proposal involve human embryonic stem cells?		
<b>Privacy</b>		
• Does the proposal involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion,		

	YES	Page Number
religious or philosophical conviction)		
• Does the proposal involve tracking the location or observation of people without their knowledge?		
<b>Research on Animals</b>		
• Does the proposal involve research on animals?		
• Are those animals transgenic small laboratory animals?		
• Are those animals transgenic farm animals?		
• Are those animals cloned farm animals?		
• Are those animals non-human primates?		
<b>Research Involving Third Countries</b>		
• Is any part of the research carried out in countries outside of the European Union and FP7 Associated states?		
<b>Dual Use</b>		
• Does the research have direct military application?		
• Does the research have the potential for terrorist abuse?		
<b>ICT Implants</b>		
• Does the proposal involve clinical trials of ICT implants?		
<b>(IF NONE) I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL</b>		

## ANNEX III – Evaluation Form for Project Types A to D

**For Evaluators Only – this Form is provided to Applicants for information purposes only.**

**Individual evaluation/Consensus** (delete as appropriate)

<b>Proposal Acronym :</b>	
---------------------------	--

<p><b>1. Scientific and/or technological excellence (relevant to the topics addressed by the call)</b></p> <ul style="list-style-type: none"> <li>• <i>Soundness of concept, and quality of objectives</i></li> <li>• <i>Progress beyond the state-of-the-art</i></li> <li>• <i>Quality and effectiveness of the S/T methodology and associated work plan</i></li> </ul> <p><i>Note: when a proposal only <b>partially addresses the targeted objectives of the selected Project Type(s)</b>, this condition will be reflected in the scoring of this criterion.</i></p>	<p><b>Score:</b></p> <p><i>(Threshold 3/5; Weight 1)</i></p>
<p><b>2. Quality and efficiency of implementation and management</b></p> <ul style="list-style-type: none"> <li>• <i>Quality and relevant experience of the individual participants</i></li> <li>• <i>Level of complementarity to the SUNRISE Consortium</i></li> <li>• <i>Appropriateness of the allocation and justification of the resources to be committed (budget, staff, equipment)</i></li> </ul>	<p><b>Score:</b></p> <p><i>(Threshold 3/5; Weight 1)</i></p>
<p><b>3. Potential impact through development and dissemination of project results</b></p> <ul style="list-style-type: none"> <li>• <i>Contribution, at the European and/or international level, to the expected impacts listed in the Call Announcement</i></li> <li>• <i>Appropriateness of measures for the dissemination and/or exploitation of project results, and management of intellectual property.</i></li> </ul>	<p><b>Score:</b></p> <p><i>(Threshold 3/5; Weight 1)</i></p>
<p><b>Remarks</b></p>	<p><b>Overall score:</b></p>

	<i>(Threshold 10/15)</i>
--	--------------------------

0 The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information; 1 Poor The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses; 2 Fair While the proposal broadly addresses the criterion, there are significant weaknesses; 3 Good The proposal addresses the criterion well, although improvements would be necessary; 4 Very good The proposal addresses the criterion very well, although certain improvements are still possible; 5 Excellent The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

Does this proposal contain ethical issues that may need further attention ?	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>
---	------------------------------------	-------------------------------------

**I declare that, to the best of my knowledge, I have no direct or indirect conflict of interest in the evaluation of this proposal**

Name	
Signature	
Date	

## ANNEX IV – Evaluation Form for Type E Projects

**For Evaluators Only – this Form is provided to Applicants for information purposes only.**

**Individual evaluation/Consensus** (delete as appropriate)

<b>Proposal Acronym :</b>	
---------------------------	--

<p><b>1. Excellence</b>  <i>Note: The following aspects will be taken into account, to the extent that the proposed work corresponds to the targeted objectives of the selected Project Type(s):</i></p> <ul style="list-style-type: none"> <li>• <i>Clarity and pertinence of the objectives;</i></li> <li>• <i>Credibility of the proposed approach;</i></li> <li>• <i>Soundness of the concept, including trans-disciplinary considerations, where relevant;</i></li> <li>• <i>Extent that proposed work is ambitious, has innovation potential, and is beyond the state of the art (e.g. ground-breaking objectives, novel concepts and approaches).</i></li> </ul>	<p><b>Score:</b>  <i>(Threshold 3/5; Weight 1)</i></p>
<p><b>2. Impact</b></p> <ul style="list-style-type: none"> <li>• <i>Enhancing innovation capacity and integration of new knowledge;</i></li> <li>• <i>Any other environmental and socially important impacts;</i></li> <li>• <i>Effectiveness of the proposed measures to exploit and disseminate the project results (including management of IPR).</i></li> </ul>	<p><b>Score:</b>  <i>(Threshold 3/5; Weight 1)</i></p>
<p><b>3. Quality and efficiency of the implementation</b></p> <ul style="list-style-type: none"> <li>• <i>Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources;</i></li> </ul>	<p><b>Score:</b>  <i>(Threshold 3/5; Weight 1)</i></p>
<p><b>Remarks</b></p>	<p><b>Overall score:</b>  <i>(Threshold 10/15)</i></p>

0 The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information; 1 Poor The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses; 2 Fair While the proposal broadly addresses the criterion, there are significant weaknesses; 3 Good The proposal addresses the criterion well, although improvements would be necessary; 4 Very good The proposal addresses the criterion very well, although certain improvements are still possible; 5 Excellent The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

Does this proposal contain ethical issues that may need further attention ?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
---	-----------------------------	------------------------------

**I declare that, to the best of my knowledge, I have no direct or indirect conflict of interest in the evaluation of this proposal**

Name	
Signature	
Date	

## **ANNEX V – Dissemination activities to be included in project proposals**

*Below a complete list of the main dissemination tasks to be undertaken by new beneficiaries selected through the SUNRISE competitive calls. This list is non-exhaustive and other dissemination activities can be proposed by prospective applicants.*

- **T1:** Participation in SUNRISE dissemination and training events.
- **T2:** Presentation of the funded project's results at events organised by the European Commission and by consortia of related projects, as well as in occasion of any other relevant events in the fields touched by SUNRISE.
- **T3:** Preparation of videos, posters and interactive demos.
- **T4:** Publication of press releases.
- **T5:** Contribution to enlarging open data and open source SUNRISE repositories.