Project Outline Proposers GUIDE

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0   Preamble

The Project Outline (PO) gives a short overview of the project and is
used for: ♣ Proposals' pre-selection
 ♣ Preliminary information and budget discussion between EUROGIA2030 Organisation andconcerned Public Authorities,
 ♣ Early Technical Committee's advice to proposers,
 ♣ General information exchange within EUROGIA2030 Organisation.

1   Introduction

This document provides guidance on how to prepare and submit an effective Project Outline. Complementary information on the EUROGIA2030 programme and rules is available in EUROGIA2030 White Book and EUROGIA2030 Regulations. Both documents are available on the EUROGIA Website, but can be also provided by contacting the EUROGIA2030 Office.

2   PO format

Project Outlines must be written in English, based on the model provided in **Template section of the Eurogia website**

EUROGIA2030 Project Outline Template in word format can be obtained via the EUROGIA Office or downloaded from the EUROGIA2030Website. It contains on each page cross-references explaining what kind of information is asked for.
The proposer is recommended to fill in and provide "Proposal Overview" and "Consortium

Overview" forms, the "Preliminary Specifications" list and "Market and Product Output" tables, and to adhere to the content's plan, as they are designed both to ensure all necessary information is collected and to allow a fair and equal comparison between proposals.

3   Proposal Content Plan

A.   Proposal overview

This part consists of a form to be duly completed, taking into account the following recommendations:

- ▪ *Proposal title*: Choose a short self-explanatory title which highlights the main topics addressed in the proposal.
- ▪ *Proposal acronym*: Provide a short title or acronym (no more than 20 characters), to identify the project. It could be useful to repeat this acronym on each page of the proposal.
- ▪ *Proposal abstract*: this proposal abstract of **150-250 words** should provide a clear understanding of the objectives of the project, of how they will be achieved and why they are relevant to the EUROGIA2030 goals.
- ▪ *Relevance to EUROGIA Market field and application*: please refer to the Eurogia Technology Roadmap to provide these information

B.   Consortium Overview (2 tables)

The consortium overview form consists of 2 tables to be duly completed with the requested information. The aim of the form is to give a brief description of each partner within the consortium regarding its profile and activities, but also its role and involvement in the project.

C.   Consortium Description

In this part, legal information (full legal name, legal address, usual short name or acronym) and a short description of all partners must be provided. The partner short description must be less than 5 lines.

D.   Description of work planned

 This part mainly gives an overview of project set up ,**main tasks, and relevant milestones and deliverables,including any "go/no-go" decisions.**

This work plan can be divided into 3 or more phases if needed. Each phase description should be about halfa page long.

E.   Cost and manpower information

Estimated cost and relevant manpower per year and per partner must be presented as suggested in Chapter 5 of the Annex (PO Template) with the requested **breakdown (personnel, equipment, sub- contracting)**. Costs must be preferably expressed in M€ (**Millions of EUROS**) and manpower in **person-year**. An overview of the **project's financial engineering** must be presented so as to identify all projected sources of financing.

F. Preliminary specifications

For each product (or process) that is considered a primary objective of the proposal, list the most important
target specifications, or those that best reflect the **level of innovation**.

G. Market and product output of the project

This part should be presented in a table and should briefly address the following items:
- Exploiting partners names
- Expected product/process/service
- World market in turnover size
- Expected market share
- Expected turnover
- Main competitors

4   When to submit a Project Outline?

PO's can be submitted before the Call deadline and will be considered for evaluation three to four weeks after the project submission deadline.

5   How to submit a Project Outline?

Proposers are requested to submit their project outline (PO) through the online project submission toolhttps://cluster-projects.eurestools.eu/.
In case of technical failures, it is recommended to send the PO preferably as a PDF document tocontact@eurogia.com .

6   Acknowledgement of receipt

Once a proposal has been received by the EUROGIA Office, an acknowledgement of receipt will be sent tothe co-ordinating contact person within the proposal who is requested to distribute a copy to his partners.

7   Key recommendations and Eligibility Criteria

EUROGIA2030 Project submission ELIGIBILITY criteria are:

- The consortium should include at least two companies from different EUREKA participating countries. The participation of research institutes/universities is welcome according to each country's funding regulations.

- The project partners must express their willingness to cooperate, on a win-win/fair basis in the development of a new product, industrial process Industry standard or service.

- The product, process or service must be innovative and there must be a technological risk involved.

- The project should benefit all involved partners in a well-balanced consortium. SME's are

explicitly encouraged to participate in the proposals. (well-balanced means that one partner, or country, can hold at max around 70% of the project. This is not a strict eligibility criteria, but it will be considered in evaluation phase)

- The project should generate an obvious advantage and added value resulting from the technological cooperation between the participants (new technologies, standardization, prototyping, field trials, new or improves products, increased knowledge, access to R&D infrastructure etc.).

- Economic and Societal benefits to be obtained (where relevant) must be highlighted in the project proposal.

- A project consortium or cooperation agreement (PCA) must be signed between the project partners as soon as possible after the project starts. PCA templates are available for use if required.

Most EUREKA Member Countries expect that the project will contribute to a significant investment in R&D (people, equipment, etc.), industry competitiveness through industrial innovation and that it will directly involve SMEs and Public Research Laboratories. Further information about the funding conditions of EUREKA Member Countries can be found on EUROGIA2030 Website.

8   Proposals' Hearing

As a unique feature of the EUROGIA2030 evaluation procedure, proposers are requested to present the proposal's technical objectives to the Technical Committee members. In addition to these objectives, attention should be given to the technical background, the state-of-the-art within the consortium and the technical innovation of the proposed project. Administrative aspects do not necessarily need to be presented, as they should be clearly described in the PO itself. The oral presentation (15 minutes) is followed by 10-15 minutes Q&A session, during which, proposers are addressing questions raised by the Technical Committee Members.

> **This oral presentation allows the Technical Committee (TC) members to better evaluate the technical content of the proposal, as this is often difficult to describe precisely and succinctly within the limitations of the written PO. The allotted time for the hearing , including questions from the TC members is 40 minutes maximum.**