



Implementation Section

Proposal template

*Euresearch Regional Office Bern
Grants Office University of Bern*

friederike.bernsdorff@unibe.ch

Proposal template

The diagram consists of three circles arranged horizontally. The first circle on the left is white with a teal outline and contains the text 'Chapter 1. Excellence'. The middle circle is also white with a teal outline and contains the text 'Chapter 2. Impact'. The third circle on the right is solid teal with a dark grey outline and contains the text 'Chapter 3. Implementation'.

Chapter 1.
Excellence

Chapter 2.
Impact

Chapter 3.
Implementation

Evaluation Criteria - Quality and Efficiency of the Implementation



Aspects to be taken into account

- Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall
- Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise

Chapter 3. Implementation – An overview

3.1 Work plan and resources

[e.g. 14 pages – incl. tables]

- Overall structure of work plan
- Timing (Gantt Chart)
- Inter-relations (Pert Chart)
- Table 3.1a: List of work packages
- Table 3.1b: Work package description
- Table 3.1c: List of deliverables
- Table 3.1d: List of milestones
- Table 3.1e: Critical risks for implementation
- Table 3.1f: Summary of staff effort
- Table 3.1g: 'Subcontracting costs' items
- Table 3.1h: 'Purchase costs' items
- Table 3.1i: 'Other costs categories' items

3.2 Capacity of participants and consortium as a whole *[e.g. 3 pages]*

- Consortium description
- Inclusion of SSH, gender aspects of R&I, open science practices
- Access to critical infrastructure
- How partners complement one another
- Contribution of each partner, valid role
- Industrial/commercial involvement
- Other countries and international organisations

New:

Description of management structure & innovation management not required anymore.

Proposal template (RIA & IA)



3.1 Work plan and resources [e.g. 14 pages – including tables]

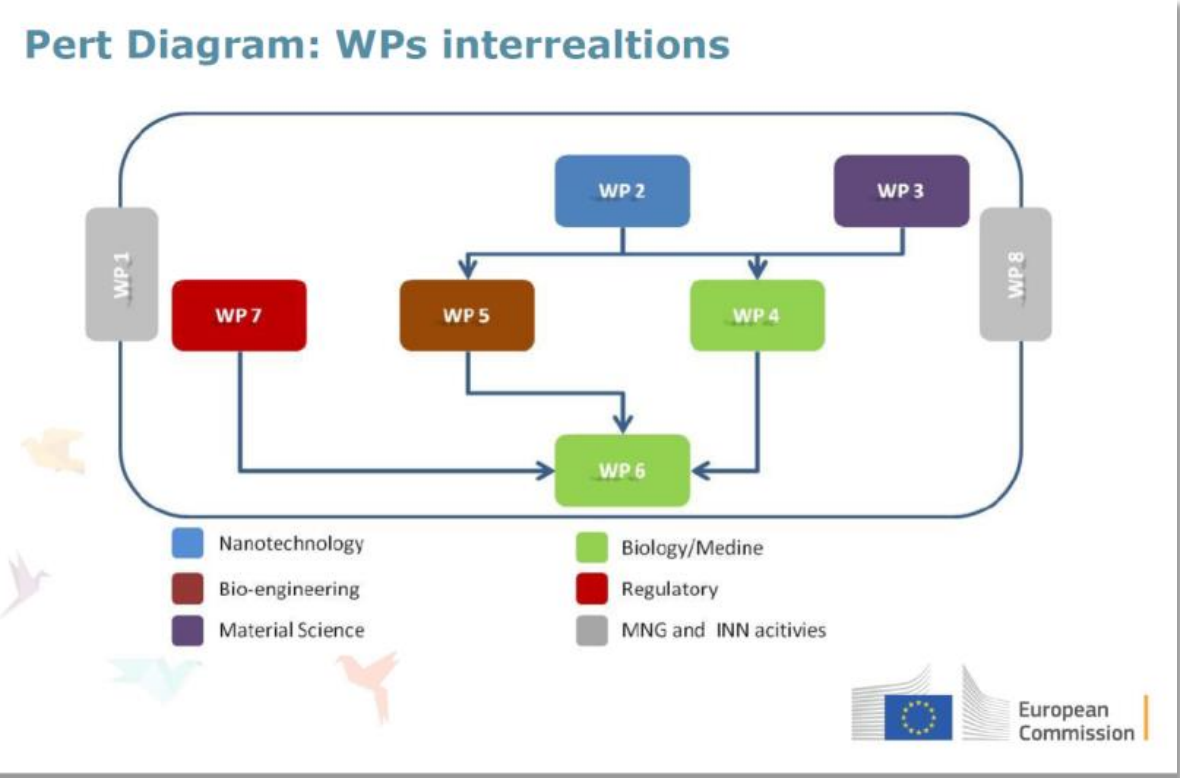
Please provide the following:

- brief presentation of the overall structure of the work plan;
 - timing of the different work packages and their components (Gantt chart or similar);
 - graphical presentation of the components showing how they inter-relate (Pert chart or similar).
 - detailed work description, i.e.:
 - a list of work packages (table 3.1a);
 - a description of each work package (table 3.1b);
 - a list of deliverables (table 3.1c);
- ⚠ Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. The number of work packages should be proportionate to the scale and complexity of the project.*
- ⚠ You should give enough detail in each work package to justify the proposed resources to be allocated and also quantified information so that progress can be monitored, including by the Commission*
- ⚠ Resources assigned to work packages should be in line with their objectives and deliverables. You are advised to include a distinct work package on 'project management', and to give due visibility in the work plan to 'data management' 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages.*
- ⚠ You will be required to update the 'plan for the dissemination and exploitation of results including communication activities', and a 'data management plan', (this does not apply to topics where a plan was not required.) This should include a record of activities related to dissemination and exploitation that have been undertaken and those still planned.*
- ⚠ Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the application forms, and the number of person months, shown in the detailed work package descriptions.*
- a list of milestones (table 3.1d);
 - a list of critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. You will be able to update the list of critical risks and mitigation measures as the project progresses (table 3.1e);

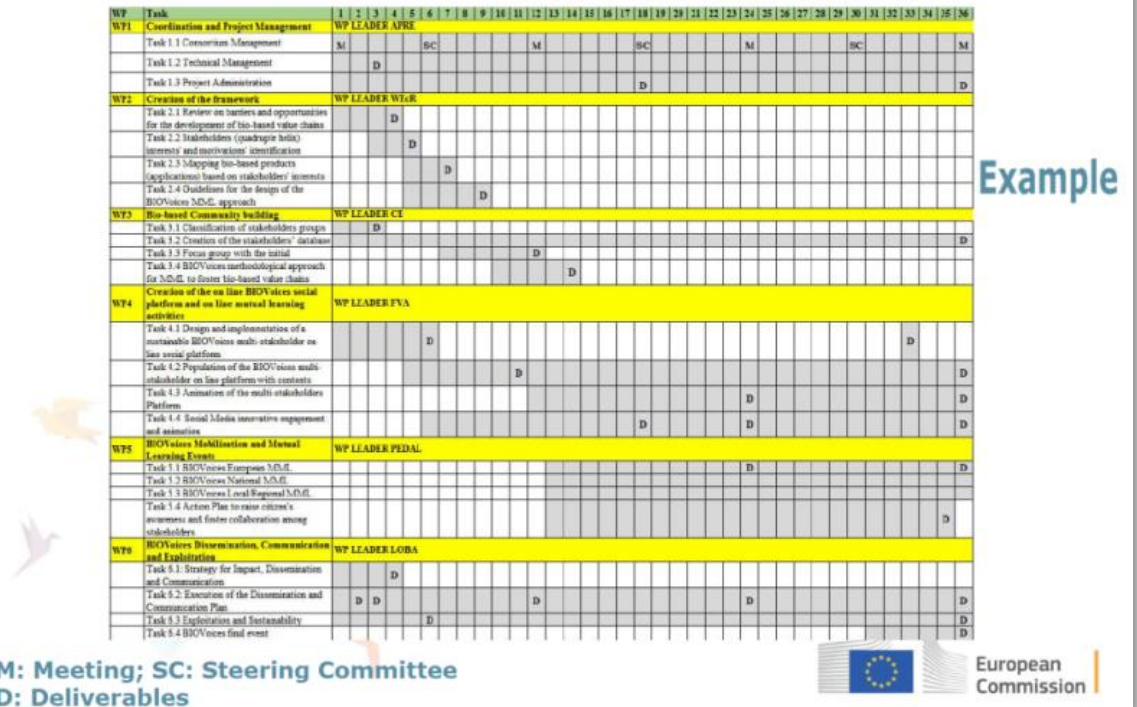
- a table showing number of person months required (table 3.1f);
- a table showing description and justification of subcontracting costs for each participant (table 3.1g);
- a table showing justifications for 'purchase costs' (table 3.1h) for participants where those costs exceed 15% of the personnel costs (according to the budget table in proposal part A);
- if applicable, a table showing justifications for 'other costs categories' (table 3.1i).

Work plan

Timing – Gantt Chart



Gantt Chart: work in time



Interrelations – Pert Chart

Work packages



Table 3.1a: List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
				Total person-months		

Objectives are the **goals** of the work performed within the project, in terms of its research and innovation content.

This will be translated into the project's **results**.

Table 3.1b: Work package description

For each work package:

Work package number	Lead beneficiary					
Work package title						
Participant number						
Short name of participant						
Person months per participant:						
Start month				End month		

Objectives

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

Deliverables (brief description and month of delivery)

Deliverables



A deliverable is a **report** that is providing information to ensure effective **monitoring** of the project.

You **must** include deliverables for:

- Data management plan (DMP) (M6)
- Plan for dissemination and exploitation *(including communication activities)* (M6)
- **Please read your topic of interest carefully for other compulsory deliverables**

Table 3.1c: List of Deliverables²

Only include deliverables that you consider essential for effective project monitoring.

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)

KEY

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.

Type:

Use one of the following codes:

- R: Document, report (excluding the periodic and final reports)
- DEM: Demonstrator, pilot, prototype, plan designs
- DEC: Websites, patents filing, press & media actions, videos, etc.
- DATA: Data sets, microdata, etc.
- DMP: Data management plan
- ETHICS: Deliverables related to ethics issues.
- SECURITY: Deliverables related to security issues
- OTHER: Software, technical diagram, algorithms, models, etc.

Dissemination level:

Use one of the following codes:

- PU – Public, fully open, e.g. web (Deliverables flagged as public will be automatically published in CORDIS project's page)
- SEN – Sensitive, limited under the conditions of the Grant Agreement
- Classified R-UE/EU-R – EU RESTRICTED under the Commission Decision No2015/444
- Classified C-UE/EU-C – EU CONFIDENTIAL under the Commission Decision No2015/444
- Classified S-UE/EU-S – EU SECRET under the Commission Decision No2015/444

Delivery date

Measured in months from the project start date (month 1)



Milestones are **control points** in the project that help to chart the progress.

- May be critical decision point
- Can be an achievement of a key deliverable
- Become contractual obligation and will be monitored
- Should be **verifiable/measurable**
- Not every WP needs a MS, only indicate when necessary

Table 3.1d: List of milestones

Milestone number	Milestone name	Related work package(s)	Due date (in month)	Means of verification

KEY

Due date

Measured in months from the project start date (month 1)

Means of verification

Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype that is 'up and running'; software released and validated by a user group; field survey complete and data quality validated.

Example:

Point when the consortium must decide, which of the several technologies to adopt for further development

Critical risks



A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

Answer to possible concerns of the evaluators:

- What harms the project implementation?

Name an appropriate amount of risks and show that you are prepared for these risks:

- What kind of measures can reduce risks?
- Is there a contingency plan?

Table 3.1e: Critical risks for implementation

Description of risk (indicate level of (i) likelihood, and (ii) severity: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures

Definition critical risk:

A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

Level of likelihood to occur: Low/medium/high

The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.

Level of severity: Low/medium/high

The relative seriousness of the risk and the significance of its effect.

NEW!

Critical risks (cont.)



Categories of risks could be:

Regulatory: Delay in the ethical/regulatory approvals

Scientific: Knowledge may not be available or could not be developed

Technical: Objectives may be beyond state-of-the art technologies

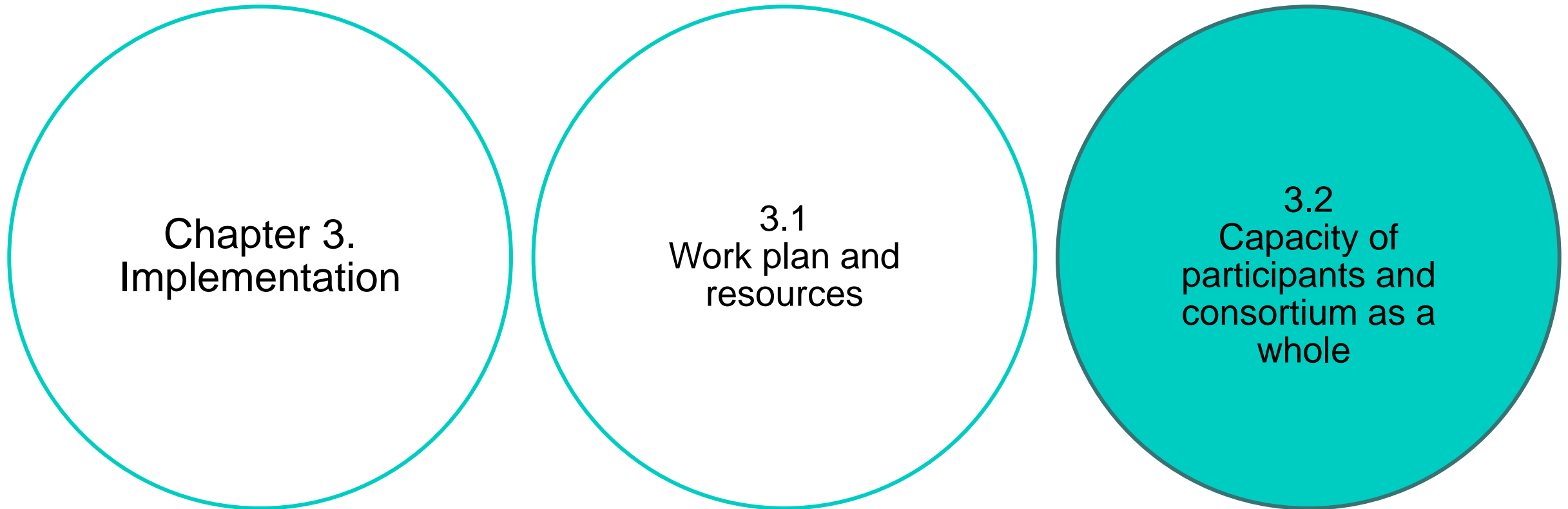
Economic: Solutions may be too expensive to achieve results

Legislation: Approach cannot be used due to existing legislation


Ethical: Solution may infringe ethics rules

Social: Approach not socially acceptable

Proposal template (RIA & IA)



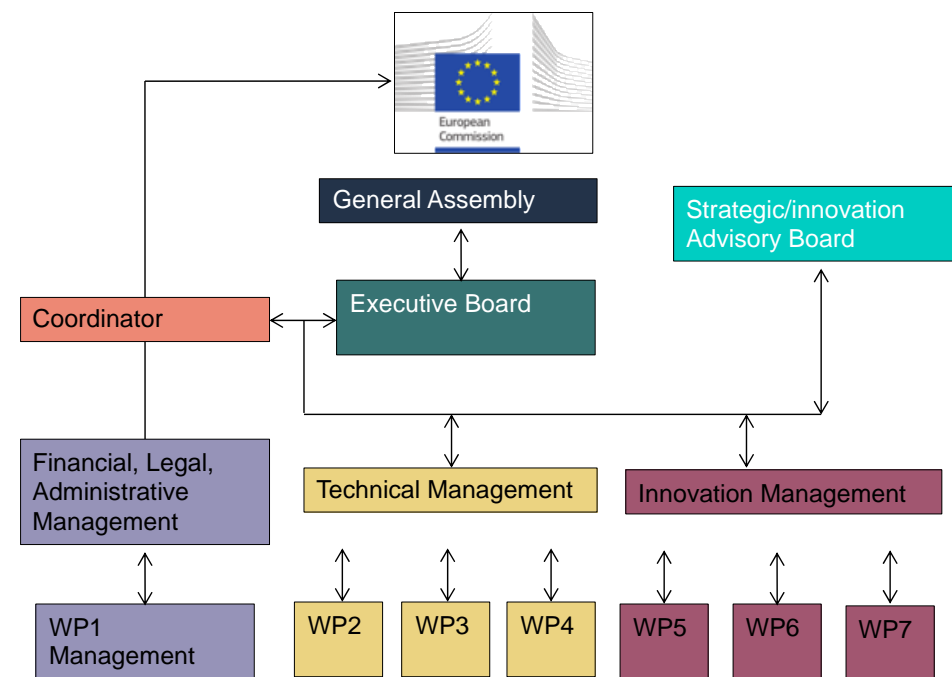
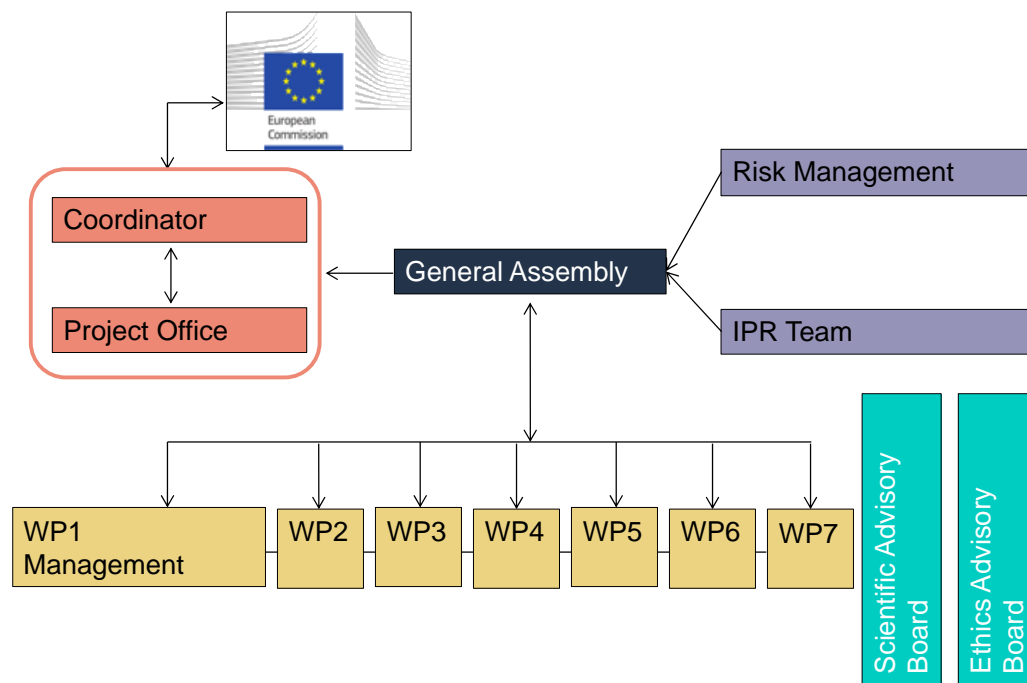
3.2 Capacity of participants and consortium as a whole [e.g. 3 pages]

 *The individual members of the consortium are described in a separate section under Part A. There is no need to repeat that information here.*

- Describe the consortium. How does it match the project's objectives, and bring together the necessary disciplinary and inter-disciplinary knowledge. Show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I, as appropriate.
- Show how the partners will have access to critical infrastructure needed to carry out the project activities.
- Describe how the members complement one another (and cover the value chain, where appropriate)
- In what way does each of them contribute to the project? Show that each has a valid role, and adequate resources in the project to fulfil that role.
- If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.2).
- **Other countries and international organisations:** If one or more of the participants requesting EU funding is based in a country or is an international organisation that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in the Work Programme General Annexes B are automatically eligible for EU funding), explain why the participation of the entity in question is essential to successfully carry out the project.

New:
Individual descriptions of
consortium members &
ethics moved to Part A

Management Structures – Examples



New:

Description of management structure is not required anymore.
You can include it, if you have the space.

Chapter 3. Implementation - Main changes

(compared to the H2020 proposal template)

- Management structure not evaluated anymore
- Only two subchapters (work plan and resources combined in one)
- Assessment of the capacity of applicants included in the evaluation

DOs

&

DON'Ts

Concrete and precise planning

Details and quantification

Use tables

Well-timed tasks and activities with well-balanced allocation to partners

Complementary partners who synergize well in expertise and tasks

Don't do copy-pastes from other previous proposals

Don't forget the details

Don't take partners who are joyriders with no significant role and tasks

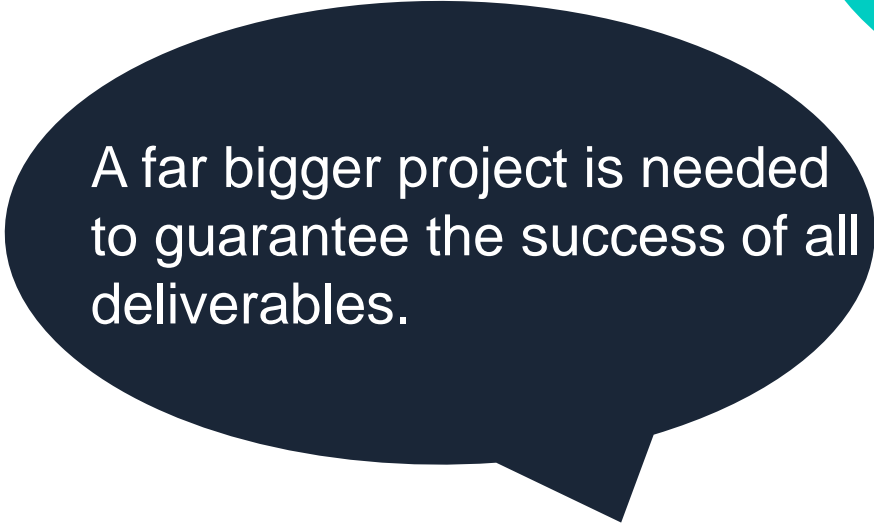
Don't plan vague deliverables and milestones

Feedback from the evaluations or what to avoid


Comments from Evaluation Summary Reports (ESR) of H2020 proposals



The risk assessment is not convincing.



A far bigger project is needed to guarantee the success of all deliverables.



The overall project management is inadequate and no management work package is planned in the work plan.

Bottom Line



Don't give away any of these points as the implementation part and the good description of it will help you during the projects lifetime.

Don't hesitate to contact your Euresearch Regional Office or your National Contact Point (NCP) at Euresearch for questions.



Euresearch Regional Office Bern Grants Office University of Bern

friederike.bernsdorff@unibe.ch

*Please contact your Regional Office at Euresearch
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