



ARIMNET2 CALL 2016

PROPOSAL FORM PARTS A & B

All forms for proposal submission can be downloaded from the ARIMNet2 website <http://www.arimnet2.net> and the submission platform www.arimnet-call.eu.

Only one single proposal is required for each project involving the research partners of the consortium. **Proposals must be completed in English** and submitted by the **Coordinator of the Research Consortium** on behalf of the Research Consortium, **respecting the deadline**.

PART A: Administrative and budget information to fill online **(www.arimnet-call.eu)**

1. Administrative details will have to be filled in online using the ARIMNet2 submission website.

The following items will be asked:

- Project title (max. 200 characters),
- Project acronym (max. 20 characters),
- Topic (to be selected from 2 call topics),
- List of partner countries (use acronyms, ex: FR, TN, IT, etc.),
- Summary of the proposal (3,100 characters, spaces included),
- Keywords (project-specific) (max. 5 keywords; max. 100 characters),
- Duration of the proposed research project (in months, max. 36 months),
- Coordinator and partner information (see the following table).

The project coordinator should fill in for each partner of the consortium the following online information. The filled information is collated automatically in the generated proposal.

Coordinator / Partner (specify)	
Contact person	
Title / position	
Organisation	
Type of organisation (university, research institution, private company, etc.)	
Acronym	
Address	
Country	
Email	
Phone	

2. Financial plan

The project coordinator should fill in the following table on behalf of each consortium partner. Each partner should check the national regulations of its own country in order to prepare the financial part of its participation to the project. The national regulations are available at www.arimnet2.net/ / www.arimnet-call.eu. If you have any questions about financial issues, please contact your national contact point (see the list of contacts available on the call website).

The following indicative table should be filled in for each partner according to related national regulations specificities.

No of the partner	Country	Funding Agency *	Funding	Man-months (months)	Personnel costs			Consumables	Travel & subsistence	Equipment	Other costs (to be specified)*	Overheads	TOTAL
					Permanent staff	Temporary staff except PHD	PhD						
			Required funding										
			Own funding										
			Total										

NB: The coordinators of the projects selected for funding should include in their budget the fees to cover their participation to the three (3) follow up meetings with the ARIMNet2 funding agencies.

- For Tunisia, please precise the funding agency to whom you request the funds.

PART B: Scientific description and implementation of the proposals

PART B of the proposal is the core part of the project document. It should not exceed **30 A4 pages in total**. The following format should be used: Arial, 11 pt, single space, 2 cm left/right margins, 3 cm top/bottom margins.

PART B should be uploaded to the submission site as an unprotected .pdf file (not scanned). Please name the file as: [proposal identification number]_[project acronym] (for example: 99_ARIMNet).

Full proposals should address the following items:

1. **Cover Page (1 page; see table in Annex)**
2. **Project summary** suitable for web publishing (no more than 3,100 characters, spaces included)
3. **Scientific quality of the project**

3.1 *Concept and objectives*

- Relevance of the proposal with regards to the topics addressed by the call
- Background / state of the art in the field and concept
- Aim, objectives and hypotheses

3.2 Quality and effectiveness of the scientific project, and associated work plan

- Overall strategy
- Overall work plan and project's target objectives
- Methodology
- Innovative approach
- Description of the work packages (use the template provided in annex)
- List of deliverables (use the template provided in annex)
- Timing (Gantt chart)

4. Project Implementation

4.1 Management structure and procedures (Governance and global organization of the project, organisation structure of the project team)

4.2 Individual participants (Qualification of the individual persons involved in the management of the project including subcontractors)

4.3 Consortium as a whole (Statement describing how/why the proposal has a clear added value of being carried out on a transnational basis, description of the specific integration of participants in the transnational consortium structure)

4.4 Risks and contingency plan (Description and definition of potential risks to the implementation and success of the project, description of how the chances for success are maximized, and proposition of a contingency plan)

5. Impact

5.1 Expected results and their impact/application, including the impact in terms of innovation (Expected impacts listed in the call text)

5.2 Spreading excellence, exploiting results, disseminating knowledge (Dissemination plan and/or exploitation of results. The dissemination plan should specify the planned national and international dissemination activities, communication and publication plans)

5.3 Mobility & training (PHD and post-doc mobility between partners is highly encouraged)

6. References used for the project's description (please use a format containing the following information: Surname, A., Surname, B. and Surname, C. (Year): Title of paper, Journal, Volume, Pages) max. 30 references.

7. Ethics (Description of the societal and ethical aspects such as environmental, human or animal welfare, intellectual or cultural development that could cause societal or ethical concerns or contribute to progress in these areas) (Refer to the H2020 guidelines - http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/ethics-eit_en.pdf) (max. 0.5 page).

8. Resources to be committed: Scientific justification of required funds
In this part, each partner should justify from a scientific and technical point of view the various expenses mentioned in PART A (Financial Plan) (no more than 1 page per partner).

PART B should not be more than 30 pages, all sections 1-8 and forms included.

ANNEX

Please use the following templates:

❖ **COVER PAGE (1 page)**

- Title of the proposal
- Acronym
- Proposal ID (number given when you register on the submission system platform)
- List of participants:

Participant No *	Participant organisation name	Country
1 Coordinator		
2 Partner		
3		

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

❖ **Work package description template (1 page/WP)**

Work package number		Start date		
Work package title				
Participant number	P1	P2	P3
Participant short name				
Person months per participants				

Description of work

Task 1.1

Task 1.2

Task 1.3

Deliverables (brief description and month of delivery)

D1.1

D1.2

.....

Deliverables' description template

Deliverables list						
No	Deliverable name	WP no.	Lead participant	Nature	Dissemination level	Delivery month

NB: indicate the different meetings planned

- ❖ Deliverable numbers in order of delivery dates. Please use the numbering convention **WP number.Deliverable Number within that WP**. For example, D4.2 would be the second deliverable from Work Package 4.
- ❖ Please indicate the nature of the deliverable. For example Report, Paper, Book, Protocol, Prototype, Website, Database, Demonstrator, Meeting, Workshop...
- ❖ Please indicate the dissemination level using one of the following codes: PU = Public; INT= Internal (Restricted to other project participants); RE = Restricted to a group specified by the consortium; CO = Confidential, only for members of the consortium.
- ❖ Deliverables are measured in months from the project start date (month 1).