

Pilot Establishment Instrument 1

Proposal Template

|  |  |
| --- | --- |
| Grant Agreement No. | 873087 |
| Project Name | Smart Human Oriented Platform for Connected Factories (SHOP4CF) |

**Background Information for Applicants**

Please use this template for submitting your proposal.

Page limits refer to the following text style (Style “*1) Body Text SHOP4CF”* in MS Word):

* Font: Trebuchet 11pt
* Line spacing: single
* Paragraph spacing: 11pt before and after
* Page size: A4
* Margins: according to this template

The proposal as a PDF file must be submitted electronically via the SHOP4CF [open call platform](http://opencalls.shop4cf.eu/call/pilot-establishment-instrument-1). The budget request must be provided by completing the respective online form on the platform. Proposal and budget information will be merged automatically into a single PDF.

This template includes instructions (in red) to guide the proposal writing. These instructions should be deleted before submitting the final proposal. The tables in this template contain mandatory information of your proposal.

-------- The proposal template to be filled in starts here------

**Proposal Information**

Proposal name:

Proposal acronym:

Table 1: Consortium

|  |
| --- |
| Project partner 1 (contact person) |
| First and last name |  |
| Email |  |
| Organisation and short name |  |
| Country |  |
| Project partner 2 |
| First and last name |  |
| Email |  |
| Organisation and short name |  |
| Country |  |

# Abstract (limit: 1 page A4)

Please provide a short summary of your proposal. Expected is a “Mission Statement” summarizing the technical approach, the value proposition and the innovative power of your concept.

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# Technical Aspects (Limit: 4 A4 pages)

* Describe the **pilot/use case** that you plan to build.
* Which of the **pre-existing components** are you planning to integrate? Please find a list of pre-existing components in the Guide Section 5 and Appendix A. Note that at least a single pre-existing component is required to be adopted and that the total amount of components (new and pre-existing components) should be three or higher. Please refer to the guide for more information.
* Describe the **new component(s)** that you intend to develop. Note that at least a single component is required to be developed from scratch and that the total amount of components (new and pre-existing components) should be three or higher. Please refer to the guide for more information.
* Outline the **characteristics of the industrial environment,** in which the pilot will be implemented.
* Provide a clear indication of the expected **Technology Readiness Level**. Please find more information in the Guide Chapter 3 as well as the respective evaluation criteria in Chapter 11 (see the last criteria in the *technical aspects* section).
* Please describe how you address **human factors**. Please find more information in the Guide Chapter 6.
* Outline the added value the intended use case and the components will bring to the project as a whole.

# Expected Impact (Limit: 4 A4 pages)

* Describe the impact generated by your solution (e.g., long-term effect on the target domain that you address, the relevant stakeholders, market disruption etc.).
* Outline the potential to create new markets or create a market disruption together with a convincing specification of the substantial demand (including the customer’s willingness to pay) for the innovation. Please clearly identify the total market size.
* Realistic and relevant analysis of market conditions and growth rate, competitors and competitive offerings, key stakeholders, clear identification of opportunities for market introduction, market creation or disruption (e.g., via new value chains).
* Define how and to which degree your undertaking will promote the adoption of SHOP4CF in new domains or regions (economic and geographic scalability of your solution).
* Describe the contribution of a large corporate (if any) to the pilot itself (e.g., through in-kind contributions) and their interest to support the development and promotion of the SHOP4CF innovation ecosystem.
* Realistic and relevant strategic plan for commercialization, including approximate time-to-market or time for deployment.
* Outline the exploitation plan of the results/outcomes of your proposed work.
* Provide a dissemination plan for your project, including an analysis of the stakeholders you intend to address and the channels you will use to reach out to them.
* Description of how the innovation leads to benefits for the applicant companies.

# 3. Implementation (Clarity of the Work Plan) (Limit: 6 A4 Pages )

Please provide a realistic timeframe and comprehensive description of the implementation (work packages, major deliverables and milestones, risk management) by taking your innovation ambitions and objectives into account.

## 3.1 Workplan

Please provide a detailed description of the scientific and technological approach and/or methodology. Specify milestones and describe how they will be reached. Please make sure that the fulfillment of milestones can be demonstrated/measured by concrete results. Describe how you will address the required KPIs. Describe the overall work plan through the following subsections.

## 3.1.1 Task list

Please provide a task list with the requested details by filling out the following table (add rows if needed):

Table 2 Task list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task No. | Task Title | Lead Participant | Start month | End month |
| T1 |  |  |  |  |
| T2 |  |  |  |  |
| T3 |  |  |  |  |
| T4 |  |  |  |  |
| T5 |  |  |  |  |

## 3.1.2 Description of individual tasks

Please provide the details of each task and state the role of each partner. Please explain further the complexity and overall value of the proposed work (add a table for each task).

Table 3 Description of the task

|  |
| --- |
| Task 1: [name and timing information, from month to month] |
| Participant | **Role** | **Person-month** |
|  |  |  |
|  |  |  |
| Objectives: |
| Description of work and contribution of individual participants: |

## 3.1.3 List of deliverables

Please explain the deliverables that you will reach during implementation of your project (there should be at least one deliverable at the end of the first four months). This allows your moderators from the SHOP4CF consortium to decide whether your experiment is on track and take corrective actions if necessary. (add rows if needed)

Table 4 List of deliverables

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Deliverable Title/Description | Task No. | Nature[[1]](#footnote-2) | Dissemination level[[2]](#footnote-3) | Delivery date[[3]](#footnote-4) |
| D1 |  |  |  |  |  |
| D2 |  |  |  |  |  |
| D3 |  |  |  |  |  |

## 3.1.4 List of milestones

Please describe and explain the milestones that indicate major results that will be achieved during the undertaking and explain how you want to achieve them. Please specify the results achieved with each of the milestones and turn them into quantifiable targets. (add rows if needed)

Table 5 List of milestones

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone No | Milestone Name | Tasks involved | Expected date | Means of verification |
| M1 |  |  |  |  |
| M2 |  |  |  |  |
| M3 |  |  |  |  |

## 3.1.5 List of Key Performance Indicators

Please list and describe Key Performance Indicators (KPIs that can be technical and economical) describing the impact of the proposed solution. These KPIs should illustrate the impact of your solution on the respective pilot, relevant stakeholders and the SHOP4CF innovation ecosystem. What is the unique contribution you can make? Note that these KPIs will be important to track your progress and is the basis for potential corrective measures. Moreover, the interim payment of 40% of the estimated costs will be made after the fourth month upon achievement of specific KPIs. Please take care to also propose specific KPIs at the end of the fourth month in which the interim payment will be made. (add rows if needed)

Table 6 List of KPIs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| KPI No | Description of KPI | Target | Target M\* | Achievement verification |
| KPI1 |  |  |  |  |
| KPI2 |  |  |  |  |
| KPI3 |  |  |  |  |

\*month of the project implementation

## 3.1.6 TRL Definition

Shortly describe the technical readiness of the targeted pilot and indicate the TRL (see Guide Section 3 for more details).

## 3.1.7 Risks

Please identify and explain the possible risks (technical, economical, and others) for the implementation of your proposed work. Please describe your plan to address and mitigate these risks (add rows if needed):

Table 7 List of risks

|  |  |  |
| --- | --- | --- |
| Risk No. | Description of Risk | Mitigation plan |
| R1 |  |  |
| R2 |  |  |
| R3 |  |  |

## 3.2 Consortium as a whole

Please provide a short description for each partner, including a potential corporate sponsor, and their respective affiliation. Please specify further their role in the project, emphasizing expertise, experience relevant to the proposed work and how they can contribute to promoting the further development of the SHOP4CF innovation community. Please also name the representative(s) of your organization(s) who will be involved in the implementation of the project, provide a short overview of the expertise of each of them and indicate their commitment expressed in percent with respect to their full-time equivalent.

## 3.3 Overall experiment resources – costs

Please detail the budget that you will need for implementing your proposed work in the table below. Describe the personnel costs and expenses for travelling and consumables for each partner of the consortium.

Table 8 Budget

|  |  |
| --- | --- |
| Partner 1: | Partner 2: |
| Cost category | **Cost (€)** | **Cost category** | **Cost (€)** |
| 1. Personnel costs  |  | 1. Personnel costs  |  |
| 2. Travel expenses |  | 2. Travel expenses |  |
| 3. Consumables  |  | 3. Consumables  |  |
| Costs (1+2+3): |  | **Costs (1+2+3):** |  |
| Funding rate: |  | Funding rate: |  |
| Budget: |  | **Budget:** |  |
| Total budget (Budget Partner 1 + Budget Partner 2): |  |

The funding rate for non-profit organizations is 100% and for for-profit organizations, the funding rate is 70%. If any, please specify any added value in-kind contributions (e.g. from a corporate “sponsor”) that contributes to the realization of the pilots objectives, and may support the further visibility or development of the SHOP4CF innovation community.

# Intellectual Property and Ethical issues (limit: 1 A4 Page)

Please describe how you plan to address IP (e.g., patents) issues to protect technology rights. Moreover, please explain how you plan to address ethical issues (as far as it applies to your undertaking) and the certification process, if relevant.

# Appendix (limit: 2 A4 Pages)

Please provide the profiles of each partner and their previous experience.

If you need a horizontal page, please insert content here.

1. Please indicate the type of the deliverable using one of the following abbreviations: R=Report, P=Prototype, D=Demonstrator, O=other. [↑](#footnote-ref-2)
2. Please indicate the dissemination level using one of the following abbreviations: PU: Public, PP=Restricted to other program participants (including Commission Services), RE=Restricted to a specified group by the consortium (including the Commission Services), CO: Confidential, only for members of the consortium (including the Commission Services). [↑](#footnote-ref-3)
3. Measured in months from the Project start date (M1) to the Project end date (M8) [↑](#footnote-ref-4)