

Network of Infrastructure Project Proposal

Guidance and Template for complementary information

The KAVA proposal submission consists of only one part. Part of the information will be annexed directly to the annual Business Plan. The aim of this document is to guide to prepare the project descriptions used for the project evaluation.

1. PROJECT TITLE

Check with CLC staff that the project name is not the same as or similar to the name of any other projects

2. EXECUTIVE SUMMARY (*½ page*)

Executive summary should contain at least the following key elements: project objective, scope, key deliverables, target audience, main impact and added value, description of main project activities/phases

3. PROJECT DESCRIPTION

3.1 Background of the project (*½ page*)

Explain where the idea came from. What led to the project? Specify if it is based on or inspired from an existing initiative (involving members of the consortium or not)

3.2 Project objective and scope (*½ page*)

Explain what the project intends to achieve, its objectives and scope. Explain how the project will complement existing initiatives. Specify also the geographical coverage, both from an offering side (where will the product/service be offered) and from an end-customer side (who will be able to benefit from it).

3.3 Needs and impact (*1 page*)

Explain who are the target end-customers and/or key beneficiaries of the educational activity. Give an estimation of how many people/organisations will benefit from the activity. Explain the strategic importance for the KIC of meeting these identified needs. Explain also what could be the indirect benefits for the KIC (e.g. de-siloing, building-up the community, leveraging effect on other KAVAs, etc.). Specify to which extent the activity will be easily transferable and/or duplicable (to other countries, materials, themes, markets, audiences, partners) in order to increase its impact.

3.4 Expected financial sustainability (*½ page*)

Explain what potential funding sources (own revenues, public funding, co-funding by partners, etc.) could be considered to finance (at least partially) the continuation of the service offering after the end of the project period.

4. POPULAR PROJECT DESCRIPTION (*½ page*)

Describe the project as it could be communicated to external stakeholders.

5. CONSORTIUM (½ page)

Provide a clear description of the expertise of each partner and describe the complementarity between partners. Justify the selection of the lead partner. Describe how the various partners provide access to the relevant resources and cover the relevant steps along the chain, as required to produce and deliver the solution to the targeted customers/users). In particular, demonstrate strong involvement of relevant industrial partner(s) as required to ensure commercialisation/valorisation of the developed solution on a broad geographical scope.

Provide a clear description of the specific role of each partner in the project/WPs. Describe the project coordination mechanisms and governance structure that will be implemented.

6. PROJECT IMPLEMENTATION PLAN

6.1. Work plan (1½ page)

Follow instructions in Seedbook.

In addition, please provide a project schedule (Gantt chart) showing milestones and deliverables for each work package clearly. Explain briefly.

6.2. Risk analysis (½ page)

Identify key risk factors (with regards to technology, market, finance, regulatory, stakeholders, management etc.) and describe planned measures to anticipate/mitigate such risks.

Description of risk	Level of likelihood: Low/Medium/High	Work package(s) involved	Proposed risk-mitigation measures

Definition of 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

6.3. Management of IP issues (max. ½ page)

If relevant, explain the basic principles to manage IP issues among partners.

7. BUDGET (1 page)

The detailed budget, a summary of the budget and the relevant KIC Carried Activities (KCAs) are entered directly into Seedbook.

Please provide in text here a description of the budget allocations and their justification. I.e., distribution between partners, FTE, education and dissemination measures etc. Also provide a description of financial backflows provided to the KIC (Relative KIC share in the economic value of the project, e.g., in the form of a share in: license fees, royalties, future cost savings, future revenues, equity, etc.)