

INSTRUCTIONS FOR DRAFTING YOUR FULL PROPOSAL

Full Proposals in this call must be submitted electronically, using the electronic submission service accessible from the call page:

http://www.waterjpi.eu/index.php?option=com_content&view=article&id=351&Itemid=769, or access it directly via <https://ww2014-submission.fct.pt/submission/>. The Full Proposal is submitted by the Consortium Coordinator.

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HOW TO EDIT PART A

Partners considered not eligible in Step 1 should **either** be deleted and their tasks reassigned within the consortium **or** be allowed to collaborate at their own expenses (in this case there should be no requested funding associated with them). The project budget must be adjusted accordingly (**no** additional funding should be requested).

The coordinator must check that all CVs attached to Part A respect the **one-page limit**. If this is not the case, the CV(s) **MUST** be resubmitted.

HOW TO COMPLETE PART C (conform to the instructions and layout described here)

Part C of the proposal contains the details of the proposed research and collaborative efforts. At the full proposal stage, applicants will now include the practical arrangements planned to implement them, which will be evaluated by independent experts.

Applicants must structure their proposal following the full proposal template provided in the next pages. Please note that the explanatory notes (in blue) serve to provide a description of what is required in the various sections of the full proposal without being exhaustive.

Applicants must ensure that their full proposals conform to the layout and to the instructions given on this page, and to the instructions provided in the various sections.

The maximum total length of sections 1 to 3 of Part C of the full proposal is 15 pages.

There is no page limit for the individual sections of Part C. **Within the 15-page limit**, applicants are therefore free to decide on the length dedicated to each section, and should not be influenced by the length of the explanatory notes given on each section.

Sections 4 and 5 of Part C of the full proposal have also a specific Page limit, dependant on the consortium size – the page limits are indicated in the template.

The page size is **A4**, and all **margins** (top, bottom, left, and right) should be at least **15 mm** (excluding footers or headers). This document has the correct format and font. Use this as your starting document and delete where appropriate.

Use the same font and style for the whole proposal (Times New Roman, 11 pt, single spacing).

Literature references should be listed in footnotes, font size 9. However, regardless of the format used, all footnotes will count towards the page limit.

Please make sure that the **Part C of your proposal carries as a header to each page the proposal acronym**. All pages should be numbered in a single series on the footer of the page to prevent errors during handling. It is recommended that the numbering format "**Page X of Y**" is used.

At the end of this document you will find a checklist. Please make sure that the document (and the remaining of your proposal documentation) is in accordance with all of those points.

Proposals not meeting the abovementioned requirements will not be evaluated.

PRACTICAL NOTES:

- Please take into consideration that applicants will be evaluated based on three different criteria: Scientific Excellence, Impact and Implementation. The three criteria carry the same weight.
- Please remember that it is your responsibility to comply with the page limit and all other formal eligibility requirements.

Part C – Template Document
(Delete as appropriate)

WATER JOINT PROGRAMMING INITIATIVE
WATER CHALLENGES FOR A CHANGING WORLD
WATERWORKS 2014 COFUNDED CALL

“PROPOSAL FULL TITLE”
“PROPOSAL ACRONYM”

Table of Contents

**In drafting PART C of the full proposal, applicants must follow the structure outlined below.
(Delete as appropriate)**

START PAGE COUNT

- 1. EXCELLENCE**
- 2. IMPACT**
- 3. IMPLEMENTATION**

STOP PAGE COUNT

- 4. DESCRIPTION OF THE PARTICIPATING RESEARCHERS**
- 5. CAPACITY OF THE PARTICIPATING ORGANISATIONS**

IMPORTANT:
**Applicants must ensure that sections 1 to 3 do not exceed
the limit of 15 pages**
(Delete as appropriate)

START PAGE COUNT (delete as appropriate)

1. EXCELLENCE

This section is intended to evaluate the quality, innovative aspects and credibility of the research, including inter/multidisciplinary aspects. The following subtopics should be included:

1.1. Introduction

(Provide an introduction of the proposal and/or any other relevant information that you find important before addressing all the sections described below)

1.2. State-of-the-art and relation to the work programme

(Indicate the call topic to which the proposal relates, and not only describe the state of the art related to the topic the proposal is based, but also explain how the proposal addresses the specific challenge and scope of that topic, as set out in the guideline for applicants)

1.3. Objectives and overview of the proposal

(Describe the specific objectives for the proposal, which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project)

1.4. Research methodology and approach

(Highlight the type of research methodology and innovation activities proposed)

1.5. Originality and innovative aspects of the research (ambition)

(Explain the contribution that the proposal is expected to make to advancements within the proposal field. This includes novel concepts, approaches or methods that will be employed)

1.6. Clarity and quality of transfer of knowledge for the development of the consortium partners in light of the proposal objectives

(The text must show how the various partners of the consortium will gain new knowledge from this collaborative effort. It should also be described how the various partners will benefit from previous experience in projects related to the research objectives)

1.7. Quality of the consortium partners and collaborative arrangements. Capacity of the consortium to reinforce a position of leadership in the proposed research field

(Information must include the level of experience on the research topic proposed and document the track record of ongoing or recently concluded work, namely participation in projects, publications, patents and other relevant results. Avoid duplication of information, and check Sections 5 and 6 of this template. It should be clear that all partners will gain the maximum knowledge and skills from this collaborative effort)

2. IMPACT

This section is intended to evaluate the impact of the proposal. The following subtopics should be included:

2.1. Impact of the proposal

(Demonstrate how the proposal contributes to the goals of the WaterWorks 2014 Cofunded Call. Demonstrate the transnational added-value of the collaboration between consortium partners. Describe mid- and long-term benefits of this collaborative effort. Describe, if applicable, plans for the continued networking and knowledge sharing after the conclusion of the project. Describe the European and/or International dimension of the research methodologies and approaches. Describe the added-value of the consortium to Water RDI. Describe the potential impact of the proposed innovative solutions and/or services on business/industries, improvement of social wellbeing and environment)

2.2. Expected outputs

(Indicate the expected outputs throughout the project lifespan, including publications, books, communications in meetings, reports, organisation of events, advanced training, academic achievements from an educational standpoint, software applications, models, prototypes, patents, pilot plants, or others if applicable. Mobility schemes should be described.)

2.3. Exploitation and communication activities (measures to maximise impact)

(All applicants should ensure that the results of their proposal are disseminated and exploited, e.g. communicated, transferred into other research/innovation settings or, if appropriate, commercialised. This should include a communication and public engagement strategy of the proposal, dissemination of the research results, exploitation of the results and intellectual property. Outline the strategy for knowledge management and protection. Include measures to provide open access to peer-reviewed scientific publications which might result from the proposal. Include the types of data the proposal is expected to generate and how this will be shared or made accessible. If data cannot be made available, explain why. The knowledge generated should be used whenever possible to advance research, foster innovation and to promote the research results at the general public level. The plan described herein must be included in the Gantt Chart, that will be introduced in Section 4.)

2.4. Market knowledge and economic advantages/return of investment

(Estimation of the potential market for the new knowledge/innovative technological solutions/services in Europe and worldwide. Identification of potential international competitors. Describe the economic advantages that will result for the proposal partners, namely return of investment or synergies with other products/services)

3. IMPLEMENTATION

In this section it will be detailed the quality and efficiency of the implementation and project management. The following subtopics should be included:

3.1. Overall coherence and effectiveness of the work plan

(Demonstrate the appropriateness of the allocation of tasks and resources. The proposal should be designed in the optimal way to achieve the desired impact. **The following should be described: work packages, in accordance to the scientific content described in section 1, major deliverables, major milestones, and others.** A Gantt Chart should also be included in the text, addressing the work packages, major deliverables, and milestones. These should be numbered to facilitate the construction of the Gantt Chart. A Gantt Chart template is provided in the following page. Because the page format is different, it is suggested that you reserve one page for the Gantt Chart. The schedule should be in terms of number of months elapsed from the start of the project, so between 1 and 36, maximum. Below there also a suggested table to be used for WP description. You may apply this table format to the major deliverables and milestones for the sake of clarity)

WP Number	WP Title	Duration (months)	Starting Month	End Month	WP Description
WP1					
WP2					

Add one row per work package

3.2. Appropriateness of the management structure and procedures, including quality management

(Include the project organisation and management structure, skills and capabilities. Include the description of the decision making structure. Explain why the organisational structure and decision-making mechanisms are appropriate. Describe managerial methods with regards to the complexity of the proposal. Procedures and tools used for communication, and progress monitoring mechanisms put in place. This section should also include the financial management strategy. Check Gantt Chart template for progress monitoring)

Practical Notes:

A **deliverable** is a distinct output of the action, meaningful in terms of the action's overall objectives and may be a report, a document, a technical diagram, a software, etc. Deliverable numbers should be ordered according to delivery dates. Please use the numbering convention. For example, deliverable 4.2 would be the second deliverable from work package 4. **Milestones** are control points in the action that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the researcher must decide which of several technologies to adopt for further development.



GANTT CHART (Example with work packages, events, dissemination, public engagement activities, deliverables, milestones or others. Delete rows and columns that do not apply).

Month/ Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		
Work Package 1										W P 1	W P 1	W P 1	W P 1	W P 1																								
Work Package 2											W P 2	W P 2	W P 2	W P 2	W P 2	W P 2	W P 2	W P 2	W P 2	W P 2																		
Deliverable						D1.1																		D2.1														
Milestone																																						
Progress Monitoring																																						
Mobility Schemes																																						
Risk Management																																						
Others																																						

Practical Note: Please include in the Gantt Chart the label of the Work Package, Deliverable or Milestone, for example, as stated in the Practical Notes related to deliverables and milestones, and to the explanatory notes in Section 3.1. Add as many rows as you find appropriate. Use the rest of this page to include explanatory notes if you find it necessary, for the sake of consistency and clarity.

3.3. Risk management

(Risks that might endanger reaching project objectives and the contingency plans to be put in place should risk occur. This should also be reflected in the Gantt Chart timeline)

3.4. Potential and commitment of the consortium to realise the project

(Assess and justify the consortium potential to successfully realise the project. Explain why this consortium has the maximum chance of a successful outcome. Explain how committed the institutions are to this project)

END PAGE COUNT

4. DESCRIPTION OF THE PARTICIPATING RESEARCHERS

In Part A, each partner will have to submit a one-page CV of the principal investigator. It is mandatory that the principal investigator submits a ONE-PAGE pdf file with his/her CV. Use this section to describe the other main investigators who will participate in this research proposal. This section also applies to collaborations that will be established between departments at Universities, for example, or private companies that do not require funds nor are contributing with its own funds.

This section has a page limit. READ IT CAREFULLY.

Number of Partners	Page limitation
Consortium with 3 or 4 eligible partners in Part A	The table in blue has a one-page limit.
Consortium from 5 to 8 eligible partners in Part A	Two page limit <u>but</u> the information for the first 4 partners has to be kept in the first page.
Consortium with 9 or more eligible partners in Part A	Three page limit <u>but</u> the information for the first 4 partners has to be kept in the first page. Partner 5 to Partner 8 is inserted in the second page. Partners 9 to 12 will be inserted in the third page. For consortia with more than 12 partners, please accommodate the information freely but under the three-page limit.

You can provide a list of major achievements and proven track record of the personnel involved in this proposal. Publications. Patents. Leadership in industrial innovation. Prizes and Awards. The information included in this section should always be connected to the objectives of the proposal, given the limited space available. For the sake of clarity you have to use the table below:

Partner Number, according to Part A	Research Team Members (for personnel include name, position and affiliation)	General Description
Partner 1 (Include the name of the Principal Investigator)	Researcher 1 Name, Position, Affiliation	
	Researcher 2 Name, Position, Affiliation	
	Researcher 3 Name, Position, Affiliation	
Partner 2 (Include the name of the Principal Investigator)		
Partner 3 (Include the name of the Principal Investigator)		
Partner 4 (Include the name of the Principal Investigator)		

NOTE: COPY AND PASTE THIS TABLE ON EACH ADDITIONAL PAGE YOU USE, DEPENDING ON THE NUMBR OF PARTNERS AND ACCORDING TO THE INSTRUCTIONS MENTIONED ABOVE.

5. CAPACITY OF THE CONSORTIUM ORGANISATIONS

In this section, it should be described the profile, level of participation, and commitment of each of the participating organisations in this consortium.

This section has a page limit.

Number of Partners	Page limitation
Consortium with 3 or 4 eligible partners in Part A	The table in blue has a one-page limit.
Consortium from 5 to 8 eligible partners in Part A	Two page limit <u>but</u> the information for the first 4 partners has to be kept in the first page.
Consortium with 9 or more eligible partners in Part A	Three page limit <u>but</u> the information for the first 4 partners has to be kept in the first page. Partner 5 to Partner 8 is inserted in the second page. Partners 9 to 12 will be inserted in the third page. For consortia with more than 12 partners, please accommodate the information freely but under the three-page limit.

Partner Number (Organisation Name)		General Description
Partner 1(Name)	Role and main responsibilities in the project	
	Key research facilities, infrastructure, equipment	
	Relevant publications and/or research/innovation products	
Partner 2 (Name)	Role and main responsibilities in the project	
	Key research facilities, infrastructure, equipment	
	Relevant publications and/or research/innovation products	
Partner 3 (Name)	Role and main responsibilities in the project	
	Key research facilities, infrastructure, equipment	
	Relevant publications and/or research/innovation products	
Partner 4 (Name)	Role and main responsibilities in the project	
	Key research facilities, infrastructure, equipment	
	Relevant publications and/or research/innovation products	

NOTE: COPY AND PASTE THIS TABLE ON EACH ADDITIONAL PAGE YOU USE, DEPENDING ON THE NUMEBR OF PARTNERS AND ACCORDING TO THE INSTRUCTIONS MENTIONED ABOVE.

Practical Note: The list of relevant publications, research products or innovation products is provided at the institution level, and not necessarily involving participating investigators. This section is dedicated to the

participating organisations and their capabilities. In the previous section and in the one-page CVs attached to Part A, you have already described the competencies of the investigators involved.

CHECKLIST (delete this section before generating the final pdf file)

PART A

- ✓ Edit **Part A** of the application (partners participation, budgets). Partners considered ineligible in Step 1 should be either be removed from the consortium and their tasks resigned; or be allowed to collaborate at their own expenses (in such case, there should be **no** requested funding associated with these partners).
- ✓ Make sure that CVs attached to Part A respect the **one-page** limit. If not, it is up to you to ask your partners to resubmit a new CV. CV longer than one-page will be disregarded by the evaluators.

PART C

- ✓ Read carefully the instructions on Page 2 of this document “How to Complete Part C”.
- ✓ Follow the structure of the Full Proposal (Table of Contents,Page 3).
- ✓ Formatting of the Proposal:
 - Use the same font and style for the whole proposal (Times New Roman, 11 pt, single spacing)
 - Literature references should be listed in footnotes, font size 9
 - Header to each page must include the proposal acronym
 - All pages should be numbered as "Page X of Y" as a footer
- ✓ Make sure that your document complies with the page limits set forth:
 - Sections 1 to 3: 15-page maximum.
 - Section 4 :

Number of Partners	Page limitation
Consortium with 3 or 4 eligible partners in Part A	The table in blue has a one-page limit.
Consortium from 5 to 8 eligible partners in Part A	Two page limit <u>but</u> the information for the first 4 partners has to be kept in the first page.
Consortium with 9 or more eligible partners in Part A	Three page limit <u>but</u> the information for the first 4 partners has to be kept in the first page. Partner 5 to Partner 8 is inserted in the second page. Partners 9 to 12 will be inserted in the third page. For consortia with more than 12 partners, please accommodate the information freely but under the three-page limit.

- Section 5:

Number of Partners	Page limitation
Consortium with 3 or 4 eligible partners in Part A	The table in blue has a one-page limit.
Consortium from 5 to 8 eligible partners in Part A	Two page limit <u>but</u> the information for the first 4 partners has to be kept in the first page.
Consortium with 9 or more eligible partners in Part A	Three page limit <u>but</u> the information for the first 4 partners has to be kept in the first page. Partner 5 to Partner 8 is inserted in the second page. Partners 9 to 12 will be inserted in the third page. For consortia with more than 12 partners, please accommodate the information freely but under the three-page limit.