Proposal Template

NGI DAPSI 2nd Open Call

Version of 20/11/2020

Please use this template to prepare your proposal. It has been organised to ensure that the important aspects of your planned work are clearly measurable with respect to the evaluation criteria. Sections 2 to 4 each correspond to an evaluation criterion (see the Guide for Applicants document for details: https://www.dapsi.ngi.eu/ apply)

The structure of this template must be followed when preparing your proposal. Applicants using other kind of template/ document structure will be automatically ineligible.

Only proposals that successfully address all the required aspects will have a chance of being funded.

Please take advantage of the different communication instruments offered by the NGI\_DAPSI Consortium (i.e. info webinars, help-desk, Q&A section in the website) to receive feedback on any questions you may have before submitting your proposal.

The **page limit for full proposals is 7 pages** (Including cover page). Please also respect the limits indicated in each section. All tables must be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 20 mm.

If you attempt to upload a proposal longer than the specified limit, excess pages will be made invisible, and will not be taken into consideration by the experts.

There is not mandatory text style. However, it is recommended to use Montserrat, Montserrat light.

***Please delete this page when submitting the proposal.***

***Delete the guidance text in blue in each section.***

NGI\_DAPSI 2nd Open Call

Acronym of your proposal

Full title of your proposal

Date of submission:

[Cover Page]

# Overview of the PRoposal (Maximum 1 page)

## Executive summary

Indicate to which main subdomain you are applying for and justify this.

Table 1 Type of project

|  |  |
| --- | --- |
| Subdomain | Justify your selection and briefly explain it. |
| Service Portability  |  |
| Data Interoperability & Compatibility |  |
| Security & Privacy |  |
| Other |  |

Include a public project summary that can be published if the project is funded.

# Excellence/innovation (Maximum 2 pages)

Describe the overall project idea and objectives within the scope of the call in a credible and clear way, addressing the challenge proposed in the selected subdomain/s. Include also:

* The technical challenges and barriers expected to be solved.
* The way the project intends to use Free and Open Source Licenses and/or open standards.
* Identify and justify your project outcomes (which should be clear, measurable, and realistic) and how they will generate added value with respect to state of the art in the field of Data Portability. Notice that the projects should have research and development as the main focus. Projects delivering, paperwork as main (or only) output at the end of the project are not in the scope of the call.
* Explain the relevance and socio-economic impact and benefits of your solution.
* Explain the exploitation potential of your project: if you plan a Commercial exploitation, non-commercial but with a relevant contribution to the internet community, or other.

Even if open-source, projects can lead to commercial exploitation (with some extra effort). Explain to what extent the implementation is extendable and can be integrated into (contribute to) a commercial product. In case you plan a commercial exploitation; it is expected that the applicant explains what business stage defines it best. In addition, based on the current stage, describe the ideal 1st customer, partner, user, integration, pilot, PoC. Be as specific as possible.

# Expertise and excellence of the team (Maximum 1 page)

## Team Composition

Summarise the core project team in the table below. Notice that the people included in the proposal must be later involved in the execution. The later involvement of additional people not identified in the proposal is welcome always the core team is maintained.

Take into account that if the core team suffers any modification after the submission of the proposal, it should be notified and duly justified to DAPSI consortium via email for approval as this section will be evaluated according to the specific experts included in the document.

Table 2 Proposed CORE team

|  |
| --- |
| Partner: *Include the entity name if applies. Let it empty in case of individuals* |
| **Name of the person** | **Role in the project** | **LinkedIn profile (or similar)** | **Entity (If applies)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Add lines as required

* Please provide a short summary of the relevant experience of each team member. Include previous project references relevant to the proposal, products, publications, participation in conferences, collaborations, community projects, etc. Link to evidence of these records will be appreciated as they will help evaluators to assess the team experience and skills (e.g. GITHUB, Linkedin…).
* Justify why the team has the required knowledge to assure a successful project execution.
* If applicable, explain the alignment of the proposed project with the current entity’s business and strategy, if this is a new line of work, etc.
* Describe (if relevant) links or relationship with other entities, customers or experts that are relevant for the implementation of the project (i.e. external advisory board).

## Team Motivation

Briefly explain the motivation of the team to apply to this call.

# Project planning (maximum 2 pages)

Notice that the programme has two phases to progress in the development of the proposed solution. Take this into account to align this with your planning:

* Phase 1: You will carry out the R&D activities. You will get training and access to infrastructure. At the end of the phase, you will attend an event to present the first prototype of your solution. Period of time: 5 months
* Phase 2: You will develop an MVP (Minimum Viable Product) or service or similar by the end of this phase. In this process, you will get access to a higher level of infrastructure and be supported with a pack of technical and business-related services. Period of time: 4 months

## Main activities of the project (maximum 1 page)

Please briefly describe the main activities, steps and deliverables to achieve the expected results and the timing for completion during the programme.

### Milestones

Please list the main milestones of the project.

Table 3 Milestones

|  |  |  |  |
| --- | --- | --- | --- |
| **n°** | **Milestone description** | **(Tech/Business)** | **Date (From M1-M9)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Value for money (maximum 1 page)

Please indicate the number of person-months (full-time equivalent) of people involved in the project in the table below for the 9 months of project:

Table 4 Person-Month

|  |  |  |
| --- | --- | --- |
| **Entity (If applies)** | **Name of the person** | **Person months (PMs[[1]](#footnote-1))** |
|  |  |  |
|  |  |  |
|  |  |  |
|  | TOTAL |  |

Add lines as required.

Provide a description of expected costs and the requested total contribution using the table.

Table 5 Total budget

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost category** | **Entity 1/Individual (€)** | **Entity2/individual2 (If applies) (€)** | **Total Amount (€)** |
| Personnel |  |  |  |
| Equipment |  |  |  |
| Travel  |  |  |  |
| Others |  |  |  |
| … |  |  |  |
| TOTAL  |  |  |  |

Remove or add columns as needed if this is a proposal submitted by a Legal Entity (or many) or by a natural person (or many). In case of group of individuals, the budget of each person should be clearly identified in a separate column. In the case of legal entities, indicate the whole budget for each entity in a separate column.

1. Notice that a PM is a metric for expressing the effort of a person dedicated full time in one month. [↑](#footnote-ref-1)