EIT RawMaterials Education Project Proposal FINAL DRAFT

Guidance and Template for Complementary Information

August 2024

Two new text boxes, ‘Alignment with the strategy of EIT RawMaterials’ and ‘Market analysis’, have been created in SeedBook to address relevant aspects of the proposal. Please note that the ‘Market analysis’ section in SeedBook is mandatory for Lifelong Learning Education proposals. It is optional for PhD summer/winter schools. Although consortia are free to structure their proposals in the most suitable way, these two text boxes should be used to cover strategy and market analysis-related matters, and repetitions in other sections of the proposal should be avoided as much as possible. The whole proposal will be evaluated by all external and internal evaluators. Note that each of these boxes has a character limit (10000 and 12000, respectively). In addition, the following conditions will apply to all projects commencing in 2023 and will be assessed in the proposal evaluation. All new proposals must address explicitly each of the points listed below in the ‘Alignment with the strategy of EIT RawMaterials’ section in SeedBook or in the ‘Market analysis’ section, as appropriate (see below). To facilitate evaluation and proposal selection, it is recommended that each point be addressed under a separate heading, and that the information provided is as quantitative and as precise as possible.

Points to be addressed in the ‘Alignment with the strategy of EIT RawMaterials’ section in SeedBook, with each point addressed under a separate heading:

1. Strategy. The consortium must explain how the project is aligned with the overall strategy of EIT RawMaterials as outlined in our Strategic Agenda 2022-27
2. Continuation plan and financial sustainability. The consortium must explain how the project will continue after the funding period. For projects that will generate a financial sustainability mechanism for the KIC the consortium must state which financial

sustainability mechanism will be implemented and provide a summary (including expected value (in €), timeline and mechanisms).

1. EIT Core KPIs. The proposal must address core KPIs. Please provide here a brief summary of core KPIs to be achieved (list KPI codes, numbers and timeline). The achievement of core KPIs is a fundamental milestone of our strategy. Therefore, proposals that do not address core KPIs are, by definition, misaligned with the KIC’s strategic goals.

KPIs, especially EIT Core KPIs, must be selected very carefully because the nature and amount of core KPIs will be one of the three fundamental factors in the proposal evaluation and selection, together with financial sustainability of the KIC and integration of the knowledge triangle. As a rule, the consortium’s underperformance in yearly EIT Core KPIs will result in a significant EIT- funding reduction and/or project termination. Consortia must aim to distribute core KPIs over the duration of the project, and not concentrate them at the end of the project or after the end of the funding period.

NOTE on co-funding contribution: Any co-funding contributed by the Education project consortium will be evaluated positively. For example, if the project needs € 150 000, 90% can be covered using EIT funding (€ 135 000) and 10% can be covered by partner co-funding (€ 15 000).

Please note that the guidance showed below refers to the final submission. For guidance on the DRAFT submission, please refer to the Call text document and template.

# PROJECT TITLE

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

1. EXECUTIVE SUMMARY (max. 90 words – 500 characters)

The executive summary should be a clear and concise description of the project’s key elements: “What, Why and How”. This text may be used as part of the Business Plan, or for presentations and other materials, and should therefore be formulated as a business pitch.

1. POPULAR PROJECT DESCRIPTION (½ page – 1500 characters)

Describe the project as it could be communicated to an external stakeholder and to the intended learners. This information will be uploaded to the EIT RawMaterials website.

# PROJECT DESCRIPTION

* 1. Background of the project (max. 1 page – 3000 characters)

Explain where the idea for developing the programme/module/course originates from and why the resulting education is important for the KIC and the RM sector (e.g. a particular raw materials challenge; to complement an existing KAVA project or non-KIC project, etc.). Refer to the KAVA12 Education Call Text for a further description of the requirements.

* 1. Project objective and scope (½ page – 1500 characters)

Explain what the project intends to achieve, its objectives and scope. This should ideally include a clear and specific description and justification of the education content, learning goals and pedagogic approach. Explain and justify the roles and responsibilities of all project partners, especially for partners who do not provide co-funding. Include a plan of action for the event that a partner unexpectedly withdraws from the project.

Explain how the project will complement existing initiatives, and how it will contribute to the achievement of the EIT Core and KIC-specific KPIs. Specify 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). Addressing the so-called RIS regions is encouraged.

* 1. Alignment with the strategy of EIT RawMaterials (max. 3 pages – 900 characters)

Please check the ‘Preamble’. This section is mandatory for all types of projects. The following information should be provided, with each point addressed under a separate heading:

* + 1. Strategy. The consortium must explain how the project is aligned with the overall strategy of EIT RawMaterials as outlined in our Strategic Agenda 2021-27.
		2. Financial sustainability. The consortium must explain how the project might contribute to the financial sustainability of the KIC stating which financial sustainability mechanism will be implemented and provide a summary (including expected value (in €), timeline and mechanisms).
		3. EIT Core KPIs. The proposal must address core KPIs and at least one of the EIT Core KPIs reported in the Call text. Please provide here a brief summary of core KPIs to be achieved (list KPI codes, numbers and timeline). The achievement of core KPIs is a fundamental milestone of our strategy. Therefore, proposals that do not address core KPIs are, by definition, misaligned with the KIC’s strategic goals.
	1. Needs and impact (1 page – 3000 characters)

Explain who the target learners and/or key beneficiaries of the educational activity are. Explain how the project will reach this audience (recruitment) and any changes in perspective you anticipate in this audience.

Explain the strategic importance for the KIC of meeting the identified needs (e.g., how will the education project provide opportunities for students to develop business ideas and set up a start- up).

Explain any possible indirect benefits for the KIC (e.g., impact of developing project members’ pedagogic competencies on other educational initiatives, de-siloing, building-up the community, leveraging effect on other KAVAs, etc.).

Explain how project results are connected/related to the expected impacts (effectiveness of dissemination plan, involvement of stakeholders, etc.). Quantifying the market potential will particularly add value to the proposal’s intended impact and is mandatory for lifelong learning (please see also additional information in the KAVA Call Text).

* 1. Expected financial sustainability (½ page – 1500 characters)

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.

A structured financial strategy roadmap with follow-up actions and recommendations for continuation will be considered an especially valuable component of the proposal.

# PROJECT IMPLEMENTATION PLAN

This section must include, under ‘Work Plan (first year)’ and ‘Work Plan (subsequent years)’ a clear description of the consortium, work plans, risk analysis, IP management and budget.

* 1. Consortium

Describe the role of each partner in the consortium, and if the project does not involve an industry partner, it will be particularly important to provide evidence of how the project addresses a concrete industry need.

The KIC aims to expand the reach of its community. Therefore, consortia involving partners from the ESEE/RIS regions will be given priority. It is recommended that PhD winter/summer schools education proposals include minimum one RIS university.

5.2 and 5.3 Work plan (first year and subsequent years)

It is required that the proposal includes a detailed, structured, step-by-step project plan broken down into design and implementation phases, with the rationale behind each step explained. A detailed description of partners’ roles in each work package and task should be included to add clarity to the project implementation description.

In addition, please provide the milestones and deliverables for each work package. Explain briefly, not only defining the aims, objectives and deliverables, but also how these deliverables will help achieve the project aims and objectives. When project deliverables are course plans, such course plans shall be Bologna compliant.

All shall include a Work Package (WP) dedicated to project management and one WP dedicated to communication and dissemination (including interactions/reporting to the KIC and the EIT, etc.). Please refer to the document ‘EIT RawMaterials communication and dissemination guidance’ for further advice. All publicity materials and platforms must comply with the EIT Branding Guidelines available in the InfoCenter (infocenter.eitrawmaterials.eu – check ‘Guidance for Partners’ – ‘Files’ – ‘Communications and Branding’). For all the work packages, the requested total budget should not exceed € 200 000 per year, and if this amount is exceed explanation need to be provided as to why.

* 1. Risk analysis (½ page – 1500 characters)

Identify key risk factors (with regards to technology, market, finance, regulatory, stakeholders, management etc.), their likelihood (low/medium/high), criticality and describe planned anticipation/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.

* 1. Management of IP issues (max. ½ page – 1500 characters)

Please note that the full set of teaching materials (with editable master files) must be shared with the KIC. If relevant, explain the basic principles to manage IP issues among partners.

* 1. Budget (1 page)

Please provide justification of the budget allocations and demonstrate their link to the elements of the proposed project, i.e. distribution between partners, FTE, education and dissemination measures, etc.

It is preferable that the bulk of the funding should not be used for management costs or indirect costs such as travel expenses, but for the direct development and delivery of the education programme.

It is crucial to explain and justify the budget plan in detail. Consistency between the budget plan and the project activities is an important evaluation criterion (see Sections 2.4 and 2.5 of the KAVA Call texts – Evaluation grid).

If the project builds on and overlaps with a currently running KAVA project, EIT RawMaterials may advise the consortium that the budgets be merged in the event that the proposal is successful. Please take this into account and ensure that there are no duplications in budget where there are overlaps, as projects cannot receive double funding in the same business plan year.

# FINANCIAL SUSTAINABLE MECHANISM TO EIT RAWMATERIALS

This section will be evaluated positively as it is a key element of the KIC’s Strategic Agenda.

Please provide a brief summary of the financial sustainability mechanism to the KIC that will be implemented in this project in the ‘Returns [€]’ box. Please enter the amount in €. A summary of the mechanisms, timeline, selected ‘Financial sustainability mechanism should be reported in the ‘Explanation’ box. For Lifelong Learning projects, this section should be a summary of (and must be consistent with) the information provided in the ‘Alignment with the strategy of EIT RawMaterials’ section.