EIT RawMaterials
RIS/Int Project proposal
Guidance and Template for complementary information

October 2018

1. 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.

2. EXECUTIVE SUMMARY *(max. 90 words)*

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.

3. PROJECT DESCRIPTION

3.1 Background of the project (max. 1 page)

Explain where the idea originates from and why this project is important for the KIC and the RM sector (e.g., a particular raw materials challenge; the continuation or elaboration of a previous KAVA project and its results; complement to an existing KAVA project or non-KIC project, etc.). Justify why and how the project differs from existing programmes (not just KAVA projects but also other existing programmes outside the KIC).

If the project is a continuation of a previous KAVA project, detail the outcomes/impact of the pilot project and explain how the new project will build on this, taking the results of the pilot into account and clearly showing which content is new and which is not.

3.2 Project objective and scope (½ page)

Explain what the project intends to achieve, its objectives and scope.

This should ideally include a clear and specific description and justification of the content, goals and approach.

Explain and justify the roles and responsibilities of all project partners, especially 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 in this way, contribute to the achievement of the KIC targets. 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).

3.3 Needs and impact (1 page)

Explain who are the target end-customers and/or key beneficiaries of the activity.

Explain the strategic importance for the KIC of meeting the identified needs.

Explain any possible indirect benefits for the KIC (e.g., 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 reach and the market potential will particularly add value to the proposal's intended 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.

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

4. POPULAR PROJECT DESCRIPTION (½ page)

Describe the project as it could be communicated to an external stakeholder.

5. CONSORTIUM

*Describe the role of each partner in the consortium. For RIS projects explain **how the project** contributes to knowledge building in the region.*

There are specific criteria for the selection of RIS Task Partners, and these are outlined in Appendix 1. A 'RIS Task Partner Justification Template' is available as an editable document to provide the requested information on RIS Task Partners involved in KAVAs.

6. PROJECT IMPLEMENTATION PLAN

6.1. Work plan

It is preferable 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, and how these deliverables will help achieve the project aims and objectives.

All projects 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').

In line with other Upscaling proposals, Upscaling RIS proposals need to be based on a solid feasibility assessment, covering important aspects, such as: external context (technical, regulatory, social, environmental, political, etc.), user needs and targeted applications, customer value proposition, target market(s) (size, structure, growth potential, segmentation, etc.), risk assessment, design or market studies, and intellectual property exploration. The ultimate goal is to put a new product, service or process to the market, possibly through an innovative application of existing technologies, methodologies, or business processes, state of the art and technology risk, competitors and competitive positioning, IP protection, business model and exploitation strategy, etc.

A go-to-market strategy is expected to be included in Upscaling RIS proposals as Work Package 0 (WP0). Please refer to the document 'Go-to-market strategy for upscaling projects – Process and guidance' for further advice. Relevant feasibility aspects identified in the proposal must be assessed in WP0. WP0 will be updated throughout the duration of the project and enable go/no-go decisions following annual reviews.

6.2. Risk analysis *(½ page)*

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.

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)*

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. Also, provide a description of any financial backflows to the KIC (e.g., in the form of a share in: license fees, royalties, future cost savings, future revenues, equity, 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 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).

For each KCA of major relevance for the project provide a brief description and justify its relevance in support of the proposed KAVA project (i.e., its ability to increase the impact of the KAVA activities).

Appendix 1.

Criteria for the selection of RIS Task Partners in EIT RawMaterials projects within the field of RIS activities

Selection criteria (including the different types of activity that qualify for financial support for RIS Task Partners)

At the time of selecting a RIS Task Partner, the following criteria will be considered:

A. The Task Partner comes from a RIS-eligible country (a non-RIS based Task Partner does not qualify, for example a German Task Partner in a RIS project).

B. The KAVA falls under the RIS category in the Business Plan (a Task Partner from a RIS country in a non-RIS project does not qualify, for example a Slovenian Task Partner in an Upscaling project).

C. The Task Partner is able to contribute to and maximize the impact of a project coordinated by one of EIT RawMaterials Partners.

D. The selected candidate shall provide the expertise in the raw materials sector as the **legal entity** with specific knowledge, access to data-set or equipment available in the RIS country of their origin. The expertise can be demonstrated by:

   i. Being the raw materials data owner and provider at regional / country level (e.g., geological data, mining properties inventory data, secondary deposits inventory data, etc.) and enabling the use of that data for the specific KAVA Project.

   ii. Possessing sound knowledge of local regulations, legislation and policy including policy analysis, legal and economic and multi factor analysis and local regulations for intellectual properties (IP) and utilizing this knowledge for the purpose of the specific KAVA Project.

   iii. Being able to manage local raw materials sampling, sample handling and processing for use in a specific KAVA Project.

   iv. Providing accredited measurement and analysis for locally taken raw materials samples for use in a specific KAVA Project.

   v. Being the owner or having access to certain local raw materials sites / test sites or materials/processes and enabling them for usage in a specific KAVA Project.

vi. Being able to perform industrial tests as the owner or producer of a certain technology and participating to measurement and validation in a specific KAVA Project.

vii. Carrying out research and development in the field of raw materials and conducting it or utilizing its results in a specific KAVA Project.

viii. Being a member of or affiliated with major raw materials networks (i.e., chambers or professional associations) in the RIS country of origin.

ix. Representing and engaging with most types of legal entities in the RIS country of their origin (e.g., associations, chambers)

E. The main activity related to the KAVA Project is performed in the specific RIS country where the Task Partner originates from.

F. Credit will be given to RIS Task Partners contributing to local education and dissemination and communication activity (where EIT Partners are not present in the area or region).

G. A RIS Task Partner belongs to the Knowledge Triangle and/or strengthens the Knowledge Triangle Integration approach of EIT RawMaterials. In particular, the Task Partner should be one of the following:

- University with academics and/or research in the field of raw materials;

- Research Institute / Organization active in the field of raw materials;

- Industry representative / company active in the field of raw materials;

- Association / Chamber related to the raw materials sector;

- Other stakeholders contributing to the raw materials sector.

Selection process

An open selection process must be followed for the selection of RIS Task Partners to ensure compliance with EIT requirements. Specific instruction on this process will be communicated to the KIC partners by the end of November 2019.

In case there are several organisations or persons that qualify for the tasks to be implemented in the EIT RawMaterials KAVA, the selection will be based on the following:

- For each Type of Activity, a rating between 1 (poorly meeting the criteria) and 3 (criteria met by 100%) will be given.

- Based on the sum of the individual ratings, a ranking of organisations will be established.

- To establish the consortium, the partner ranked 1st will be approached first. If this potential partner refuses to become a partner, the 2nd ranked potential partner etc. will be contacted.

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The assessment must be coordinated by the TP Patron, and in case of an audit or on request of EIT/ EIT RawMaterials it must be made available.

Financial support specifics

- RIS Task Partners will receive their funding via the Task Partner Patron (a KIC partner).

- Financial support to selected RIS Task Partners will be categorized under Article 13 of the SGA, "subgranting" and will be reported based on actual costs (see below).

- Annual funding for each RIS Task Partner will not exceed **60,000 EUR** across all KAVAs, EIT RM will take care of keeping this maximum amount via the use of internal project management tools.

Financial support calculation

Financial support to RIS Task Partners will be estimated on **actual costs** incurred by the Task Partner while executing their activities / actions in the specific KAVA Projects. The following cost categories will apply:

Cost category	Description	Evidence*
Direct Personnel	Actual personnel costs	Time sheets
Travel and subsistence	Travel, accommodation costs and applicable per diem in accordance with usual accounting principles of the RIS Task Partner related to participation in project related activities	Travel & Expense policy Receipts
Other direct costs	Other costs incurred in relation to Task Partner activities in the Project	Receipts
Indirect costs	25% of all direct costs mentioned above	N/A

* Further details can be found here: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

At the time of reporting, the Task Partner Patron will report one total sum of actual costs under the cost category "subgranting". On request the supporting evidence must be provided by the Task Partner, e.g., in case of an audit of the Task Partner Patron.