EIT RawMaterials RIS Innovation Hub Activities 2023 -25: Project Proposal

Guidance and Template

**September 2022**

Proposal template: technical description – PLEASE READ CAREFULLY!

The structure of this template must be followed when preparing your proposal. It has been designed in line with the key principles and concepts of the EIT RawMaterials Regional Innovation Scheme (RIS)Innovation Hub call. This is to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2, and 3 each correspond to an evaluation criterion.

Page limit: The title and sections 1, 2, and 3 of the technical description, together, **should not exceed 25 pages**. All tables, figures, references, and any other elements in these sections must be included as an integral part of these sections and are thus counted against this page limit. The size limit for the PDF document to upload is 1 MB. The number of pages included in each section of this template is only indicative. When submitting, please remove all instructions and only keep the chapter titles.

The proposal is a self-contained document. Excess pages will not be taken into consideration for the evaluation. Any hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit, will be ignored by the experts.

Fonts and spacing shall follow the format provided in this template.

Administrative data

**The country or region where the proposed EIT RawMaterials RIS Hub will be operating:**

............................................................

List of participating organisations:

|  |  |
| --- | --- |
| **Company name** | *the legal name of the organisation* |
| **Company address** | *Organisation Address* |
| **Country** | *Country where the organisation is registered* |
| **Legal representative’s name** |  |
| **Legal representative’s job title** |  |
| **Legal representative’s contact** | *Email and/or phone number* |
| **Role in the consortium** | *Coordinator/member* |
| **Website** | *website of the organisation* |
| **Contact person** | *name of the person in charge of the activity* |
| **Contact email** | *email address* |
| **Contact phone number** | *Phone number* |
| **Organisation PIC number** | *The PIC number of the organisation if exists*  *It is a 9-digit number that serves as a unique identifier for legal entities participating in European funding programmes* |
| **Organisation VAT number** |  |
| **Does the organisation have a Gender Equality Plan (GEP)?** | *yes/no* |

Please copy and paste the above table for each individual consortium member you have.

Popular description of the project [max. 1/2 pages]

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

Project title

Check with the RIS Innovation Hub (RIS Hub) team that the project title is not the same as/or similar to the title of any other projects.

1. EXCELLENCE

* 1. Objectives and ambition [e.g. 2 pages]
* Please provide information on the value-added and rationale for the RIS Hub activity. Describe how the objectives of the proposed RIS HUB are in line with the Strategic Agenda 2021-27 of EIT RawMaterials and thematically aligned with the mission of EIT RawMaterials; to enable sustainable competitiveness of the European minerals, metals, and materials sector along the value chain by driving innovation, education, and entrepreneurship.
* Explain how the objectives strengthen the efforts of EIT RawMaterials, thus fulfilling overarching objectives of the EIT Regional Innovation Scheme.
* State the long terms objectives/mission and the specific objectives for the proposed RIS Hub in one of the countries expected by the call text. The objectives should be formulated according to the SMART methodology (specific, measurable, attainable, relevant, and time-bound). For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value, if relevant, and target value).
  1. Methodology [e.g. 2 pages]
* Describe the overall methodology, including the concepts, models, and assumptions that underpin your work. Explain how this will enable you to deliver your project’s objectives. Present how you will monitor the activity’s implementation. Refer to any challenges you may have identified in the chosen methodology and how you intend to overcome them.
* Explain how the proposed activities and methodology ensure the fulfilment of eligibility criteria.
* Present how the work planned results in the successful delivery of outcomes, deliverables, KPIs, and impact defined later in the proposal.
* Provide information on how the proposed activity ensures integrating knowledge from industry, higher education, and research.
* Explain how RIS Hub Standards and Principles will be achieved, and how the proposed activity addresses roles and the Mandatory Activities of an EIT RawMaterials RIS Hub.
  1. Financial sustainability [e.g. 1 page]
* Please explain how the activity will contribute to the Knowledge Innovation Community's (KIC’s)financial sustainability, and to what extent the proposals’ activities have the potential to contribute to the operations of the RIS Hub in the longer term - and gradually becoming financially independent from EIT funding.
* How can the proposed activities mobilise the use of “other sources of funding” such as national and regional funding, including EU Structural Funds, pre-accession assistance, and own resources.
* Provide a clear and solid multi-annual plan/business model with financial figures and performance indicators towards achieving a level of co-financing from non-EIT sources of minimum 10% in 2023, 15% in 2024, 20% in 2025, 50% until 2027, and 100% until 2029.

2. IMPACT [max. 4 pages]

In this section, you should show how your project could contribute to the outcomes and impacts of the Strategic Agenda 2021-27 of EIT RawMaterials, its RIS Chapter and the KPIs in the EIT Impact Framework, the likely scale and significance of this contribution, and the measures to maximise these impacts, as well as the project’s pathways towards these impacts.

* Provide a **narrative** explaining how the mandatory activities will contribute to the building and management of a strong local/regional raw materials community. The narrative should include the components below, tailored to your activity.
* Describe the unique contribution your activity results would make towards (1) minimum required targets to be reached, and (2) how well – if at all - the proposed activities will feed the pipeline of the following KIC programs, on top of the minimum required targets, all as a direct result of the RIS Hub’s activities:
  + The number of new EIT RIS Active full KIC Partners (Core and Associate) and Number of new RIS Task Partners.
  + The number of start-ups and SMEs joining the EIT RawMaterials Accelerator and Booster Call programmes.
  + The number of submitted KAVA proposals.
  + The number of KAVA proposals selected for funding and their impact.
  + The number of RIS students enrolled in KIC’s EIT-labelled programmes.
  + Start-ups created by students enrolled in, and graduates, from the EIT-labelled programmes.
  + The number of RIS Success Stories.
  + Additional private and public funding, with particular attention to European Structural and Investment Funds (ESIF), secured for the partners, RIS Hub, CLC/ Number of organisations from RIS countries that attracted funding from ESIF (in line with Smart Specialisation Strategies) with support from KICs, and the amount of funding attracted.
  + Describe any requirements and potential barriers - arising from factors beyond the scope and duration of the activity - that may determine whether the desired outcomes and impacts are achieved. These may include, for example, regulatory environment, targeted markets, and user behaviour. Indicate if these factors might evolve. Describe any mitigating measures you propose, within or beyond your activity, that could be needed should your assumptions prove to be wrong, or to address identified barriers.

Table 2.1. List of EIT RawMaterials RIS HUB mandatory KPIs Year 2023, 2024 and 2025

|  |  |  |  |
| --- | --- | --- | --- |
| KPI Name | Target value | Target year | Delivered by which WP |
| Number of new EIT RIS Active full KIC Partners and Number of new RIS Task Partners |  |  |  |
| Number of start-ups and SMEs joining the EIT RawMaterials Accelerator and Booster programmes |  |  |  |
| Number of submitted KAVA proposals |  |  |  |
| Number of KAVA proposals selected for funding |  |  |  |
| Number of RIS students enrolled in EIT RawMaterials labelled programmes |  |  |  |
| Start-ups created by students enrolled and graduates from EIT-labelled programmes |  |  |  |
| Number of EIT RIS Success Stories |  |  |  |
| Additional private and public funding, with particular attention to European Structural and Investment Funds (ESIF), secured for the partners, RIS Hub, CLC/ Number of organisations from RIS countries that attracted funding from ESIF |  |  |  |

Table 2.2. List of EIT RawMaterials RIS HUB competitive KPIs Year 2023, 2024 and 2025

|  |  |  |  |
| --- | --- | --- | --- |
| KPI Name | Target value | Target year | Delivered by which WP |
| Matchmaking and brokerage activities resulting in tangible matches |  |  |  |
| Number of RIS partners supported to be part of a non-RIS proposal |  |  |  |
| Number of EIT RawMaterials calls proposal preparation and writing workshops organised |  |  |  |
| Number of regionally funded programmes where CLCs and KIC partners are involved by the support of the RIS Hub |  |  |  |
| Number of submitted proposals to national funding calls with existing or non-partners |  |  |  |
| Number of organisations from EIT RIS countries and regions that have joined the EIT KICs’ activities |  |  |  |
| Number of universities from the EIT RIS countries and regions that take part in EIT Label programmes |  |  |  |
| Number of SMEs from the EIT RIS countries and regions that are supported in the KIC's mainstream accelerators |  |  |  |
| Number of non-EIT funded innovation, education, and business creation projects that have been implemented in EIT RIS countries and regions |  |  |  |
| Number of students from the EIT RIS countries that take part in EIT- labelled RawMaterials education programmes |  |  |  |
| Number of relevant idea holders, start-ups, and SMEs applying for EIT Jumpstarter, EIT RawMaterials Accelerator, and Booster Call programmes |  |  |  |

2.1 Dissemination, exploitation, and communication [e.g. 2 pages]

* Describe the planned measures to maximise the impact of your activity by providing the first version of your plan for dissemination and exploitation including communication activities. Describe the dissemination, exploitation, and communication measures that are planned, and the target group(s) addressed (e.g. the scientific community, end users, financial actors, relevant stakeholders, and the public).
* Please remember that this plan is an admissibility condition. In case your proposal is selected for funding, a more detailed plan for dissemination and exploitation, (D&E plan), including communication activities, will need to be provided as a mandatory project deliverable within six months of the signature date. This plan shall be periodically updated in alignment with the activity’s progress.

The D&E plan should:

* + be specific and proportionate to the scale of the project.
  + define the relevant stakeholder groups, such as policymakers, industry representatives, investors, standardisation bodies and regulatory authorities, and national and regional administrations who will be reached by the projects with their dissemination and exploitation activities.
  + contain the designated dissemination, target audiences, and consortium partners responsible for the dissemination activities.
  + contain the expected exploitable results and their exploitation routes, and consortium partners responsible for the exploitation activities.
  + include an overview of good practices, lessons learned, and success stories that could be disseminated.
  + be updated regularly according to the project work plan with results achieved and possible drawbacks experienced.
* If relevant, outline your strategy for the management of intellectual property and foreseen protection measures such as patents, design rights, copyrights, trade secrets, etc., and how these would be used to support exploitation.

3. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

3.1. Work plan and resources [e.g. 12 pages including tables]

Please provide the following:

* A brief presentation of the overall structure of the work plan, ensuring its relevance and consistency with the scope defined in the invitation to submit proposals for the 2023-2025 EIT RawMaterials Call for EIT RIS Hub activities.
* The timing of the different work packages and their components (Gantt chart or similar).
* A detailed work description, i.e.:
  + A list of work packages (table 3.1a).
  + A description of each work package, (table 3.1b) lists the minimum mandatory targets to be reached as direct results of the EIT RawMaterials RIS Hub activities.
  + A list of deliverables (table 3.1ca);
    - Give full details based on the activities expected to be mandatory and additional.
    - Provide enough detail in each work package to justify the proposed resources to be allocated, and also quantify information so that progress can be monitored.
    - Resources assigned to work packages should be in line with their objectives and deliverables. You are advised to include a distinct work package on project management and dissemination, exploitation, and communication activities, and to give due visibility in the work plan to data management, either with distinct tasks or distinct work packages.
    - You will be required to update the plan for the dissemination and exploitation of results including communication activities, and a data management plan (this does not apply to topics where a plan was not required.) This should include a record of activities related to dissemination and exploitation that have been undertaken, and those still planned.
    - Please make sure the information in this section matches the costs, as stated in the budget of the application forms, and the number of person-months shown in the detailed work package descriptions.
* A table with KIC-specific and EIT KPIs planned to achieve (table 3.1cb).
* A list of milestones (table 3.1d).
* A list of critical risks, relating to activity implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. You will be able to update the list of critical risks and mitigation measures as the activity progresses (table 3.1e).
* A table showing the number of person-months required (table 3.1f).

3.2. Capacity of participants and consortium as a whole [e.g. 2 pages]

* Describe the consortium; how it matches the project’s objectives and brings together the necessary disciplinary and inter-disciplinary knowledge. Include in the description affiliated entities and associated partners, if any. This is the chapter where you introduce your organisation if it is a sole beneficiary of the project proposal.
* Show (if applicable) how the partners will have access to the critical infrastructure needed to carry out the project activities.
* Describe how the members complement one another (and cover the value chain, where appropriate).
* In what way does each one contribute to the project? Show that each has a valid role, and adequate resources in the project to fulfil that role.

Introduce how the members will reach out and achieve knowledge triangle integration, how they connect to relevant stakeholders, and what kind of references they have in similar activities like in this proposal.

Table 3.1a: List of work packages

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work package No** | **Work Package Title** | **Lead Participant No** | **Person- Months** | **Start Month** | **End month** |
| 1 | Matchmaking, Networking, and Promotion |  |  |  |  |
| 2 | Administrational and Operational Tasks |  |  |  |  |
| 3 | Alternative Funding/Financial Sustainability |  |  |  |  |
| 4 | Additional activity (optional) |  |  |  |  |

Table 3.1b: Work package description

|  |  |
| --- | --- |
| Work package number | 1 |
| **Work package title** | Matchmaking, Networking, and Promotion |
| **Objectives**  Provide relevance and cross-KIC value added of the work package, as well as its intended and specific (quantified) impact to be achieved.  Provide the objective of the work package. The objectives should be formulated according to the SMART methodology, aligned with the expected outcomes, and contribute to the objectives of the cross-KIC activity as defined in the invitation to submit proposals for the EIT RawMaterials RIS Hub activities 2023-2025.  For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value – if relevant - and target and interim values). | |
| **Description of work**  Describe the key activities/tasks of the work package together with the timeline and expected deliverables. The description must clearly show what will be implemented in consecutive years, and how the activities of the work package contribute to its objectives.  Clearly indicate roles and activities run by each partner. Please describe their exact contribution.  Provide information about the work package coordination activities and their contribution to the activity’s monitoring and reporting modalities.  Provide quantified information on the contribution of the work package to the KICs’ financial sustainability.  Provide detailed information on the work package management and/or coordination.  Provide information on the contribution of the work package to the RIS Hub’s dissemination and communications activities. | |
| List all outputs and deliverables (brief description and month of delivery). | |

|  |  |
| --- | --- |
| Work package number | 2 |
| **Work package title** | Administrational and Operational Tasks |
| **Objectives**  Provide relevance and cross-KIC value added of the work package, as well as its intended and specific (quantified) impact to be achieved.  Provide the objectives of the work package. The objectives should be formulated according to the SMART methodology, aligned with the expected outcomes, and contribute to the objectives of the cross-KIC activity as defined in the invitation to submit proposals for the EIT RawMaterials RIS Hub activities 2023-2025.  For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value – if relevant - and target and interim values). | |
| **Description of work**  Describe the key activities/tasks of the work package together with the timeline and expected deliverables. The description must clearly show what will be implemented in consecutive years, and how the activities of the work package contribute to its objectives.  Clearly indicate roles and activities run by each partner. Please describe their exact contribution.  Provide information about the work package coordination activities and their contribution to the activity’s monitoring and reporting modalities.  Provide quantified information on the contribution of the work package to the KICs’ financial sustainability.  Provide detailed information on the work package management and/or coordination.  Provide information on the contribution of the work package to the RIS Hub’s dissemination and communications activities. | |
| List all outputs and deliverables (brief description and month of delivery). | |

|  |  |
| --- | --- |
| Work package number | 3 |
| **Work package title** | Alternative Funding/Financial Sustainability |
| **Objectives**  Provide relevance and cross-KIC value added of the work package, as well as its intended and specific (quantified) impact to be achieved.  Provide the objectives of the work package. The objectives should be formulated according to the SMART methodology, aligned with the expected outcomes, and contribute to the objectives of the cross-KIC activity as defined in the invitation to submit proposals for the EIT RawMaterials RIS Hub activities 2023-2025.  For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value – if relevant and target and interim values). | |
| **Description of work**  Describe the key activities/tasks of the work package together with the timeline and expected deliverables. The description must clearly show what will be implemented in consecutive years, and how the activities of the work package contribute to its objectives.  Clearly indicate roles and activities run by each partner. Please describe their exact contribution.  Provide information about the work package coordination activities and their contribution to the activity’s monitoring and reporting modalities.  Provide quantified information on the contribution of the work package to the KICs’ financial sustainability.  Provide detailed information on the work package management and/or coordination.  Provide information on the contribution of the work package to the RIS Hub’s dissemination and communications activities. | |
| List all outputs and deliverables (brief description and month of delivery). | |

|  |  |
| --- | --- |
| Work package number | 4 |
| **Work package title** | *Additional activity (optional)* |
| **Objectives**  Provide relevance and cross-KIC value added of the work package, as well as its intended and specific (quantified) impact to be achieved.  Provide the objectives of the work package. The objectives should be formulated according to the SMART methodology, aligned with the expected outcomes, and contribute to the objectives of the cross-KIC activity as defined in the invitation to submit proposals for the EIT RawMaterials RIS Hub activities 2023-2025.  For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value – if relevant - and target and interim values). | |
| **Description of work**  Describe the key activities/tasks of the work package together with the timeline and expected deliverables. The description must clearly show what will be implemented in consecutive years, and how the activities of the work package contribute to its objectives.  Clearly indicate roles and activities run by each partner. Please describe their exact contribution.  Provide information about the work package coordination activities and their contribution to the activity’s monitoring and reporting modalities.  Provide quantified information on the contribution of the work package to the KICs’ financial sustainability.  Provide detailed information on the work package management and/or coordination.  Provide information on the contribution of the work package to the RIS Hub dissemination and communications activities*.* | |
| List all outputs and deliverables (brief description and month of delivery). | |

Table 3.1ca: List of Deliverables (focus on delivering impact)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable (number)** | **Deliverable name and short description** | **Work package number** | **Type** | **Dissemination level** | **Delivery date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**KEY**

Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. (WP = work package).

For example, deliverable 4.2 would be the second deliverable from work package 4.

**Type:**

Use one of the following codes:

* R: Document, report (excluding the periodic and final reports)
* DEM: Demonstrator, pilot, prototype, plan designs
* DEC: Websites, patents filing, press & media actions, videos, etc.
* DATA: Data sets, microdata, etc.
* DMP: Data management plan
* ETHICS: Deliverables related to ethics issues
* SECURITY: Deliverables related to security issues
* OTHER: Software, technical diagram, algorithms, models, etc.

**Dissemination level:**

Use one of the following codes:

* PU – Public, fully open, e.g. web (Deliverables flagged as public will be automatically published in the CORDIS project’s page.)
* SEN – Sensitive, limited under the conditions of the Grant Agreement in the CORDIS project’s page.

Table 3.1cb: List of KPIs

Include all KIC-specific, EIT and EIT core KPIs for 2023

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KPI code** | **KPI name** | **Target number within the year** | **Work package number** | **Delivery date**  **(in months)** |
|  |  |  |  |  |
|  |  |  |  |  |

Include all KIC-specific, EIT, and EIT core KPIs for 2024

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KPI code** | **KPI name** | **Target number within the year** | **Work package number** | **Delivery date**  **(in months)** |
|  |  |  |  |  |
|  |  |  |  |  |

Include all KIC-specific, EIT, and EIT core KPIs for 2025

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KPI code** | **KPI name** | **Target number within the year** | **Work package number** | **Delivery date**  **(in months)** |
|  |  |  |  |  |
|  |  |  |  |  |

Table 3.1d: List of milestones

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone**  **number** | **Milestone**  **name** | **Related work**  **package(s)** | **Due date** | **Means of**  **verification\*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* **Means of verification** - Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example, a laboratory prototype that is ‘up and running’, software released and validated by a user group, field survey complete, and data quality validated.

Table 3.1e: Critical risks for implementation

|  |  |  |
| --- | --- | --- |
| **Description of risk (indicate the level of (i) likelihood, and (ii) severity: Low/Medium/High)** | **Work package(s) involved** | **Proposed risk-mitigation measures** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Table 3.1f: Summary of staff effort

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the leader for each work package by showing the relevant person-month figure in bold.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **WP1** | **WP2** | **WP3** | **WP4** | **Total Person-**  **Months per Participant** |
| **Participant**  **Number/Short Name** |  |  |  |  |  |
| **Participant Number/**  **Short Name** |  |  |  |  |  |
| **Participant Number/**  **Short Name** |  |  |  |  |  |
| **Total Person Months** |  |  |  |  |  |

Ethics requirements

Where a proposal contains the recruitment and/or evaluation of human volunteers, e.g. collection of biological samples, personal data, medical interventions, interviews, observations, evaluation of devices, tracking, or the secondary use of information provided for other purposes (e.g. other research projects, officially collected information, social media sites), it is required to include a statement in the submission document confirming that the ‘EU Grants - How to complete your ethics self-assessment [[1]](#footnote-1)’ has been read, and that the guidance concerning the completion of procedures for ethics approval in your local region will be followed.

**Do you confirm** that the ‘EU Grants - How to complete your ethics self-assessment’ has been read and that the guidance concerning the completion of procedures for ethics approval in your local region will be followed?: YES / NO\*

\* Indicate your answer by underlining or marking it

1. https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment\_en.pdf [↑](#footnote-ref-1)