**Annex B.1 Full application Proposal Template**

*[Note] this document serves as an example and therefore an applicant can modify it as necessary and appropriate to his/her proposed activity.*

# General Information

|  |  |
| --- | --- |
| **Title of the proposal:** |  |
| **Type number you are applying to:** | *e.g. Type 1* |
| **Work Package number you are applying to:** | *e.g. WP 2* |
| **Location(s)** of the proposal: | *Specify country(ies), region(s), area(s) or town(s) that will benefit from the proposal>* |
| **Total duration** **of the proposal (*months/dates*):** | *Months/dates* |
| **Type 1: Requested Asi@Connect contribution (*amount*)** | <*EUR*> |
| **Type 2: Requested Asi@Connect contribution (amount),** maximum 50% of total eligible costs | <*EUR*> |
| **Relationship with other existing projects** | *Please describe it, if any* |
| **Keywords** | *Please enter keywords that are most relevant to your proposal* |

# Information on the applicants (lead & co-applicant and affiliated entities, if any)

* 1. **Lead applicant[[1]](#footnote-1)**

|  |  |
| --- | --- |
| **Name** of the lead applicant |  |
| **Name of organizations/institutions** |  |
| **Nationality**/ Country and date of registration[[2]](#footnote-2) |  |
| **Legal status**[[3]](#footnote-3) |  |

|  |  |
| --- | --- |
| **Lead applicant contact details for the purpose of this proposal** | |
| **Postal address of the organization:** |  |
| **Organization email address:** |  |
| **Telephone:** (fixed and mobile)  Country code + city code + number |  |
| **Contact person for this proposal:** |  |
| **Postal address:** |  |
| **Contact person’s email:** |  |

* + - Please specify up to 10 Publications in the last 5 years. Lead applicant’s CV and his/her publications are to be elaborated in the Appendix A1.
    - Please put relevant information if the PI has a proven experience of managing similar activities/projects in the past.
    - Please describe value Proposition of applicant in terms of skill set of proposed team, past projects delivered successfully, capacity in terms of infrastructure/Labs etc.

# List of Co-applicants and affiliated entities

|  |  |
| --- | --- |
| **Co-applicant(s) [[4]](#footnote-4)** |  |
| Name of the co-applicant |  |
| Nationality/ Country |  |
| Name of Organization/Institution |  |
| Legal status |  |
| **Affiliated entity(ies)[[5]](#footnote-5)** |  |
| Name of the Affiliated entity |  |
| Nationality / Country |  |
| Legal status: |  |
| Specify to which entity you are affiliated (lead applicant and/or the co-applicant).  Specify the kind of affiliation you have with that entity. |  |

* + - Publications of co-applicants, up to 5 per person in the late 5 years, are to be listed in the Appendix A2.

# Proposed Activities/Programs

Proposers are encouraged to develop clear objectives, strategies and targets based on the criteria of SMART (i.e. Specific, Measurable, Achievable, Realistic and Time related).

# Overview/Background

* + - Please explain the overall concept underpinning the proposed activity. Describe the motivations, key challenges, main ideas, models or assumptions involved.
    - Please describe relationship with any other collaborations or related awarded projects or grants by other funding agencies.

# Objectives (max. 500 words)

* + - Please describe the specific objectives for the proposed activity. Objectives should be consistent with the expected results/outcomes and impact of the activity.
    - Please explain why and how it requires access and use of the TEIN network.

# Details of Activities/Programs

* + - Please provide full details on the proposed activities with their overall methodology.
    - Please describe in detail target beneficiaries/participants.

# Deliverables

* + - Please provide a list of major deliverables; distinctive and meaningful in terms of overall objectives of the proposed activity. Please keep in mind that all deliverables will be freely available to the general public including Research & Education (R&E) community.

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable(number)** | **Deliverable name** | **\*Type** | **\*\*Delivery date (in months)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* They could be report/document, prototype, videos, websites, and software/hardware, etc.

\*\* Delivery date: measured in months from the activity start date

# Milestones & Timeline

* + - Please list milestone of the activity and its related timeline; indicate the activity utilizing time line chart (e.g. Gantt Chart)

o ‘Milestones’ means control points in the activity that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin.

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone number** | **Milestone name** | **\*Due date (in month)** | **\*\*Means of verification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* Due date: measured in months from the activity start date

\*\* Means of verification: it shows how the milestone has been attained. For example: feasibility study or workshop complete; procurement of equipment complete; software released and validated by a user group.

# Risk Assessment

* + - Please describe risks - plausible events or issues - that could have adverse impacts on the ability of the activity to achieve its objectives.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of risk** | **Impact (L/M/H)** | **\*Likelihood (L/M/H)** | **Proposed risk-mitigation measures** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* The likelihood is the estimated probability that the risk will materialize even after taking account of the mitigating measures put in place.

# Resources to be committed/Budgets

* Please refer to the Annex B.2 for the ‘Full application budget template’ separately attached and its guidelines and fill in the template in detail as itemized. A break-down cost quotation for estimated budget will be in Euro (€).

# Expected Results/Outcomes/Impacts

* 1. **Benefits to TEIN and its Community – Qualitative as well as Quantitative points**
     + Please explain in detail, including but not limited to them, how your activity contributed to the promotion and development of R&E, especially in TEIN (e.g. i) if it is capacity building programs, how many number of NREN partners – classifying name of each NREN - received training; how many number of trainees – classifying country by country - are transformed into experts through the concept of ‘train-the-trainers’; how **gender equality** (e.g. number of **women** educated) is addressed and achieved, ii) in case it is relevant to the promotion of TEIN network, how the utilization of TEIN links is improved; how the planned test bed platform is achieved; how advanced products & services are deployed throughout the TEIN; how R&E collaborations are boosted, etc. ) The below are some samples of indicators you could refer to and you may add other ones as appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicators** | **Results/Benefits** | **Means of verification** | **Assumptions** |
| Number of NREN partners receiving training |  |  |  |
| Number of courses given |  |  |  |
| Number of promotional conferences and workshops |  |  |  |
| Number of persons trained (gender identified) |  |  |  |
| Number of “train-the-trainers” with network engineering expertise |  |  |  |
| TEIN link utilization data |  |  |  |
| Number of advanced products & services deployed |  |  |  |
| Number of test bed platforms |  |  |  |
| Number of R&E collaborations |  |  |  |
| Number of people with access to the Internet nationally & remote areas in particular |  |  |  |
| To be added by proposer |  |  |  |
| To be added by proposer |  |  |  |

* + - Please collate participants’ feedbacks and report on the follow ups of how the activities benefitted the participants back in their local NRENs and relevant working environments.

# Visibility

* + - Please describe visibility and its dissemination plan, in order to maximize the exploitation of the activity’s results, such as through press releases, publishing case study, poster, presentation and video clip of the activity results.

# Sustainability of the Activity/Program

* + - Please describe how to secure its sustainability.
    - Please describe how you see the potential for growth or further development of your activity.

# APPENDIX A - Information on the participants

# A1. Lead applicant’s CV and his/her publication list

* + - Please list down relevant information.

# A2. Co-applicants’ publication list

* + - Please list down relevant information.

//end//

1. **NOTICE: w**hen processing your application, any personal data (e.g. names, addresses and CVs), will be processed solely for the purposes of the performance management and monitoring of the call for proposal and of the contract by the data controller. [↑](#footnote-ref-1)
2. For organizations. [↑](#footnote-ref-2)
3. E.g. non-profit, governmental body, or international organization. [↑](#footnote-ref-3)
4. Add as many rows as co-applicants [↑](#footnote-ref-4)
5. Add as many rows as affiliated entities [↑](#footnote-ref-5)