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**PROJECT APPLICATION FORM**

[Date]

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# 1. Project General Information [[1]](#footnote-1)

|  |
| --- |
| **PROJECT GENERAL INFORMATION** |
| **Project title:** |   |
| **Project Acronym:** |   |
| **Field of application of the project:** |  |
| **Project Coordinator:** |   |
| **Unit/department (if applicable):** |  |
| **Project start date:** | Click or tap to enter a date. |
| **Project end date:** | Click or tap to enter a date. |
| **Project duration (in months):** |  |
| **Total Cost (in €):** | Click or tap here to enter text. |

## 1.1 Project Description

*These sections are necessary for the project team to proactively and logically plan out the project to completion; to collect the information about work that needs to be done for a project, and to organize activities into manageable components that will be used to achieve project objectives.*

### 1.1.1 Project Summary

### 1.1.2 Project Objectives

*Describe shortly objectives in no more than 1 page max.*

### 1.1.3 Scientific and technical/foregrounds of the project

*Describe shortly in no more than 1 page max.*

#  2. Relevance and Impact

## 2.1 Need analysis

*Please address the specific reasons why the project is needs to be implemented.*

## 2.2 Potential impact and outputs

*Define the expected short, medium and long-term effects of the project*. *Who will be the target groups? Which are their benefits and what would change for them?*

## 2.3 Dissemination activities and exploitation of results

*In order to promote the activities and maximize the impact, describe the communication and dissemination activities to target audiences, stakeholders, decision-makers, and the general public, as well as your choice of dissemination channels.*

# 3. Quality and implementation

## 3.1 Project Design

*Please describe shortly and in general the:*

* *concept and methodology used;*
* *project management, quality assurances, monitoring, and evaluation strategy;*
* *project staff;*

## 3.2 Sustainability

*Given your project achievements, please provide potential new research approaches to further advance and provide continuation of the project.*

## 3.3 Equipment purchase

*Please justify the equipment costs for the equipment needed:*

*− why are needed for the implementation of the project;*

*− their relations with the content to be developed and the specific activities to be implemented) and*

*− the estimated timeframe for their purchase as well as the estimated place where they will be located*

*Describe shortly in no more than 1 page max.*

## 3.4 Project implementation

*This section describes the decomposition of all the work necessary to complete the project. The following paragraphs should represent the work identified for effective schedule development.*

* *Please give the required information for each work package according to the table below*
* *Please list all the work packages of the project*

### Work Package 1 – [work package name]

|  |
| --- |
| *Short description:* |
| **Deliverables and tasks** | **Due Date (month)** |
| **Deliverable 1.1** |   |
| *Task 1.1.1* |   |
| *Task 1.1.2* |   |
| *Task 1.1.3*  |   |
| **Deliverable 1.2** |   |
| *Task 1.2.1*  |   |
| *Task 1.2.2* |   |
| *Task 1.2.3* |   |

### Work Package 2 – [work package name]

|  |
| --- |
| *Short description:* |
| **Deliverables and tasks** | **Due Date (month)** |
| **Deliverable 2.1** |   |
| *Task 2.1.1* |   |
| *Task 2.1.2* |   |
| *Task 2.1.3*  |   |
| **Deliverable 2.2** |   |
| *Task 2.2.1*  |   |
| *Task 2.2.2* |   |
| *Task 2.2.3* |   |

### Work Package … – [work package name]

|  |
| --- |
| *Short description:* |
| **Deliverables and tasks** | **Due Date (month)** |
| **Deliverable** … |   |
| *Task ….* |   |
| *Task ….* |   |
| *Task ….* |   |
| **Deliverable** …   |   |
| *Task ….* |   |
| *Task …* |   |
| *Task …* |   |

*In order to describe how the project will be implemented in terms of work packages and task, please copy the table below as many as you need.*

## 3.4 Risk Management

|  |
| --- |
| **Risk Management Matrix** |
|   |
| **ID** | **Risk Description** | **Impact** | **WP** | **What will you do in response, as a backup, or alternative for the risk?** |
| 1 |   | Choose an item. |  |  |
| 2 |   | Choose an item. |  |  |
| 3 |   | Choose an item. |  |  |
| 4 |   | Choose an item. |  |  |
| 5 |   | Choose an item. |  |  |
| 6 |   | Choose an item. |  |  |
| 7 |   | Choose an item. |  |  |
| 8 |   | Choose an item. |  |  |
| 9 |   | Choose an item. |  |  |
| 10 |   | Choose an item. |  |  |

1. **This project proposal should not exceed 25 pages** [↑](#footnote-ref-1)