

Part D. Description of Work template

Please follow the structure of this template when preparing your Description of Work. It has been designed 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 for a full proposal.

⚠ Page limit: For full proposals, the cover page, and sections 1, 2, 3 and 4, together should not be longer than 30 pages. All tables in these sections must be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

Evaluators will be instructed to disregard any pages in excess of the page limit specified above.

Please do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

COVER PAGE

Title of Proposal

List of Partners

Partner Role	Partner organisation name	Country
Coordinator		
Partner		
Partner		

*Add additional rows as required.

Table of Contents

1. Excellence

Your proposal must address a theme from the ERA-GAS call scope for this call for proposals.

1.1 Objectives

- Describe the specific objectives for the project, which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project (see section 2) and should not have changed significantly from the pre-proposal.

1.2 Relation to the call scope

- Indicate the research theme to which your proposal relates (this should align with Part A Project Data in the submission platform), and explain how your proposal addresses this theme as described in the call scope.

1.3 Concept and approach

- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved. Identify any trans-disciplinary considerations;
- Describe the positioning of the project e.g. where it is situated in the spectrum from ‘idea to application’, or from ‘lab to market’. Refer to Technology Readiness Levels where relevant.
- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project;
- Describe and explain the overall approach and methodology.

1.4 Ambition

- Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious. Your answer could refer to the ground-breaking nature of the objectives, concepts involved, issues and problems to be addressed, and approaches and methods to be used.
- Describe the innovation potential which the proposal represents. Where relevant, refer to products and services already available on the market.

2. Impact

2.1 Expected impacts

 Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.

- Describe how your project will contribute to:
 - the expected impacts set out in the call scope, under the relevant research theme;
 - improving innovation capacity and the integration of new knowledge and strengthening the competitiveness and growth of companies through innovation
 - any other environmental and socially important impacts (if not already covered above).
- Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)

2.2 Measures to maximise impact

a) Dissemination and exploitation of results

- Provide a draft ‘plan for the dissemination and exploitation of the project's results’. Where appropriate, describe a credible path to deliver the innovations to the market. The plan, which should be proportionate to the scale of the project, should contain measures to be implemented both during and after the project.

 *Dissemination and exploitation measures should address the full range of potential users and uses including research, commercial, investment, social, environmental, policy making, setting standards, skills and educational training.*

 *The approach to innovation should be as comprehensive as possible, and must be tailored to the specific technical, market and organisational issues to be addressed.*

- Explain how the proposed measures will help to achieve the expected impact of the project.
- Include information on how the Partners will manage the research data generated and/or collected during the project, in particular addressing the following issues:
 - What types of data will the project generate/collect?
 - What standards will be used?
 - How will this data be exploited and/or shared/made accessible for verification and re-use? If data cannot be made available, explain why.
 - How will this data be curated and preserved?

Projects should include a detailed Data Management Plan as a distinct deliverable in the first six months of the project where that is relevant to the project (see note in table 3.1c for further guidance).

 *You will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project's results.*

 *The appropriate structure of the consortium to support exploitation is addressed in section 3.3.*

- Outline the strategy for knowledge management and protection. Include measures to provide open access (free on-line access, such as the ‘green’ or ‘gold’ model) to peer-reviewed scientific publications which might result from the project¹.

 *Open access publishing (also called 'gold' open access) means that an article is immediately provided in open access mode by the scientific publisher. The associated costs are usually shifted away from readers, and instead (for example) to the university or research institute to which the researcher is affiliated, or to the funding agency supporting the research. Note, individual ERA-GAS funding organisations may or may not provide funding for publication costs in open access journals.*

 *Self-archiving (also called 'green' open access) means that the published article or the final peer-reviewed manuscript is archived by the researcher - or a representative - in an online repository before, after or alongside its publication. Access to this article is often - but not necessarily - delayed ('embargo period'), as some scientific publishers may wish to recoup their investment by selling subscriptions and charging pay-per-download/view fees during an exclusivity period.*

b) Communication activities

- Describe the proposed communication measures for promoting the project and its findings during the period of the grant. Measures should be proportionate to the scale of the project, with clear objectives. They should be tailored to the needs of various audiences, including groups beyond the project's own community. Where relevant, include measures for public/societal engagement on issues related to the project.

3. Implementation

3.1 Work plan — Work packages, deliverables and milestones

Please provide the following:

- brief presentation of the overall structure of the work plan;

¹ Open access must be granted to all scientific publications resulting from the ERA-GAS Call. Further guidance on open access is available in the Guidelines for Applicants.

- timing of the different work packages and their components (Gantt chart or similar);
- detailed work description, i.e.:
 - a description of each work package (table 3.1a);
 - a list of work packages (table 3.1b);
 - a list of major deliverables (table 3.1c);
- graphical presentation of the components showing how they inter-relate (Pert chart or similar).

⚠ Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. Include details of the resources to be allocated to each work package. The number of work packages should be proportionate to the scale and complexity of the project.

⚠ You should give enough detail in each work package to justify the proposed resources to be allocated.

⚠ You are advised to include a distinct work package on 'management' (see section 3.2) and to give due visibility in the work plan to 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages.

⚠ You will be required to prepare an updated (or confirmed) 'plan for the dissemination and exploitation of results and communication measures' within the first six months of the project. Guidance on this will be given as part of a workshop at the project kick-off event.

Definitions:

'Work package' means a major sub-division of the proposed project.

'Deliverable' means a distinct output of the project, meaningful in terms of the project's overall objectives and constituted by a report, a document, a technical diagram, a software etc.

'Milestones' means control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development.

3.2 Management structure and procedures

- Describe the organisational structure and the decision-making (including a list of milestones (table 3.2a))
- Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project.
- Describe, where relevant, how effective innovation management will be addressed in the management structure and work plan.
- Describe any critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. Please provide a table with critical risks identified and mitigating actions (table 3.2b).

3.3 Consortium as a whole

 *The individual members of the consortium are described in Part B in the submission platform. There is no need to repeat that information here.*

- Describe the consortium. How will it match the project's objectives? How do the members complement one another (and cover the value chain, where appropriate)? In what way does each of them contribute to the project? How will they be able to work effectively together?
- If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.2).

3.4 Resources to be committed

 *Please make sure the information in this section matches the costs as stated in the budget table in Part C in the submission platform, and the number of person/months, shown in the detailed work package descriptions.*

Partners participating with own resources should provide further elaboration on the details in this section if not already described elsewhere in the application.

In addition, please provide the following:

- a table showing number of person/months required (table 3.4a)

Table 3.1a: Work package description

For each work package:

Work package number		Start Date or Starting Event					
Work package title							
Partner number							
Short name of Partner							
Person/months per Partner:							

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of Partners

Deliverables (brief description and month of delivery)

Table 3.1b: List of work packages

Work package No	Work Package Title	Lead Partner No	Lead Partner Short Name	Person-Months	Start Month	End month
				Total months		

Table 3.1c: List of Deliverables²

Deliverable (number)	Deliverable name	Work package number	Short name of lead Partner	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>.

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.
- OTHER: Software, technical diagram, etc.

Dissemination level:

Use one of the following codes:

- PU = Public, fully open, e.g. web
- CO = Confidential, restricted under conditions set out in Model Grant Agreement
- CI = Classified, information as referred to in Commission Decision 2001/844/EC.

Delivery date

Measured in months from the project start date (month 1)

² Where relevant to the project, you must include a **data management plan** as a distinct deliverable within the first 6 months of the project. This deliverable will evolve during the lifetime of the project in order to present the status of the project's reflections on data management. A template for such a plan is available in the Horizon 2020 Grants Manual (http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf). In addition, you will be required to prepare an updated (or confirmed) 'plan for the dissemination and exploitation of results and communication measures' within the first six months of the project. Guidance on this will be given as part of a workshop at the project kick-off event.

Table 3.2a: List of milestones

Milestone number	Milestone name	Related work package(s)	Estimated date	Means of verification

KEY

Estimated date

Measured in months from the project start date (month 1)

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 3.2b: Critical risks for implementation

Description of risk	Work package(s) involved	Proposed risk-mitigation measures

Table 3.4a: 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 Partner. Identify the work-package leader for each WP by showing the relevant person-month figure in bold. Add additional columns where necessary.

	WPn	WPn+1	WPn+2	Total Person/ Months per Partner
Partner Number/Short Name				
PartnerNumber/ Short Name				
Partner Number/ Short Name				
Total Person/Months				

4. References

If relevant, you can include literature references related to the application here. Please include author, title, journal, year, volume, pages etc.