



Guidelines for Applicants

CORNET 33rd Call for Proposals

*Combining national and regional programmes for
international Collective Research for the benefit of SMEs*

Closing date: 30th of March 2022, 12 pm (CET) / noon

**To submit a proposal please register for the CORNET Submission Tool on
www.cornet.online**

these tables. Any further added pages to the Proposal Application Form will be deleted and not taken into consideration.

In addition to the innovation purpose and the technical project description, the proposal should explicitly address all of the eligibility criteria mentioned in these guidelines, and convincingly explain how they are fulfilled. Also a complete and detailed financial plan must be given.

The filled proposal documents have to be uploaded in Portable Document Format (PDF) to the secured uploading area. The size of each of the documents must not exceed 10 MB. While the call is open the proposal can still be changed or added. Once the proposal is completed the 'submit button' has to be pressed in order to submit. After submission, no changes or supplements can be added. Please note that only complete proposals containing all annexes that were submitted by the stated deadline via the CORNET Submission Tool will be considered for evaluation. After deadline all accounts will be automatically closed down. For the next available CORNET Call for Proposals a new registration is required.

To register for the CORNET Submission Tool for the CORNET Call for Proposals, please visit <http://www.cornet.online/calls-for-proposals/submission-tool/>.

4.3.2 Submission on national/regional level

In parallel, all partners have to send a national/regional application form to their own national/regional funding organisation, using the local template and referring to the CORNET project proposal. The national/regional application has to be submitted in most countries/regions latest until the date of the CORNET.

Please confer with your national/regional funding organisation. Programme and contact details of all CORNET partners can be found on www.cornet.online/calls-for-proposals/participating-funding-agencies/.

Additional information that may be required by the national/regional funding organisations, but that is not relevant for other agencies or external experts can be mentioned in the local project proposal.

For the national/regional submission the national/regional rules apply.

4.4 Language

The CORNET proposal has to be entirely in English, including all annexes.

The national/regional application form will generally be in the national language, unless agreed otherwise with the concerned funding organisation.

5. GUIDELINES TO THE PROPOSAL APPLICATION FORM AND ANNEXES

1. General information

2. Abstract

3. Project Consortium – *Coordinating Association* –

Project Consortium – *Participating Association* –

Project Consortium – *Participating Research Performer* –

BEGINNING OF LIMIT 30 pages, minimum type size 12pt, 1.5 line spacing!

4. Description of the Project

I. Economic Relevance for SMEs

a. Targeted Market Sector

Describe the market sector or industrial branch your project is aimed at. Indicate market sectors both at national and international level.

Describe the estimated size of the targeted market sector (number of SMEs in the sector, turnover, employees etc.).

Describe the expected coverage of your project within this sector.

Position your Collective Research project in the value chain in the sector and explain the pre-competitive character.

Describe the relevance of the project to the sector and the added value to the SMEs.

b. Economic Impact for SME

Describe economic advantages of the project and cost effectiveness.

Describe the job creation and safeguarding potential.

Mention notable social aspects of the project: Impact on level of qualification, working conditions, quality of life, resource efficiency, relevant legislation and regulations etc.

c. The Need

Describe the problem or the need that will be addressed with this project, as identified by the SMEs in the sector.

Make a clear distinction between general background information (that the reader needs to know to understand and position the problem), and the specific description of the need.

II. Research Approach

a. State of the Art and Technological Alternatives

Describe the state of the art worldwide. Mention relevant publications, patents, etc. Focus also on the state of the art in the participating countries/regions.

Mention existing solutions and their shortcomings. State if there are any technological alternatives and mention the advantages or disadvantages compared to the technological developments envisaged in your project.

If this proposal is a follow-on project: Report on the status of work and the results obtained in the forerunner project. Describe how the projects are connected and built upon one another.

This will be the '0-measurement' against which the technological advancement produced by the project will be measured at the end.

b. Innovation Target

Describe what the overall innovation target of the project is, and how this project is expected to solve the problem and satisfy the addressed need of the SME community.

c. Research Method

Describe the research methods used in your project as well as the alternatives to these methods. Explain the advantages and disadvantages of the chosen methods.

d. Expected Project Results

Describe the concrete results expected at the end of your project (new methodology, equipment, processes, standards etc.).

Describe the general outline of the expected economic results of the project. Describe the different levels of the project's economic results for the SMEs, together with the estimated cost of introduction, the investments required and the estimated total benefit for the SMEs per year.

III. Project Execution

a. Technical and Scientific Methodology

Describe your solution(s), i. e. how the project will work its way towards the target.

Describe the means, technologies and methodologies which will be deployed to reach the targets.

Introduce the different work packages, justify the partitioning of the work into these work packages, and describe the logical, chronological and practical relationships between the work packages.

Describe potential risks linked to the proposed methodology.

b. Detailed work plan and time schedule

Each work package contains tasks, deliverables, time planning with milestones, and the contribution of each participant. Give a detailed description for each work package (WP 1-WP *n*):

Tasks:

- Describe the work to be done in the respective task;
- Identify the required input;
- Describe the specific objectives;
- Explain the methodology followed and the technical approach to work;
- Indicate what technological challenges you expect;
- Describe the time necessary, and time schedule.

Deliverables:

- Describe the expected outcome and state clearly what type of deliverable it is (document, blueprint, software, system, hardware etc.);
- Identify risks associated with each deliverable, with respect to technical feasibility and timing;
- Indicate when the deliverables need to be available.

Milestones:

- Describe the planned milestones and their place in the critical path of the overall project;
- Describe the decisions that need to be taken at each milestone, give an explanation of the criteria for the go and no-go decisions.

Contribution of each participant:

- Describe briefly the role and the responsibilities of the participants in each of these work packages;
- Give a detailed overview of the planned effort for each partner, preferably on task level; take into account a fair balancing of the workload.

In addition to your description, enclose a work plan and time schedule, containing the activities, time period, workload per work package in person months and the skills of the personnel needed (the template 'work plan' [Excel worksheet] is part of the template package available on www.cornet.online/calls-for-proposals/guidelines-and-templates/).

IV. Cooperation Framework

a. Overview of Project Consortium

Explain and justify the choice of project participants (associations and research performers). Describe briefly their relevant qualifications. Describe briefly the type of knowledge and expertise that each partner brings into the project. Explain briefly the track-record of the project partners.

Describe the main purpose and goals of the cooperation. Describe in which way the partners will cooperate. Explain why the collaboration between the involved research performers is necessary to reach the set goals. Describe for each partner its role and added value within the consortium (synergy and complementation).

Demonstrate why it would be hard or impossible to reach the goals if only partners of one single country or region would tackle the problem. Describe how the specific competencies of the involved participants from various countries/regions are combined to build up a level of knowledge and know-how, which could not be obtained by one single participant or by a set of individual participants working in parallel.

Describe the interaction with the SME User Committee members.

b. Detailed Description Project Participants

Give a more detailed description for each project participant separately (associations and research performers).

Associations:

- Describe the organisation's expertise and core business with respect to the SMEs and enterprises the association is representing;
- Describe the type of knowledge the organisation brings into the project;
- Position the project within the activities of the organisation; give an overview of the previous research projects, which are in the technology or application domain of this project;
- For previous projects, give an overview of the technological and scientific results and the valorisation results (use of the results by SMEs);
- Describe the managerial expertise of your organisation with regard to R&D projects.
(Only Coordinating Association: Include also information on the managerial expertise of the designated project coordinator.)

Research Performers:

- Describe the organisation's expertise and main research activities;
- Describe the specific technical expertise and the type of knowledge the organisation contributes to the project;
- Mention relevant publications in the requested area of research (patents, books, publications etc.);
- Describe previous projects (topics) in general – very briefly;
- Position the project within the research activities of the organisation, and give an overview of the previous research projects which are relevant for this project;
- For previous projects, give an overview of the technological and scientific results and the valorisation results (use of the results by the SMEs).

c. Project Management

Describe your project management structure. Define the management instruments, assign roles and responsibilities.

Provide meeting schedules, including the SME User Committee meetings.

It is advised to assign also the role of project risk manager to one of the management board members, to specifically follow up and report on the risk issues identified in the work packages.

d. Intellectual Property Rights (IPR)

Describe how the IPR are dealt with within the consortium, taking into account national rules. Explain how the rights for this knowledge will be distributed. With respect to knowledge protection, outline how the pre competitive character of the project is ensured.

V. Applicability of the Results

a. Dissemination Strategy

Explain what you expect as a result of the project in terms of new technology, products, services, processes and intellectual property rights.

With respect to the pre-competitive character of the project, describe the approach to the distribution of the project results to the final beneficiaries (SMEs) of the project, both on national and international level (workshops, courses, consultations, website, papers, published work, reports, research sample, exhibition to fairs, symposia etc.).

Make a distinction between dissemination measures during and after the project. Indicate the measures for a timely implementation of results after the project.

In addition to your description, enclose a table with the dissemination plan, giving an overview of planned activity, objective and date / time period (the template 'dissemination plan' is available on www.cornet-era.net).

b. Sustainability of the Project Results

Describe which problems will remain to be solved after the end of the project.

Point out who will be in charge of the project follow-up work. Explain how cooperation will continue after the project. Is further cooperation (follow-on projects etc.) intended/planned/possible?

END OF LIMIT 30 pages

5. Overview of Costs

Give a detailed cost breakdown for each project participant separately (associations and research performers).

Explain the organisation's detailed contribution costs briefly. Take care that the project budget, and the requested funding, are in balance with the work programme and the expected results (value for money). A brief explanation should be provided for the most important elements of the budget (labour and subcontracting) as addendum. Explain explicitly how the co financing aside the requested funding will be organised (who supplies the funds and how does the scheme work).

VI. Proposal Application Form and Annexes

New application

To complete the project proposal, seven annexes are added to the Proposal Application Form:

- Dissemination Plan
- Work Plan
- List SME UC
- Letters of Intent (of all members forming the User Committee)
- Declaration of Intention (Associations)
- Declaration of Intention (RTOs)
- Draft Consortium Agreement (initialed by all participants)

Resubmission

For the resubmission of a former CORNET application the following documents are mandatory to submit in addition to the new application (combined into one pdf file):

- Former CORNET Application
- Assessment Summary
- Synopsis of the changes compared to the first application

All document forms are available on <http://www.cornet.online/calls-for-proposals/guidelines-and-templates/>. The Proposal Application Form as well as annexed documents must be in Portable Document Format (PDF). **The size of each of the documents must not exceed 10 MB.**