Project description

**Bilateral Cooperation Austria - People´s Republic of** **China / MOST**

1st Call 2019

Project proposal template for Austrian Applicants

Version 1.0; 12.09.2019

|  |  |  |
| --- | --- | --- |
| **RTI Initiative:** | *MOST Call 2019* | |
| **Full title of the project:** | *(max.* *120 digits)* | |
| **Short title of the project:** | *(max. 20 digits)*  *The short title in the Austrian and Chinese application must be identical!* | |
| **Applicant:** | *Name of the leading organisation applying for funding in Austria:*  *Name of the leading organisation applying for funding in China:* | |
| **Project partner(s):** | *Name(s) of partner organisation(s)* *applying for funding in Austria:*  *Name(s) partner organisation(s)* *applying for funding in China:* | |
| **Call topic(s) covered:** | Call topic 1- Energy-efficient High-rise Buildings  Call topic 2 - Waste Management  Call topic 3 – Water Management | |
| **Research category:**  (Austrian project parts) | Industrial Research (IR)  Experimental Development (ED) | |
| **Project duration:** | From [MM.YYYY] | Duration in months (max. 36) |
| **Costs:** | Total costs Austria [€]:  Total costs Austria and China [€]: | Total funding Austria [€] (max. 0,5 Mio):  Total funding Austria and China [€] |
| PROJECT GOALS:  *Please present the goals and innovative contents of the project with a maximum of 5 sentences.* | | | |

# In General

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## Checklist for Submission

The information provided in Chapter 0 is designed to help you in your submission and can be deleted in the final Project Description to be uploaded as an attachment via eCall.

### Checklist for formal check

The formal check serves to check the application for formal correctness and completeness. Please note: **If the formal requirements are not met and the deficiencies cannot be corrected, the proposal will be excluded from the further procedure and will be formally rejected without exception in accordance with the principle of equal treatment of applications.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Requirements checked** | **Correctable?** | **Con-sequence** |
| Completeness of the application | *Project Description: descriptive part of proposal (upload as .pdf file)*  ***The Project Description form must be completed in full; alteration and addition of chapters or headings are not permitted!*** | *No* | Rejection as result of formal check |
| Use of correct form (Instrument in eCall is consistent with project description) | *Project Description  (see. Downloadcenter)* | *No* | Rejection as result of formal check |
| Language | *English* | *No* | Rejection as result of formal check |
| Project Duration | *max. 36 months* | *No* | Rejection as result of formal check |
| The applicant is eligible for submission of a proposal. | *See Guidelines for Cooperative R&D-Projects, chapter 1.4* | *No* | Rejection as result of formal check |
| The project partners are eligible for participation. | *See Guidelines for Cooperative R&D-Projects, chapter 1.4* | *No* | Rejection as result of formal check |
| Minimum requirements for the transnational consortium | *At least one Chinese company partner and one Austrian company partner. In addition to the obligatory company partners, research institutions of both countries are welcome to apply.*  *The transnational consortium must include at least 1 small or medium-sized enterprise (SME) or 1 research and knowledge dissemination organisation (research institution).*  *Individual enterprises account for a maximum of 70% of the eligible project costs with shares of affiliated companies counting as one enterprise.*  *Research institutions bear at least 10% of the eligible costs.* | *No* | Rejection as result of formal check |
| International partners | *The participation and financing of additional international partners in the consortium shall be excluded in this bilateral call. Organisations from outside Austria or China may be involved as sub-contractors of Austrian partners.* | *No* | Rejection as result of formal check |
| Funding amount | *Total funding amount requested for Austrian partners has to be between EUR 100.000,- and EUR 500.000,-* | *No* | Rejection as result of formal check |
| Consent regarding exchange of personal information between FFG and MOST/CSTEC  (Chapter 0.3) | *Please see Chapter 0.3 Data Protection of this document and give your consent by ticking the checkbox* | *Yes* | Rectification is possible, however a consent for Chapter 0.3 Data Protection is necessary for an eligible submission |
| Conformity of project data provided in the proposal and in eCall | * *Partners* * *Costs* * *Funding* * *Project duration* | *Yes* | Rectification via eCall is possible |
| Attachments to eCall project data  (upload as .pdf file) | * *SME declaration of Austrian applicant/partners if required  (If there is no information available in the Austrian Business Compass (e.g. for associations and start-ups), a Declaration of SME Status must be provided upon submission of the proposal)* * *Proof of compliance with the requirements for the consortium if required (e.g. SME declaration of Chinese partners if required)* | *Yes* | Rectification via eCall is possible |
| Uploads to eCall master data  (upload as .pdf file) | *Annual accounts (balance sheet, profit and loss account) of the last 2 financial years have been submitted* | *Yes* | Rectification via eCall is possible |

### General points

* Adhere to the questions. Questions, comments and notes marked in blue in the form may be overwritten or deleted
* Please make sure, that the information provided in this form corresponds to the information in the eCall-systems. In case of differences, the information provided in the eCall-system is binding.
* A complete project proposal consists of the project description (presentation of the content) and a cost plan (presentation of costs)
* Describe your project in sufficient detail for reviewers to form an accurate impression of your planned project. Try to keep your text precise and to the point.
* The maximum number of pages is NOT a request to reach this limit. Applications should enable the reviewers to understand the topic and the benefits resulting from the proposed project. Quality is more important than quantity.
* In the event of any questions please refer to your contact person at the FFG (contact information is available in the call announcement).

## Submission

Project proposals may only be submitted electronically via [eCall](https://ecall.ffg.at) within the submission deadline. Please see the detailed [eCall tutorial](https://ecall.ffg.at/Cockpit/Tutorial-Hilfe).

The main proposal may only be submitted if all partners have previously completed and submitted their partner proposals via eCall.

A project proposal is considered to have been submitted if the eCall application has been finalised by clicking the “Submit“ (“Einreichung abschicken”) button. On successful submission, a confirmation will be sent by e-mail. It is not possible to resubmit the proposal or parts of it or to revise the proposal after the submission deadline.

In the event of any questions about eCall please refer to your contact person at the FFG (contact information is available in the call announcement). It is NOT required to send a duly signed copy of the proposal submitted online.

All proposals submitted will only be made available to the persons involved in the administration of the call. All these persons are subject to strict confidentiality. In particular, the national and international experts who take part in the evaluation procedure must sign a declaration of confidentiality before they start their work.

|  |
| --- |
| **Submission deadline:**  **Proposals for funding and supporting documents must be received via eCall by 12:00:00 noon on 08.01.2020!** |

## Data Protection

Since there are no existing adequacy decision and guaranties in the sense of the General Data Protection Regulation (GDPR) according to article 44 ff. GDPR by the European Commission regarding the exchange of personal information between China and Austria, the Austrian and Chinese consortium must give consent that personal information may be exchanged between MOST/CSTEC and FFG for the purpose of evaluating the project proposals. Since the exchange of joint proposals, which may contain personal information (for example CVs), between FFG and MOST/CSTEC is necessary for the evaluation of the projects, a proposal without the consent cannot be further evaluated and will be rejected as result of the formal check. By ticking the checkbox below all applicants and project partners consent that personal information may be exchanged between MOST/CSTEC and FFG for the purpose of evaluating the project proposals.

|  |  |
| --- | --- |
|  | The Austrian and Chinese consortium hereby declares that by submitting this Proposal to FFG via eCall all applicants and project partners consent that personal information may be exchanged between MOST/CSTEC and FFG for the purpose of evaluating the project proposals. Furthermore, all applicants and project partners consent that they have been informed hereby about possible risks of data exchange between FFG and MOST/CSTEC without an existing adequacy decision and without any guaranties in the sense of the General Data Protection Regulation (GDPR) according to article 44 ff. GDPR by the European Commission. |

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# Kurzfassung

Kurzfassung auf **Deutsch** (max. 1 Seite), entspricht der Kurzfassung aus den Projektdaten im eCall

Die aussagekräftige Kurzfassung muss folgende Punkte beinhalten:

* Ausgangssituation, Problematik und Motivation zur Durchführung des F&E-Projekts
* Ziele und Innovationsgehalt gegenüber dem Stand der Technik / Stand des Wissens
* Angestrebte Ergebnisse und Erkenntnisse

# Abstract

Summary in English (translation of "Kurzfassung") (max. 1 page), corresponds to English summary from eCall project data

# Quality of the project

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## State of the Art – current level of technology/knowledge

(max. 7 pages)

Describe the current state of the art, i.e. current level of technology/knowledge, relevant to the project based on the following criteria:

* State of the art – current level of technology/knowledge
  + in the company or research institution itself
  + in the national innovation system
  + in Europe (including EU projects) and internationally
  + results of patent searches
* Relevant products, procedures or services that are already on the market
  + by the company/company group
  + by competitors
* Relevant alternative technologies, methods and approaches that are in competition with the proposed approach

### Results from other projects

Please explain the differences to other projects carried out by the consortium partners in the past three years. Include in particular all ongoing and completed projects of thematic relevance. Special focus should be placed on the results you intend to use for your project and potential synergies. Use the description to underline that you have the expertise and experience to carry out the proposed project (supplementary to Chapter 2, Suitability of Applicant / Project Partners).

If these projects were funded by the FFG, please indicate the FFG project number and the project title.

Use the following table to provide the relevant information:

**Existing results and deliverables obtained from publicly funded projects that provide the basis of or feed into the proposed project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funding provider** | **Project-number** | **Title** | **Description of results already obtained and relevant deliverables (verifiable results / products of R&D work) in terms of the basis for / differentiation from the proposed project** | **Location and type of documentation**  **(e.g. link to homepage, publication, conference proceedings, interim report, final report, …)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Degree of Innovation

(max. 8 pages)

### Problem and research need

Clearly point out the problem and/or unsolved scientific/technical questions giving rise to the need for a funded research and development project.

### Goals

Describe briefly and concisely the key qualitative and quantitative goals and expected results of the project. These goals should be clear, measurable, realistic and achievable within the project duration. They should also be consistent with the benefit and exploitation of the results.

### Degree of innovation and associated risk

Describe the degree of innovation with reference to the state of the art (current level of technology / knowledge) as well as relevant products, procedures and services presented in 1.1.

* How do the goals of the project go beyond the state of the art (current level of technology / knowledge):
  + in the company or research institution itself
  + at national level
  + at international level
* How does the project improve existing solutions, cause a technological leap or create the basis for the registration of IPRs?
* Please quantify the improvements to be achieved (e.g. higher efficiency, lower cost, faster throughput, enhanced functions, etc.), or explain why the degree of innovation can only be described qualitatively.
* Describe the technical and economic risk involved at project and/or partner level. Describe the provisions made to ensure that the funding has a high impact despite the high risk involved (risk management, risk and contingency plan). However, you should not limit yourself to describing the risk in terms of project management.
* Justify your classification for one of the research categories “Industrial Research” or “Experimental Development”. If necessary use the Technology Readiness Levels (TRL).

## Quality of planning

### Overview and description of work packages

The **Work Package (WP1) Project Management is mandatory**. A maximum of 10 work packages are permitted. Please ensure consistency with the eCall data.

Please include ALL work packages carried out in the transnational project in the list below (**Austrian AND Chinese** **project parts**).

Please insert additional rows if necessary: place cursor in last row and select “Table -> insert -> row below” from the menu bar.

**Overview of work packages**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WP**  **No.** | **Work package title** | **Duration (month)** | **Start MM/YY** | **End MM/YY** | **Planned result** | **WP funded by FFG or CSTEC** |
| 1 | Project Management |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| n |  |  |  |  |  |  |

**Overview of milestones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone No.** | **Milestone title** | **Work packages involved** | **Expected date** | **Milestone is achieved when:** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| n |  |  |  |  |

### Detailed description of work packages

Describe the contents of the individual work packages, the results expected within the duration of the project and the milestones. The individual **methods** and steps must be clearly and consistently defined and/or described (about 1 page per work package). Describe all work packages carried out by **Austrian and Chinese** project partners. The **division of work** between Austrian and Chinese partners must be clearly defined.

The table should be copied and completed separately for each work package (WP).

**Description of work package**

|  |  |  |  |
| --- | --- | --- | --- |
| **WP No.** |  | **Title of WP:** |  |
| **Participating organisation(s) and person-months per organisation:** | | | |
|  | | | |

|  |
| --- |
| **Goals:** |
|  |

|  |
| --- |
| **Description of contents:** |
|  |

|  |
| --- |
| **Method:** |
|  |

|  |
| --- |
| **Milestones (to measure project progress), planned results and deliverables (verifiable results / products of R&D work)** |
|  |

### Work and time schedule (Gantt chart)

Insert a detailed work and time schedule.

Please pay attention to readability.

### Description of cost plan

(max. 1 page)

Please explain the relevance of the items listed in the **Austrian cost plan** for the project: personnel costs, costs of infrastructure use, costs of materials, third-party costs and travel costs (especially purpose of travel).

**Please observe the regulations in the [Cost Guidelines 2.1](https://www.ffg.at/recht-finanzen/kostenleitfaden/version-21)**

**Furthermore:**

Please be aware that currency conversion rate for the description of the costs is recommended to be based on the daily Euro foreign exchange reference rates of the European Central Bank <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

The rate is based on the daily conversion rate of European Central Bank, ECB or the European Commission monthly Euro foreign exchange reference rate.

Please indicate the day or month on which the Euro foreign exchange reference rate to Chinese yuan renminbi (CNY) is based on.

Day or month of EURO foreign exchange reference rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please be aware that **ALL costs** (including total Personnel Costs) **for all Partners (Austrian and Chinese Partners)** which are necessary to carry out the project have to be inserted into the tables below, since this information is used for calculating whether the overall requirements presented in the Call Guidline are met by the consortium. **In case that necessary information is missing in the two tables or the requirements are not met, the proposal will be rejected as a result of the formal check.**

**Description of the costs of ALL project partners in EURO**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant / partner**  **AUSTRIA and CHINA** | **Person Month** | **Personnel Costs**  **[EUR]** | **R&D Infra-structure [EUR]** | **Costs of Materials**  **[EUR]** | **Travel Costs**  **[EUR]** | **Third-party Costs [EUR]** | **Total costs**  **[EUR]** | **Own contri-bution**  **[EUR]** | **Funding applied for [EUR]** |
| *Applicant Austria* |  |  |  |  |  |  |  |  |  |
| *Partner 1 Austria* |  |  |  |  |  |  |  |  |  |
| *…* |  |  |  |  |  |  |  |  |  |
| *Applicant China* |  |  |  |  |  |  |  |  |  |
| *Partner 1 China* |  |  |  |  |  |  |  |  |  |
| *…* |  |  |  |  |  |  |  |  |  |
| SUM |  |  |  |  |  |  |  |  |  |

**Description of the costs of ALL project partners in CNY**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant / partner**  **AUSTRIA and CHINA** | **Person Month** | **Personnel Costs**  **[CNY]** | **R&D Infra-structure [CNY]** | **Costs of Materials**  **[CNY]** | **Travel Costs**  **[CNY]** | **Third-party Costs [CNY]** | **Total costs**  **[CNY]** | **Own contri-bution**  **[CNY]** | **Funding applied for [CNY]** |
| Name of Institution/ Company |  |  |  |  |  |  |  |  |  |
| *Applicant Austria* |  |  |  |  |  |  |  |  |  |
| *Partner 1 Austria* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| *Applicant China* |  |  |  |  |  |  |  |  |  |
| *Partner 1 China* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| SUM |  |  |  |  |  |  |  |  |  |

### Third-party costs (if exceeding 20% of total costs per partner)

(max. 1/4 page)

Third-party costs should not exceed 20% of the total project costs per partner. Please justify any excess.

## Integration of gender-specific aspects

(max. 1 page)

If the project relates to people, please explain how and in which work packages gender-specific aspects have been taken into account in the methodological approach.

# Suitability of Applicant / Project Partners

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## Description of the Expertise of project partners

(max. 1 page per partner)

### Austrian Applicant

1. Company name / name of institution
2. Relevant expertise of organisation and staff involved in the project.   
   Provide evidence of relevant expertise by uploading appropriate and current CVs of senior scientific and technical project staff in the “Ressource Pool/MitarbeiterInnen-Pool” section of the eCall-system.
3. Description of know-how relevant to the project, e.g. market success, patents
4. Description of existing infrastructure relevant to the project and other aspects indicating the applicant’s ability to perform the project

### Austrian project partners

This page is to be completed individually and separately for each project partner.

1. Company name / name of institution
2. Relevant expertise of organisation and staff involved in the project.   
   Provide evidence of relevant expertise by uploading appropriate and current CVs of senior scientific and technical project staff in the “Ressource Pool/MitarbeiterInnen-Pool” section of the eCall-system.
3. Description of know-how relevant to the project, e.g. market success, patents
4. Description of existing infrastructure relevant to the project and other aspects indicating the applicant’s ability to perform the project

### Chinese Applicant

1. Company name / name of institution
2. Relevant expertise of organisation and staff involved in the project.
3. Description of know-how relevant to the project, e.g. market success, patents
4. Description of existing infrastructure relevant to the project and other aspects indicating the applicant’s ability to perform the project

### Chinese project partners

This page is to be completed individually and separately for each project partner.

1. Company name / name of institution
2. Relevant expertise of organisation and staff involved in the project.
3. Description of know-how relevant to the project, e.g. market success, patents
4. Description of existing infrastructure relevant to the project and other aspects indicating the applicant’s ability to perform the project

## Capacity of the consortium to achieve the project goals

(max. 2 pages)

### Completeness and coordination of required expertise

Please use the following table and additional descriptions to illustrate that the chosen consortium structure is suitable for achieving the qualitative and quantitative goals and expected results within the planned project period. Show that the consortium has the scientific, technical and economic expertise required for the project.

**Main tasks of all project partners (Austrian and Chinese partners)**

|  |  |  |
| --- | --- | --- |
| **Work package** | **Key expertise required for the work package** | **Name of partner contributing key expertise** |
| 1 |  |  |
|  |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| X |  |  |

### Third-party expertise required

Please describe the fields of expertise that are not covered by the consortium and must therefore be contributed by a third party (e.g. via subcontracts). Name the subcontractors and describe in what form they will contribute the relevant expertise.

The content of **every subcontract exceeding EUR 20,000** must be described individually and in detail. If the subcontractor is not known yet, describe the aim of the work to be subcontracted and the qualifications to be met by the subcontractor.

**General information about subcontractor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Relevant WP(s)** |  | **Subcontractor of A/Pn** |  |
| **Name of subcontractor** |  | | |
| **Content of subcontract** |  | | |

## Composition of project team with regard to gender balance (gender mainstreaming)

(max. 1/2 page)

Please describe why the gender balance in the project team is an improvement over current conditions in the sector. Alternatively, justify why it is not possible to achieve a better gender balance.

# Benefit and exploitation

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(max. 4 pages)

## User benefit and exploitation potential

Describe the benefits of the project results and/or new technologies and planned innovations for users from the perspective of the partners involved in the project in both qualitative and quantitative terms (external benefit).

* What is the benefit for those applying the project results and the exploitation potential?
* What new knowledge can be gained from the project in the relevant scientific/technical target group?
* For whom are the results relevant?
* What are the USPs of the planned project results?
* For projects of the research Category Industrial Research:
  + How about the knowledge increase in the relevant scientific-technical target group?
* For projects of the research Category Experimental Development:
  + What are the specified users, markets and market segments? – How is this substantiated by turnover figures?
  + What is the turnover potential of the innovation or added value of market growth in relation to the planned project costs?
  + What resources are required to bring the results to the market?
  + On what facts are your estimates based?

## Impact and significance of the project results for the organisations involved in the project

Describe the strategic significance of the project results and/or new technologies and planned innovations for the organisations involved in the project in both qualitative and quantitative terms (internal benefit):

* Long-term increase in R&D capacities
* Securing or extending the organisation's R&D position
* Expansion of existing R&D activities to include new fields of application
* Development of R&D platforms
* Opening up of new business fields etc.

## Exploitation strategy

Describe the exploitation strategy for the project results for each individual partner involved in the project in qualitative and quantitative terms. Please also indicate any specific exploitation expertise the relevant organisation has. **If the exploitation of the results has a significant impact on people, please also indicate how gender-specific issues have been taken into account in the exploitation of the economic potential.**

Research-oriented organisations:

* [Planned number of]: diploma and doctoral theses, publications in national and international journals (with or without review process), national and international conference papers, national, European and international patent applications, workshops, events and conferences, expert advisory boards, etc…

Companies and application-oriented organisations

* [Planned number of]: industrial property rights, licences, national, European and international patent applications (in selected countries)
* Exploitation via subsidiaries, distribution partners
  + based on competitive edge in fields such as production, expertise, trade secrets, market presence
  + collaborations with third parties aimed at development and exploitation
* Marketing strategy
* Sales strategy
* Business plans/models
* Investment plans

# Relevance of the Project

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(max. 2 Seiten)

## Relevance to the Call

* Please list the **call topic** addressed by your project.
* Which **goals of the call** are primarily addressed by your project?
* Further explanation is not necessary.

## Incentive effect of funding (additionality)

Please explain how funding changes the project in terms of:

* **Enabling:** The project could not be carried out without funding.
  + Please explain why funding is necessary to enable the project.
* **Duration:** The project can be completed within a shorter period of time than possible without funding
  + Explain to what extent and why funding helps to speed up the completion of the project.
* **Size**: Size of the project can be increased compared to the project being carried out without funding
  + Give reasons why the size of the project can be increased compared to the project being carried out without funding.
* **Scope**: The scope of the project can be increased.
* Give reasons why the funding makes the project more ambitious. A higher level of ambition can mean that the project
  + is focused on more radical leaps in innovation
  + follows a more long-term and research-intensive [as opposed to market oriented and development intensive] approach
  + involves a higher technical risk
  + involves a higher market risk
  + leads to new or more extensive collaborations

Please demonstrate the incentive effect of the funding in accordance with the criteria applicable to the project.