**Project Description
for Proposals to the Austrian Space Programme ASAP**

**Call ASAP 12**

Version: 10. September 2015

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| --- | --- |
| **RTI initiative:** | *ASAP – das österreichische Weltraumprogramm* |
| **Full title of project:** | *Project title (max.* *120 characters)* |
| **Short title of project:** | *Acronym (max. 20 characters)* |
| **Applicant:** | *Name of company or institution* |
| **Project partner(s):** | *Name(s) of companies and/or institutions* |
| **Priority topic:** | [ ]  Ausschreibungsschwerpunkt Technologien für die Raumfahrt[ ]  Ausschreibungsschwerpunkt Anwendungen von satellitengestützten Technologien[ ]  Ausschreibungsschwerpunkt Weltraumforschung und -wissenschaft |
| **Project duration:** | From [MM.YY] to [MM.YY] | Duration in months |
| **Costs:** | Total costs [€]: | Total funding [€]:  |
| **PROJECT GOALS:** *Please present the goals and innovative contents of the project with a maximum of 5 sentences.* |

# 0.1 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.

# 0.1.1 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*** | ***Items checked*** | ***Can deficiency be corrected?*** | ***Consequence*** |
| 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 forms | *Project Description (see Download Centre at* <http://www.ffg.at/ASAP/Downloadcenter>) | *no* | Rejection as result of formal check |
| Duration | max. 12 months | *no* | Rejection as result of formal check |
| Language | German or English | *no* | Rejection as result of formal check |
| Eligibility | See Guidelines for Exploratory Projects, chapter 1.4 | *no* | Rejection as result of formal check |
| In case of collaborative project:Minimum requirements of consortium | Two or more partners that are independent of each otherAdditionally at least:1 SME or 1 research organisation or1 partner from another EU Member State or contracting party to the EEA Agreement.If the exploratory project serves for the preparation of a flagship project, at least 1 enterprise must be represented in the consortium. Large enterprises may only participate as part of a consortium. | *no* | Rejection as result of formal check |
| Funding amount | * Total funding amount requested does not exceed EUR 200.000
 | *no* | Rejection as result of formal check |
| Call-specific supplementary information to be included in the form | * Call-specific annexes (acc. to call announcement) have been included
 | *yes* | Rectification via eCall is possible |
| Uploads to the proposal as a separate pdf document | * Declaration of SME Status for associations, start-ups, sole traders and non-Austrian companies
* CV´s
 | *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 |

# 0.1.2 Format

Both formatting requirements as well as the maximum number of pages (specified in the respective chapters) help the jury members to read and compare the proposals. Not following them may negatively affect the jury decision

|  |  |
| --- | --- |
| Format | * Font: Arial, 11 pt,
* Line spacing: 1.3
* Colour: black
* Pages numbered
 |

# 0.1.3 General points

* Adhere to the questions. Questions, comments and notes marked in blue in the form can be overwritten (deleted)!
* 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).

# 0.2 Submission

Project proposals may **only** be submitted **electronically via eCall** at <https://ecall.ffg.at> **within the submission deadline**.

**Please see the detailed eCall tutorial at:** <https://ecall.ffg.at/tutorial>

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 must be received via eCallby 12:00 noon on 13th November 2015!** |

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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

## 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

### Activities and 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:

Table 1: Existing results and deliverables obtained from publicly funded projects which 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, …)**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

## 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 exploratory 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.

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

Table 2 Overview of work packages

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WP****No.** | **Work package title** | **Duration (months)** | **StartMM/YY** | **EndMM/YY** | **Planned result** |
| 1 | Project Management |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| n |  |  |  |  |  |

Table 3 Overview of milestones

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone No.** | **Milestone title** | **Work packages involved** | **Expected date** | **Milestone is achieved when:** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 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).

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

Table 4 Description of work package

|  |  |  |  |
| --- | --- | --- | --- |
| **WP No.** |  | **Title of WP:** |  |
| **Participating organisation (A/Pn) 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 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 note: All costs included in the cost plan must be allocated to the individual work packages at partner and project level

**Please observe the new regulations in the Cost Guidelines 2.0:**

<https://www.ffg.at/recht-finanzen/kostenleitfaden/version-2>

**Overhead costs are now calculated automatically based on a fixed rate.**

### Third-party costs (if exceeding 50% of total costs per partner)

(max. 1/4 page)

Third-party costs should not exceed 50% 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 what work packages gender-specific aspects have been taken into account in the methodological approach.

# Suitability of Applicant / Project Partners

## Expertise of project partners

(max. 1 page per partner)

### Applicant (A)

a) Company name / name of institution

b) Relevant expertise of organisation and staff involved in the project. Provide evidence of relevant expertise by enclosing CVs of senior scientific and technical project staff and a list of the major (max. 5) publications relevant to the project. Please observe the relevant instructions on attachments.

c) Description of know-how relevant to the project, e.g. market success, patents

d) Description of existing infrastructure relevant to the project and other aspects indicating the applicant’s ability to perform the project

### Project partners (Pn) (if applicable)

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

a) Company name / name of institution

b) Relevant expertise of organisation and staff involved in the project. Provide evidence of relevant expertise by enclosing CVs of senior scientific and technical project staff and a list of the major (max. 5) publications relevant to the project. Please observe the relevant instructions on attachments.

c) Description of know-how relevant to the project, e.g. market success, patents

d) Description of existing infrastructure relevant to the project and other aspects indicating the project partner’s ability to perform the project

## Capacity of the applicant consortium to achieve the project goals

(max. 2 pages)

### Completeness and coordination of required expertise (if applicable)

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.

Table 5 Main tasks of all project partners

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

If the consortium includes partners from outside Austria: explain why these partners are essential for the project and what advantage the participation of the non-Austrian partner/s brings as compared to an Austrian organisation. Describe the benefits for Austria as a business and research location. Describe the IPR regulations to be agreed with the partner/s from outside Austria.

### 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.

Table 6 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

(max. 4 pages)

## User benefit and exploitation potential

Describe the benefits of the project results for decision making for further RDI projects (if applicable: from the perspective of the partners involved in the project) in both qualitative and quantitative terms in the following dimensions:

* strength-weakness analysis of the innovation approach
* opportunities and threats
* necessary resources
* prospects of success for the implementation of a R&D&I project

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

Describe the potential positive impact of the project results for the organisations involved in the project and beyond, in both qualitative and quantitative terms, for example by:

* expanding existing R&D activities to include new fields of application
* opening up new business fields etc.
* creating a benefit for the relevant target group

## 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.

* communication of the results of the exploratory project to the relevant target group
* quality of planning of follow-up activities after conclusion of the project

# Relevance of the Project

(max. 2 pages)

## Relevance to the Call

Please list the **call topic** (or **call topics in descending order**) primarily addressed by your project.

Please list the **goal of the programme or call** (or **goals of the programme or call in descending order**) 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.

**Call-specific supplementary information**

The following supplementary information can be annexed to the Project Description:

• If necessary: brief explanation of the relevant results and deliverables (verifiable results / products in the R & D work) in Table 1 (max 3 pages)

• LOI's

• Offers of third cost over 20k euros

The following documents must be additionally upload as a separate annex in the eCall:

• CVs of the scientific and technical project staff and , where appropriate, a list of the most important 5 project-related publications)

• Affidavits for SME status (if no data in the company Compass is present ) ( lt . Template for each LINK Download Center)