Project Description for Proposals

Version 1.0 – 07.11.2022

Total max. 60 pages

Table 1: Key data of project

| COMET: | COMET MODULE 2022 |
| --- | --- |
| Full title: | >Full Title< |
| Short title: | >Short title<  (max.20 characters) |
| eCall application number |  |
| Applicant: | >Leader of consortium<  name of organisation and contact person |
| Planned duration: | Start date: DD.MM.YYYY  End date: DD.MM.YYYY  Duration in years: 4 years |
| Total costs: | >Euro< |
| Funding: | Total federal funding: >Euro<  Total provincial funding : >Euro< |
| Date: | DD.MM.YYYY  Date of application |

Table 2: Key data of existing COMET Centre (K1)

| Short title: | >Short title< |
| --- | --- |
| Project number | FFG number:  Funding period: |
| Duration of existing  COMET Centre (K1): | Start date: DD.MM.YYYY  End date: DD.MM.YYYY |

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# Checkliste für die Antragseinreichung

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## Checkliste Formalvoraussetzungen

Bei der Formalprüfung wird das Förderungsansuchen auf formale Richtigkeit und Vollständigkeit geprüft. Sind die Formalvoraussetzungen nicht erfüllt und handelt es sich um nicht-behebbare Mängel, wird das Förderungsansuchen bei der Formalprüfung aufgrund der erforderlichen Gleichbehandlung aller Förderungsansuchen aus dem weiteren Verfahren ausgeschieden und formal abgelehnt.

Formalprüfungscheckliste „Vollständigkeit des Projektantrags”

| Kriterium | Prüfinhalt |
| --- | --- |
| Fristgerechte Übermittlung des Antrags  bis 25.04.2023,  12:00 Uhr MEZ  (nicht behebbar) | * Abschluss elektronische Einreichung im eCall |
| Teilnahmeberechtigung  (nicht behebbar) | * Ausschließlich bestehende COMET-Zentren (K1) * Der Förderungswerber/die Förderungswerberin (Konsortialführung) ist berechtigt, einen Antrag einzureichen. * Die Mindestanforderungen an das Konsortium sind erfüllt: mindestens 1 wissenschaftlicher Partner (WP) und mindestens 3 unabhängige Unternehmenspartner (UP) |
| Vollständigkeit des Antrags | * Project Description  (nicht behebbar) * Financial Tables * Monitoring Tables * Annexe 1-7 |
| Sprache \*(nicht behebbar) | * Englisch |
| Richtige Formulare verwendet | [www.ffg.at/ausschreibung/comet-modul-2022](http://www.ffg.at/ausschreibung/comet-modul-2022) |
| Beantragte Laufzeit (nicht behebbar) | * 4 Jahre |
| Projektstart | * mit Beginn des Berichtsjahres des COMET-Zentrums  (1.1.2024, 1.4.2024, 1.7.2024, 1.10.2024) |
| Definierte Projekte | * min 80%  der Gesamtkosten des Forschungsprogramms |

Formalprüfungscheckliste „Kosten / Finanzierung”

| Kriterium | Prüfinhalt |
| --- | --- |
| Kosten | * Gesamtkosten entsprechen der Gesamtfinanzierung |
| Förderquoten und Höhe der Förderung | * Beantragte Bundesförderung maximal 0,5 Mio. EUR/Jahr * Beantragte Förderquote (Bund und Land) 80% * Verhältnis von Bundes- und Landesförderung 2:1 * Die Landesförderung ist durch schriftliche Stellungnahmen der Länder gedeckt (bei Einreichung zumindest des Sitzbundeslandes) |
| Finanzierung UP/WP | * WP 5% der Gesamtkosten * UP 15% der Gesamtkosten |
| Letters of Commitment (LOC) | * Es liegen alle LOC der im Kostenplan (Financial Tables) angeführten Konsortialpartner (WP und UP) vor. Hinweis: Achten Sie auf die Deckung der im Kostenplan ausgewiesenen Beiträge pro Partner (In-Kind/Cash) durch die LOCs! |
| Übereinstimmung der Angaben im eCall mit Kostenplan | * Gesamtkosten * Beantragte Bundesförderung und Landesförderung * Finanzierung UP und WP * Projekttitel (Kurztitel und Langtitel) |

Formalprüfungscheckliste „eCall Uploads”

| Kriterium | Prüfinhalt |
| --- | --- |
| eCall Uploads | * max. 20 MB pro Datei; es dürfen keine sonstigen Anhänge beigefügt werden! |
| Im Subordner Projektbeschreibung | * Project Description (pdf) * Financial Tables (xls)   Als weitere Uploads:   * Monitoring Tables (xls) * Annex1 References (pdf) * Annex2 Project Sheets (pdf) * Annex3 Partner Descriptions (pdf) |
| Im Subordner CVs und Publikationen | * Annex4 CVs Publications (alle in einem Dokument, pdf, kein Scan) |
| Im Subordner Absichtserklärungen | * Annex5 LOC Scientific Partners (pdf) * Annex6 LOC Company Partners (pdf) * Annex7 Declaration Federal Provinces (pdf) |

Die Vorgaben für Seitenanzahl und Formatierung dienen der Vergleichbarkeit und Lesbarkeit der Anträge. Werden die Vorgaben nicht eingehalten, wirkt sich dies entsprechend negativ in der Jurybewertung aus.

Formalprüfungscheckliste „Vorgaben für Seitenanzahl und Formatierung”

| Kriterium | Prüfinhalt |
| --- | --- |
| Seitenanzahl Project Description | * Seitenanzahl von max. 60 Seiten (ab Kapitel 1 Executive Summary) wurde nicht überschritten. |
| Formatierung | * Schriftart: Calibri, 11 Pt * Zeilenabstand: Mindestens 13,5 Pt * Abstand Nach: 11 Pt * Schriftfarbe: schwarz * Seiten wurden nummeriert |

**Bitte beachten Sie folgende Punkte:**

* Halten Sie sich an die vorgegebenen Fragen!
* Die in blauer Schrift angeführten Hinweise, Fragen und Anmerkungen im Antragsformular können gelöscht werden!
* Die in schwarzer Schrift angeführten Querverweise sind nicht zu löschen.
* Beachten Sie die Übereinstimmung zwischen den Angaben in den Antragsformularen und denen im eCall.
* Vermitteln Sie die wesentlichen Inhalte in übersichtlicher Art und Weise.
* Stellen Sie eine klare Abgrenzung des gegenständlichen Vorhabens zu anderen bereits geförderten laufenden bzw. beantragten Vorhaben sicher.
* Führen Sie Ihre Angaben so detailliert aus, dass sich die Gutachter:innen ein Bild zu Ihrem geplanten Projekt machen können. Versuchen Sie trotzdem, knapp und präzise zu formulieren.
* Die Angabe der maximalen Seitenzahl ist nicht als Aufforderung zu verstehen, diesen Richtwert auch erreichen zu müssen. Verfassen Sie den Antrag so, dass für die prüfenden Experten und Expertinnen der Gehalt und Nutzen Ihres geplanten Projekts erkennbar werden.

## Einreichmodalitäten

Die Einreichung ist ausschließlich in elektronischer Form via eCall möglich und hat vollständig und rechtzeitig bis zum Ende der Einreichfrist zu erfolgen. Detaillierte Hilfestellung finden Sie auch im [eCall-Tutorial](https://ecall.ffg.at/Cockpit/Tutorial-Hilfe).

Der Hauptantrag kann nur eingereicht werden, wenn alle eingeladenen Mitglieder des Konsortiums (Partner) Ihre (Partner)Anträge im eCall zuvor ausgefüllt und eingereicht haben.

Ein Förderungsansuchen ist dann eingereicht, wenn der Antrag im eCall abgeschlossen und der Button „Einreichung abschicken“ gedrückt wurde. Nach erfolgreicher Einreichung wird automatisch eine Einreichbestätigung per Email versendet.

Eine Nachreichung (auch von einzelnen Teilen des Antragformulars) ist nicht möglich! Sobald ein Förderungsansuchen abgeschickt wurde, ist eine weitere Bearbeitung nach der Einreichfrist nicht mehr möglich.

Bei Fragen zum eCall wenden Sie sich an das [Förderservice](https://www.ffg.at/kontakt) der FFG.

Alle eingereichten Projektanträge werden nur den mit der Abwicklung der Ausschreibung befassten Stellen zur Einsicht vorgelegt. Alle beteiligten Personen sind zur Vertraulichkeit verpflichtet. Insbesondere müssen in das Bewertungsverfahren eingebundene nationale und internationale Experten und Expertinnen vor Aufnahme ihrer Tätigkeit eine Vertraulichkeitserklärung abgeben.

**Ende der Einreichfrist:**

**Förderungsansuchen müssen spätestens   
am 25. April 2023 bis 12:00 Uhr via eCall eingelangt sein!**

**Hinweis zur Bundeslandfinanzierung:**Spätestens bis April 2023 (vor COMET-Modul-Einreichschluss) ist die sogenannte [Core-Form](https://www.ffg.at/ausschreibung/comet-modul-2022), welche wichtige Eckdaten zum Projekt enthält an diese Stellen zu übermitteln.

Länderspezifische Bedingungen und Fristen für die Ko-Finanzierung sind rechtzeitig vor Einreichung des Förderungsansuchens bei den betreffenden [Kontaktstellen](https://www.ffg.at/comet/kontakt) zu erfragen.

Abstract

Add an executive summary (max. 1 page, limit 4.000 characters) of the proposed COMET Module research programme including:

* Initial situation, problems to solve and motivation
* Overall goals
* Scientific-technological challenge and main features

Please note: the executive summary has to be uploaded in the FFG-eCall under “Projektdaten” in the field “Kurzfassung” in German and the field “Abstract” in English.

>Text<

# Quality of the Project

## Vision and strategy

* Describe the COMET centre’s vision concerning the COMET module, referring to the COMET objectives (see COMET module call guidelines).
* Describe the reasons for selecting the COMET module line.
* Describe the impact of the COMET module on the long-term strategic orientation of the COMET centre (development of new promising/emerging fields of research).

>Text<

## Overall research programme

*List of projects: see monitoring tables*

*Description of projects: see annex 2 (project sheets)*

* Describe the key features and the structure of the proposed research programme.
* Describe the added value of and synergy effects within the research programme.

Please note: individual projects are to be listed in the monitoring tables “List of Projects” and described in detail in annex 2 (project sheets), undefined projects need to be argued and their costs stated as N.N. in the financial tables.

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### Objectives of the overall research programme

* Describe the overall objectives of the proposed research programme and its scientific and technological relevance (see COMET module call guidelines).

>Text<

### State-of-the-art and novelty of research

*List of References: see annex 1 (references)*

* Describe the international state-of-the-art and the novelty of the proposed research.
* Describe the new promising/emerging fields of research addressed in the application and indicate how they will go far beyond the current international state-of-the-art.
* Describe expected new findings with potential for a breakthrough.
* Refer to existing research activities and related work performed by other groups in the national and international context.

Please note: a list of references has to be provided in annex 1.

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### Related funded projects

*List of related funded project: see monitoring tables*

* Explain the differences to other (ongoing and completed) projects of thematic relevance carried out by the COMET centre and its consortium partners in the past three years.

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### Approaches and methods

* Describe methods and approaches, which are chosen to address the objectives of the proposed research programme and how they are of particularly high risk and meet the societal challenges and sustainability.

>Text<

### Expected main results

* Describe the main expected scientific and technological results and developments.

>Text<

### Integration of gender-specific aspects

* If the content of the project and the research results affect people, explain how and in which parts of the research programme (projects) gender-specific aspects have been taken into account in the methodological approach. For further information, see [FFG website](https://www.ffg.at/gender).

>Text<

### Consideration of sustainability effects

* Describe the contribution of the research programme to the relevant ecological/social/economic sustainability goals, which you consider relevant, indicating the key relevant Sustainable Development Goals of the United Nations (UN SDGs) and, if applicable, the EU Green Deal.
* Sustainability goals from other strategy documents may also be included.
* Refer to the guidelines for COMET module for further information about the topic of sustainability.
* Provide the following information with regard to the above sustainability goals:
* Description of the positive effects (ecological, social or economic effects)
* Provide plans for qualitative and quantitative assessment of the positive effects.
* Description and consideration of system boundaries / system relevant issues (e.g. effects within value networks,…)
* Negative displacement effects should also be taken into account. If no explicitly positive effects / contributions to sustainability goals are to be expected at any time (research, benefit and exploitation, ex-post impact monitoring and beyond) justify this neutral status / effect.

>Text<

## Work plan and time schedule of the research programme

*Description of projects: see annex 2 (project sheets)*

Fill in the individual projects of the research programme in the table below and indicate planned starting dates (S) and finishing dates (E) for each project. Outline the most significant milestones (M1, M2 …) and deliverables of the research programme.

Table 3: Work plan and time schedule of the research programme

| Project | Year 1 | | | | Year 2 | | | | Year 3 | | | | Year 4 | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Project 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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## Description of Costs and Financing

*Detailed figures: see financial tables*

* Explain the cost and financing tables of your application.

### Description of costs

* Describe the cost categories (for the centre, the scientific and company partners) and the estimated development of costs during the funding period and indicate the highest cost position of each point:
* Personnel costs, costs of infrastructure use, costs of material, third-party costs, travel costs

1. Scientific partners - costs
   * Note that the planned costs of scientific partners also include the in-kind contributions indicated in the financing table.
   * Describe the planned in-kind contributions of the scientific partners.
   * Describe the planned costs the COMET Centre purchases from scientific partners.
2. Company partners - in-kind-costs
   * State the planned costs of the company partners
   * Note that “total costs of company partners” in the table “total costs” has to be consistent with line 4b “CP – in-kind-contributions (personnel and other costs)” in the table “financing”.

Details regarding eligible costs see COMET module call guidelines.

>Text<

### Description of financing

* Describe the following points in detail:
* Contributions of the co-funding federal provinces.  
  If applicable, indicate and argue the financial contributions which are not covered by Letter of Commitments (LOC) by scientific- or company partners
* Details regarding financing see guidelines for COMET module.

Please note: costs for project coordination have to be accounted for within the respective projects as direct costs. A separate project for project management is not acceptable. In general, indirect costs such as controlling and bookkeeping are covered within the overhead rate.  
Consider the regulations of the [cost guidelines version 2.2](https://www.ffg.at/recht-finanzen/kostenleitfaden/version-22). Specific quotas of the COMET financing are laid down in the guidelines for COMET module.

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# Suitability of the Applicant/ Project Partners

*List of partners: see monitoring tables  
Description of partners: see annex 3  
Scientific key persons: see monitoring table  
CVs and publications of key persons: see annex 4  
Costs and financing per partner (SP and CP): see financial tables*

## Structure of the consortium

* Describe the structure of the consortium, considering the relevant co-operation structures on which the COMET module is built (complementarity of participants, need for an involvement of these participants to get new findings, etc.)
* Describe the consortium leader (existing COMET centre) and its special role within the consortium.

>Text<

### Scientific Partners

* Describe the participation of scientific organisations (SP) and their integration into the proposed COMET module.
* Indicate how they are involved. Highlight the key scientific partners and key persons/key researchers and explain their contribution to the current scientific challenges of the proposed research programme.
* Describe the potential of the involved key researchers for breakthrough new findings.

Please note: for each participating scientific organisation, a letter of commitment (LOC) has to be provided in annex 5.

>Text<

### Company Partners

* Describe the structure of the participating companies (CP) and their integration into the proposed COMET module.
* Indicate whether all relevant CP are already involved. Highlight the key companies and key persons and explain the core competences and core facilities they bring into the COMET module.
* Describe their potential for breakthrough new findings.

Please note: for each participating company a letter of commitment (LOC) has to be provided in Annex 5.

>Text<

### Management and Organisation

* Describe the planned organisational structure of the COMET module and its integration within the existing COMET centre.
* Describe how the COMET module will be managed including central functions.

>Text<

### Location(s)

* Describe the location(s) of the COMET centre where the research programme of the COMET module will be carried out.

>Text<

# Benefit and Exploitation

*Expected benefit for each partner: see annex 3 (partner descriptions)*

## Market relevance of strategic research in promising/emerging fields

* Describe the market potential of the expected strategic research results and/or new technologies arising from new emerging fields of research (“zukunftsweisende Forschungsthemen”). Thereby addressing:
* Which future markets with long-term development potential can be targeted?
* Which findings may lead to breakthrough technologies?
* Which competitive advantage and impact can be expected for the relevant branch?

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## Exploitation strategy of the Centre

* Describe the strategy of the COMET centre to exploit the research results in qualitative and quantitative terms.
* Refer to the scientific and economic exploitation.
* Refer to the relevant target values (e.g. publications, master theses, PhD, workshops, events and conferences, patent applications, licences, IPR’s, etc.).
* Explain how the expertise and knowledge base can be secured at the COMET centre.

>Text<

### Intellectual property rights (IPR)

* Describe the planned policy on intellectual property rights of the proposed COMET module, based on the following aspects:
* Development of a common knowledge base
* Allocation of IP from the results of the COMET module among the participants (COMET centre, scientific organisations and companies)
* Management of joint ownership etc.

>Text<

### Target values

*Quantitative target values: see monitoring tables*

* Explain the target values of the proposed COMET module indicated in the monitoring tables, if needed.

>Text<

# Relevance of the Project to the Call

## Human resources

*Planned personnel: see monitoring tables*

### Recruitment of personnel

*Planned employees at the Centre: see monitoring tables*

* Describe planned measures for personnel recruitment for the COMET module, based on the following aspects:
* Attracting top level scientists and guest researchers
* Planned post-doc positions, PhD and master students, etc.

>Text<

### Human resources development

* Describe the strategy for human resources (HR) development for personnel involved in the COMET module and explain planned HR measures referring to the following points:
* Improvement of scientific and technical qualifications and additional skills (especially for PhD students and post-docs)
* Research stays at the COMET centre (incoming and outgoing researchers)
* Internships (e. g. FFG Talente Praktika), etc.

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### Gender Mainstreaming

* Describe the planned gender mainstreaming approach and concrete measures for implementation.
* Explain how equal opportunities and adequate balance between male and female scientists in all activities and levels of the COMET module are ensured.

>Text<

## Internationalisation

* Describe the involvement of international scientific organisations and researchers of renown in the COMET module.  
  Explain the reasons for choosing these organisations and indicate the added value of the cooperation.
* Describe how the COMET module fits into the internationalisation strategy of the COMET centre and its international attractiveness for internationally renowned scientists and scientific organisations.
* Explain the Module’s impact on the COMET centre to achieve an international top position within the specific field of research in comparison with the world-leading research institutions (international benchmarking).

>Text<

## Incentive effect of funding

* Explain how funding changes the project in terms of:
* **Enabling**: The project could not be carried out without funding. (Explain why funding is necessary to enable the project.)
* **Duration**: The project can be completed within a shorter period than possible without funding. (Explain to what extent and why funding helps to speed up the completion of the project.)
* **Size**: The 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 [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
* Demonstrate the incentive effect of the funding only in accordance with the criteria applicable to the project.

>Text<

Tables of Application

*See financial tables and monitoring tables*

Annex

Annex 1 References

Annex 2 Project Sheets

Annex 3 Partner Descriptions

Annex 4 CVs and List of Publications

Annex 5 Letters of Commitment (LOC) scientific partners

Annex 6 Letters of Commitment (LOC) company partners

Annex 7 Declaration(s) of Federal Province(s)