COMET-CENTRES

Competence Centres for Excellent Technologies

CORE DOCUMENT

Project Description

VERSION 1.0 – 01.06.2020

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMET** | **COMET Centres (K2), Four Year Evaluation (4YE)** | | | | | |
| **Full title** | [Full title COMET Centre] | | | | | |
| **Short title** | [Acronym, max. 20 characters] | | | | | |
| **eCall application number** | **FP1** | [eCall number] | | FP2 | [eCall number] | |
| **Applicant** | [Leader of consortium, name of organisation]  [contact person] | | | | | |
| **Duration in number of years** | 9 years (4+5) | | | | | |
| **First funding period (actual)** | from [TT.MM.JJJJ] | | to [TT.MM.JJJJ] | | | |
| **Second funding period (applied)** | from [TT.MM.JJJJ] | | to [TT.MM.JJJJ] | | | |
| **Total costs FP1 (approved)** | [€]€ | | Funding quota  (federal and provincial) | | | [%]% |
| **Total costs FP2 (applied)** | [€]€ | | Funding quota (federal and provincial) | | | [%]% |

|  |  |
| --- | --- |
| **Date** | [DD.MM.YYYY] |

# Allgemeines

Die Informationen in Kapitel 0 dienen als Hilfestellung zur Einreichung. Das gesamte Kapitel 0 kann in der finalen Projektbeschreibung gelöscht werden!

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## Checkliste Formalvoraussetzungen

Bei der Formalprüfung wird das Förderungsansuchen (Core Document) 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 aus dem weiteren Verfahren ausgeschieden und formal abgelehnt.

Nicht-behebbare Mängel sind mit \* gekennzeichnet. Hinweise zur Formalprüfung siehe Leitfaden zur Zwischenevaluierung der COMET- Zentren (K2) kurz „Leitfaden/Guidelines“ Pkt. 8.1.

|  |  |
| --- | --- |
| Fristgerechte Übermittlung des Antrags (Termin wurde via eCall mitgeteilt)  **\*(nicht behebbar)** | * Abschluss elektronische Einreichung im eCall |
| Teilnahmeberechtigung  **\*(nicht behebbar)** | * Der/die FörderungswerberIn (KonsortialführerIn) ist berechtigt, einen Antrag einzureichen. * Die Mindestanforderungen an das Konsortium sind erfüllt:   + mindestens 1 wissenschaftlicher Partner (WP) und   + mindestens 5 unabhängige Unternehmenspartner (UP) |
| Vollständigkeit des Antrags  (siehe Leitfaden Pkt.6.13) | * Project description 4YE \*(nicht behebbar) * Financial tables 4YE \*(nicht behebbar) * Monitoring tables 4YE * Annex (0) 1-8 |
| Sprache  **\*(nicht behebbar)** | * Englisch |
| Richtige Formulare verwendet | * [www.ffg.at/page/comet-downloadcenter#Anker\_2\_Zwischenevaluierung](http://www.ffg.at/page/comet-downloadcenter#Anker_2_Zwischenevaluierung) |
| Beantragte Laufzeit (FP2)  **\*(nicht behebbar)** | * 5 Jahre (2. Förderungsperiode, inklusive ein Jahr kostenneutrale Verlängerung der Laufzeit) |
| Single-Firm Projekte | * max. 20% der Gesamtkosten des geplanten Forschungsprogramms in FP2 |
| Definierte Projekte | * mind. 60% der Gesamtkosten des geplanten Forschungsprogramms in FP2 |
| **Kosten/Finanzierung FP2** | |
| Kosten | * Gesamtkosten entsprechen der Gesamtfinanzierung |
| Förderquoten und Höhe der beantragten Förderung | * Beantragte Bundesförderung maximal 16 Mio. EUR gesamt und max. 4 Mio. EUR/Jahr * Beantragte Förderquote (Bund und Land) 40% - 55% * Verhältnis von Bundes- und Landesförderung 2:1 * Die Landesförderung ist durch schriftliche Stellungnahmen der Länder gedeckt (bei Einreichung zumindest des Sitzbundeslandes des Zentrums). |
| Finanzierung UP/WP | * Beiträge der WP mindestens 5% der Gesamtkosten * Beiträge der UP mindestens 40% der Gesamtkosten * Verhältnis Cash/In-Kind-Beiträge bei UP: mind. 50% Cash-Anteil * Die Höhe der Kosten der UP entspricht den In-Kind-Beiträgen |
| Letters of Commitment (LOC) FP2 | * Es liegen alle LOC der im Kostenplan (Financial tables 4YE) angeführten Konsortialpartner (WP und UP) vor. * Hinweis: Achten Sie auf die Deckung der im Kostenplan ausgewiesenen Beiträge pro Partner (In-Kind/Cash) durch die LOC |
| Übereinstimmung der Angaben im eCall lt. Financial tables (nur FP2) | * Gesamtkosten * beantragte Bundesförderung und Landesförderung * Finanzierung UP und WP * Projekttitel (Kurztitel und Langtitel) |
| **eCall uploads: (max. 20 MB pro Datei; es dürfen keine sonstigen Anhänge beigefügt werden!)** | |
| im Subordner **„Zentrumsbeschreibung“** | * Project\_Description\_4YE (pdf) * Financial\_Tables\_4YE (xls)   als weitere uploads:   * Monitoring\_Tables\_4YE(xls) * ANNEX0\_RequirementsRecommendations\_FP1 * ANNEX1\_References (pdf) * ANNEX2\_ProjectResults\_FP1 * ANNEX3\_ProjectSheets\_FP2 (pdf) * ANNEX4\_PartnerDescriptions (pdf) |
| im Subordner **„CVs und Publikationen“** | * ANNEX5\_CVs\_Publications (alle in einem Dokument, pdf, kein Scan) |
| im Subordner **„Absichtserklärungen“** | * ANNEX6\_LOC\_ScientificPartners\_FP2 (pdf) * ANNEX7\_LOC\_CompanyPartners\_FP2 (pdf) * ANNEX8\_Declaration\_FederalProvinces (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.

|  |  |
| --- | --- |
| **Seitenanzahl „Project Description 4YE“** | * Die Seitenanzahl von maximal 120 Seiten (ab Kapitel 0 Executive Summary) wurde nicht überschritten. |
| **Formatierung** | * Schriftformatierung: Calibri, 11 Punkt (ausgenommen Tabellen und Annex) * Zeilenabstand: mindestens 13,5 Pt. * Schriftfarbe: schwarz * Seiten wurden nummeriert |

**Bitte beachten Sie folgende Punkte:**

* Halten Sie sich bitte 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.
* Bitte beachten Sie die Übereinstimmung zwischen den Angaben in den Antragsformularen und denen im eCall. Wenn Unterschiede zwischen Angaben im eCall und Angaben in den Antragsformularen auftreten, so sind die **Antragsformulare als verbindliche Dokumente** anzusehen.
* Generelle Hinweise zum Antrag: Ein Projektantrag besteht aus der **Projektbeschreibung** (inhaltliche Darstellung) samt **Tabellenteilen** (Monitoring und Finanztabellen) und **Anhängen.**
* 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 GutachterInnen 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 ExpertInnen der Gehalt und Nutzen Ihres geplanten Projekts erkennbar werden.
* Sollten Sie Fragen haben, wenden Sie sich bitte an Ihre Ansprechperson in der FFG (Kontaktinformationen siehe Leitfaden zur Zwischenevaluierung).

## Einreichmodalitäten

Das Förderungsansuchen ist ausschließlich in elektronischer Form via eCall unter <https://ecall.ffg.at> vor Ablauf der Einreichfrist einzureichen.

Weitere Hinweise zur elektronischen Einreichung finden Sie im Leitfaden im Kapitel 7.1.

**Ein detailliertes Tutorial zum eCall finden Sie unter:** [**https://ecall.ffg.at/Cockpit/Help.aspx**](https://ecall.ffg.at/Cockpit/Help.aspx)

Der Hauptantrag kann nur eingereicht werden, wenn **alle eingeladenen Partner zuvor** Ihre Partneranträge im eCall **ausgefüllt und eingereicht** haben!

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

Bitte wenden Sie sich bei Fragen zum eCall an Ihre Ansprechperson in der FFG (Kontaktinformationen siehe Leitfaden zur Zwischenevaluierung).

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

**Ende der Einreichfrist:**

Förderungsansuchen müssen bis spätestens 4 Monate vor dem Site Visit eingereicht werden. Der individuelle Zeitplan wird für jedes COMET-Zentrum festgelegt.

**Hinweis:** Des Weiteren müssen die Förderungswerbenden das Förderungsansuchen an die zuständige Stelle des betreffenden Bundeslandes bzw. der betreffenden Bundesländer zu den jeweils vorgegebenen Bedingungen übermitteln. Bis **10 Tage vor Einreichschluss** ist an die betreffenden Stellen ein sogenannte. **„Core-Form“** zu übermitteln. Die Vorlage ist bei den Kontaktstellen der Länder erhältlich bzw. steht auf der FFG- Website zur Verfügung.

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Annex 4 Partner descriptions

Annex 5 CVs and list of publications

Annex 6 Letters of commitment (LOC) scientific partners FP2

Annex 7 Letters of commitment (LOC) company partners FP2

Annex 8 Declaration(s) of federal province(s)

**Tables of Application**

Financial tables 4YE

Monitoring tables 4YE

Abstract

Present a summary (one A4 page, max 4000 characters) of the overall project that is the COMET Centre (overall goals, thematic focus, planned changes in the thematic direction for FP2, etc.)

Describe in depth the scientific and technological challenges and explain the innovation potential of the research programme.

The executive summary must be included in German as well as in English in the FFG-eCall under “Projektdaten/Zentrumsdaten” in the fields “Kurzfassung” and “Abstract”.

>Text<

# Quality of the Project

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## Vision and strategy

Describe the overall vision and long-term strategy of the COMET Centre, also referring to the COMET Programme objectives (see guidelines, preamble).

Describe the added value created by the COMET Centre. Explain why this COMET Centre is needed in a national and international context.

Are there any significant changes compared to the initial vision and strategy of the Centre in FP1?

>Text<

## Research programme (1st funding period)

*List of projects see “Monitoring tables 4YE”*

*Fulfilment/Implementation of requirements and recommendations of the panel (FP1) see Annex 0*

### Achievement of research goals (FP1)

Address to what extent the originally planned goals of the research programme have been reached. Explain possible differences and changes with regards to the content.

>Text<

### Work plan and time schedule of the research programme (FP1 )

Present a gannt chart of the individual projects originally planned for FP1 and indicate the actual status the projects per area. Outline the most significant milestones (M1, M2,… )

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First funding period** | **Year 1** | | | | **Year 2** | | | | **Year 3** | | | | **Year 4** | | | |
| **Area 1: [TITLE]** | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Project 1.1 [TITLE] (planned) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.1. (actual) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.2 [TITLE] (planned): |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.2 (actual) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Area 2: [TITLE]** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.1 [TITLE] (planned) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.1. (actual) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.2 [TITLE] (planned) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.2 (actual) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **(strategic) Area x: [TITLE]** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project x.1 [TITLE] (planned) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project x.1. (actual) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project x.2 [TITLE] (planned) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project x.2 (actual) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Table 1: Work plan and time schedule of the research programme

Explain to what extent the work plan including milestones and the time schedule for FP1 has been completed according to plan. Describe major differences as well as important milestones.

>Text<

### Research results (FP1)

*Achieved “project results FP1” see Annex 2*

Summarize the most important research results as well as scientific and technological developments per Area. Exemplary project results can be cited. All research project results have to be presented In Annex 2.

>Text<

### Success stories (FP1)

Highlight the 5 most outstanding success stories of funding period 1.

Highlight the 5 most outstanding publications of funding period 1.

>Text<

### Strategic research in promising/emerging fields (FP1)

Describe how far new promising/emerging fields of research (zukunftsweisende Forschungsthemen) have been addressed in FP1 and new expertise has been developed.

Indicate how far the strategic research already goes beyond the current international state-of-the-art.

Which breakthrough new findings have been generated or initiated?

>Text<

## Planned research programme (2nd funding period)

*List of projects see “Monitoring tables 4YE”*

Describe the key features of the planned research programme (see also guidelines pt. 6.1) including:

* Area structure as well as Area allocations and interactions
* Added value of the overall research programme and synergy effects

Describe (if applicable) changes concerning the thematic focus of the centre as well as changes in the planned Area structure compared to first funding period.

>Text<

### Objectives of the overall research programme (FP2)

Describe the overall objectives of your planned research programme and the scientific and technological relevance.

>Text<

### State-of-the-art and novelty of research (FP2)

*List of “References” see Annex 1*

Describe the international state-of-the-art and the novelty of your proposed research as well as your estimated contribution beyond state of the art. Refer to existing research activities and related work performed by other groups in the national and international context.

A list of references (verwendete Literatur) has to be indicated in Annex 1.

>Text<

### Strategic research in promising/emerging fields (FP2)

Describe new promising/emerging fields of research (zukunftsweisende Forschungsthemen) addressed in your research programme and indicate how you plan to go far beyond the current international state-of-the-art. Please describe any adjustments in FP2.

Which breakthrough new findings do you expect?

>Text<

### Related funded projects

*List of related funded projects see “Monitoring tables 4YE”*

Please list relevant ongoing or completed funded projects (within last three years) of the Centre/ consortium, which are thematically connected to this application. Indicate the respective funding agency and participating partners involved. If these projects were funded by FFG, please indicate the FFG project number and title. If necessary, a complete list can be provided in the monitoring tables. In any case, please indicate the main projects of the Centre in the text below.

>Text<

### Approaches and methods (FP2)

Describe methods, approaches, models and tools chosen to address the objectives of the proposed research programme.

>Text<

### Expected main results (FP2)

Describe the expected main scientific and technological results and developments.

>Text<

### Integration of gender-specific aspects (FP2)

If the application relates to people, please explain how and in which parts of the research programme (Areas/projects) gender-specific aspects have been taken into account in the methodological approach.

>Text<

### Work plan and time schedule of the planned research programme (FP2)

*Detailed project sheets see Annex 3*

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.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Second funding period** | **Year 5** | | | | **Year 6** | | | | **Year 7** | | | | **Year 8** | | | | **Year 9** | | | |
| **Area 1 [TITLE]** | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Project 1.1 [TITLE] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.2 [TITLE] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Area 2 [TITLE]** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.1 [TITLE] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.2 [TITLE] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.3 [TITLE] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **(strategic) Area x [TITLE]** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 3.1 [TITLE] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 3.2 [TITLE] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 3.3 [TITLE] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Table 2: Work plan and time schedule of the planned research programme

Outline the most significant milestones (M1, M2 …) and deliverables of your research programme.

>Text<

### Description of the Areas (FP2)

*Detailed project sheets see Annex 3*

*List of projects see “Monitoring tables 4YE”*

Describe the research programme of each Area considering the following aspects:

* **Positioning of the Area within the Centre**; interaction with other Areas; contribution of the Area to the overall objectives of the research programme, complementarity of sub-projects
* **State-of-the-art**
* **Objectives and methodology:** objectives, approaches and novel methods chosen to address the research objectives
* **Expected results:** planned scientific-technological developments and innovations

Highlight further the **key projects** of each Area. Please note that individual projects are to be described in detail in the “project sheets” in Annex 2 by indicating also the key data of each Area. The percentage of strategic projects needs to be defined as a target value (see “Monitoring tables 4YE”).

Undefined projects need to be argued and their costs stated as N.N. in the tables.

>Text<

#### Area 1

>Text<

#### Area x

>Text<

#### Strategic Area xy

Please note that a strategic area consists of pure (100%) strategic projects only.

>Text<

## Costs and financing

*Detailed figures see “Financial tables 4YE”*

Explain the cost and financing tables of your Centre (FP1 and FP2)

>Text<

### Financial development of the first funding period

Describe the cost development and use of the approved budget in FP1 and address changes of the actual costs compared to the cost approved in the centre plan.

>Text<

### Cost plan of the second funding period

#### Description of the cost tables (FP2)

Describe the cost categories and estimated development of costs during FP2 and indicate the highest cost position of each point.

1. Personnel costs (Centre)
2. Material costs (Centre)

* Third-party services: indicate which external services are purchased from third-parties

1. Use of R&D infrastructure (Centre)

Which of the reporting methods for the planned investments of the Centre (use of R&D infrastructure) will be selected?

* Claiming the yearly allowance for depreciation or
* Reporting the full costs of acquisition in the year of acquisition and correcting the eligible costs by the residual book value in the final year. The residual book value has to be considered in the table “Use of R&D Infrastructure (Centre)”.
* Additionally the optional use of machinery used in COMET can be applied for via machine hours and machine hour rates (if the facility has not been previously funded).

1. Other direct costs/income (Centre)
2. Scientific partners – costs

* State the planned in-kind-contributions of the scientific partners. Please note that the planned cost of the scientific partners also include the in-kind contributions indicated in the financing table.
* State the planned costs the Centre purchases from scientific partners.

1. Company partners - in-kind-costs

* State the planned costs of the company partners
* Please note that line 6 “company partners – in-kind-costs” of the total costs table is consistent (equal) with line 4b “CP – in-kind-contributions” of the financial table.

(Details regarding eligible costs see Cost Guidelines and Guidelines Mid-Term Evaluation, pt. 6.10)

>Text<

#### Description of the financing tables (FP2)

Describe the following points in detail:

* Contributions of the co-funding federal provinces (if applicable indicate the relevant distribution among individual provinces)
* Explain the applied public funding rate for FP2 (compared to FP1)
* 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 Mid-Term Evaluation, pt. 6.7 – 6.9)

>Text<

# Suitability of the Applicant/ Project Partners

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*List of partners see “Monitoring tables 4YE”*

*Partner descriptions see Annex 4*

*Scientific key persons see “Monitoring tables 4YE”*

*CVs and publications of key persons see Annex 5*

*Costs and financing per partner (SP and CP) see “Financial tables 4YE”*

## Structure of the consortium

Describe the structure of the consortium, giving special consideration to following aspects:

* Existing co-operation structures and anticipated developments/changes during the upcoming second funding period
* Complementarity of partners

>Text<

### Scientific partners

Describe the structure of the participating scientific partners (SP) and their involvement in the COMET Centre. Indicate if additional SP are foreseen to join during the FP2. Highlight the key scientific partners and key persons and explain their contribution to the scientific challenges of the research programme in FP1 and FP2.

For each scientific partner a LOC for FP2 has to be attached in Annex 6.

>Text<

### Company partners

Describe the structure of the participating company partners (CP) and their involvement in the COMET Centre. Indicate if additional CP are foreseen to join during FP2. Highlight the key company partners and key persons and explain which core competences they contribute to the COMET Centre.

For each company partner a LOC for FP2 has to be attached in Annex 7.

>Text<

## Management and organization

### Organizational structure

Please draw up a current organigram of the COMET Centre. Describe the organisational structure and relevant boards of the Centre incl. their tasks (see guidelines pt. 6.2) and explain significant changes compared to FP1.

>Text<

### Legal structure and location(s)

Describe the chosen legal form and argue the ownership structure (see guidelines pt. 6.1). Describe any planned changes compared to FP1.

>Text<

|  |  |  |
| --- | --- | --- |
| **Owner** | **1 FP share (%)** | **2. FP share (%)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Table 3: Legal structure and location

Describe the location of the Centre and any planned changes. If more than one location is planned, please state the reasons why and explain how the “centre character” will be ensured (see guidelines pt. 6.2).

>Text<

### Management of the Centre

Describe central management positions (such as Centre manager, scientific director, Area manager, key researcher, HR- and equal opportunity manager, etc.) and explain how these positions are staffed. Explain how the goals of the Centre management have been achieved in order to operate the business efficiently (according to the guidelines pt. 6.2). Describe any planned changes compared to FP1.

### Public Relations

Describe the already taken (FP1) and planned (FP2) measures of the Centre´s public appearance (e.g. corporate identity, PR measures, website in English and German, general publications, events, etc.).

>Text<

### SWOT-Analysis

Present a SWOT analysis of the Centre and the Centre’s environment and comment on the drawn conclusions.

|  |  |
| --- | --- |
| **The strengths and weaknesses of the centre** | **The opportunities and threats concerning the centre** |
| **Strengths**   * >Text< | **Opportunities**   * >Text< |
| **Weaknesses**   * >Text< | **Threats**   * >Text< |

Table 4: SWOT-Analysis

>Text<

# Benefit and Exploitation

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Achieved “Project results FP1” see Annex 2

## Economic benefit of the research results (FP1)

Describe the economic benefits of the research results in FP1. Which company partners have implemented and/or exploited research results and in what way (patents, prototypes, etc.)?

Have research results of FP1 already been implemented as products, processes or services? Refer to the achieved benefits for the company partners.

>Text<

## Economic benefit of the research results (FP2)

*Expected benefit for each partner (FP2) see partner description Annex 4*

### Benefit of the research results for users and company partners

Describe the benefits of the research results and/or new technologies and planned innovations for the users as well as company partners involved in the application in qualitative and quantitative terms. Describe potential new products, processes or services at company level to be initiated by the proposed research programme in qualitative and quantitative terms.

>Text<

### Market potential and economic exploitation

Describe the market potential of the expected research results and how the economic exploitation is planned. Highlight the planned activities for economic exploitation and estimate the size of the expected target markets for the research results (in Austria, in neighbouring countries, worldwide).

>Text<

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

Describe the market potential of the expected or already achieved strategic research results and/or new technologies arising from new emerging fields of research (zukunftsweisenden Forschungsthemen).

* Which future markets with long-term development potential can be or could already be targeted?
* Which findings may lead or have already led to breakthrough technologies?
* Which competitive advantage as well as impact can be expected for the relevant branch?

>Text<

### Measures for technology transfer and knowledge transfer

Indicate which measures of technology transfer and knowledge transfer towards industry are planned.

>Text<

## Exploitation strategy of the centre

Describe the Centre’s strategy to exploit research results in FP2 in qualitative and quantitative terms and indicate to what extent the Centre has already exploited achieved research results in FP1. Please refer to the scientific and economic exploitation (e.g. publications, master theses, PhD, workshops, events and conferences, patent applications, licences, IPR’s, projects in the Non-COMET area, spin-offs, etc.).

Point out how the expertise and knowledge base can be secured at the Centre.

Explain the key features of the Centre’s business plan.

>Text<

### Intellectual property rights (IPR)

Describe the policy on intellectual property rights of the COMET Centre.

Base your description on the following aspects:

* Development of a common knowledge base at the Centre
* How the IP of the Centre’s project results are allocated among the participating partners (Centre, SP, CP) taking into account the different types of projects: company projects as well as strategic projects
* Management of joint ownership etc.

>Text<

### Target Values

*Quantitative target values see “Monitoring tables 4YE”.*

#### General target values

If necessary, explain the target values of the COMET Centre in FP1 and FP2 indicated in the monitoring tables. Explain differences between planned and actual values of FP1.

**FP1 (ex-post)**

>Text<

**FP2 (ex-ante)**

>Text<

#### Centre specific target values

Explain to what extent the chosen Centre-specific target values were reached in FP1.

Regarding FP2 define at least three additional specific target values that present the development of the Centre within its thematic area.

**FP1 (ex-post)**

>Text<

**FP2 (ex-ante)**

>Text<

# Relevance of the Project to the Call

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## Human Resources

*HR relevant Target Values at the Centre see “Monitoring tables 4YE”*

Explain the role and impact of HR management at the Centre. How do HR measures interact with the overall strategy of the Centre? Describe the embedding of the HR and equal opportunity officer in the Centre strategy.

Describe the impact of already implemented HR management strategies as well as planned changes and upcoming challenges in FP2. Please refer to HR relevant budgets and target values to underpin the strategies (and refer to Monitoring tables).

>Text<

### Recruitment of personnel

Employees at the Centre see “Monitoring tables 4YE”

Describe the taken and planned measures for personnel recruitment in order to build up an adequate workforce at the Centre also considering gender mainstreaming. How far were these measures already implemented in FP1? Has the planned personnel already been recruited at the Centre?

Focus also on the following aspects:

* Attracting top level scientists as well as guest researchers
* Recruitment of (young) talents for planned post-doc positions, PhD and master and bachelor students (at national and international level)
* Attracting more female researchers at all levels

>Text<

### Human resources development

Describe the strategy for HR development at the Centre and the impact of already implemented (FP1) and planned (FP2) HR measures and refer to following points:

* Implementation of structured career models for researchers.
* Improvement of scientific and technical qualifications and additional skills of staff members (especially for PhD-students and post docs)
* Training on leadership and research management skills
* Implementation of cross-border mobility (incoming and outgoing) and internships (e.g. FFG Talente Praktika, etc.)
* Exchange of staff between the Centre, science and industry (intersectoral mobility)
* Foreseen budget for qualification measures

>Text<

### Gender mainstreaming

Describe your gender mainstreaming approach, the implemented (FP1) and planned (FP2) measures and expected impact ensuring equal opportunities and an adequate balance between male and female scientists in all research activities and at all levels of the Centre (research, management, boards, high potentials, junior and senior positions, etc.) in terms of improving the gender balance in the sector.

Refer to following aspects:

* Analysis and implementation of measures considering equal opportunities at the Centre (e.g. guidelines for implementation of gender mainstreaming goals, equal opportunity officer, reducing pay gaps, …)

>Text<

## Internationalisation

Please describe the internationalisation strategy of the Centre and its international attractiveness as a cooperation partner. Present / highlight the centre‘s achievements of FP1.

>Text<

### Involvement of international partners

Describe the Centre’s current and planned involvement of relevant international partners from a scientific and economic point of view. Explain the reasons for choosing these partners and indicate the added value of the cooperation:

* **International scientific organisations and scientists:** describe the involvement of international scientific partners in the COMET research programme
* **International companies:** describe the involvement of international company partners (headquarters outside Austria) in the COMET research programme

If applicable, indicate other relevant international (associated) partners who are not or not yet part of the COMET consortium.

>Text<

### International benchmarking

Explain your benchmarking approach comparing your Centre with other organisations in the field at an international level, and indicate the USP (unique selling proposition) of your Centre. Present the main results of already performed benchmarking activities.

>Text<

### International engagement of the Centre

Describe the current and planned participation of the Centre in international or European research projects (e.g. EU-projects in Horizon 2020 etc.) in FP1 and FP2. Explain the activities of the Centre in relevant international boards or committees. Describe the involvement of the Centre in international events (such as conferences, workshops etc.):

>Text<

## Incentive effect of funding

Please explain how the 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 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 only with the criteria applicable to the project.

>Text<

List of tables

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