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|  | EUROPEAN COMMISSION  CONSUMERS, HEALTH AND FOOD EXECUTIVE AGENCY  Health Unit |

Proposal template

GRANTS FOR ACTIONS CO-FINANCED WITH MEMBER STATE AUTHORITIES (JOINT ACTIONS) (HP-JA)

3rd EU Health Programme

Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the evaluators to make an effective assessment against the evaluation criteria.

Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation.

 **Page limit:** All sections should not be longer than 80 pages. All tables in these sections must be included within this limit (including a table of contents). The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

If you attempt to upload a proposal longer than the specified limit, before the deadline you will receive an automatic warning, and will be advised to shorten and re-upload the proposal. After the deadline, any excess pages will be overprinted with a ‘watermark’, indicating to evaluators that these pages must be disregarded.

Please do not regard the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

 Please read and follow carefully the instructions given in the Guide for applicants, which is outlining in detail the requirements for the below section of your proposal.

Cover Page

# Title of Proposal

# List of applicants

|  |  |  |
| --- | --- | --- |
| **Applicant No\*** | **Applicant organisation name** | **Country** |
| 1 (Coordinator) |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

\* Please use the same applicant numbering as that used in the administrative proposal forms.

# Table of Contents

# Problem analysis including evidence base

* Your proposal must describe the problem statement, analysis of the causes and evidence base of the proposed measure(s) and methods.

# Aims and objectives of the action

## General objective of the action

## Specific objective(s) of the action

* Please describe your specific objectives following the SMART approach.
* Please describe the planned methods of verification that you have reached your objectives using clear and precise indicators.

|  |  |  |
| --- | --- | --- |
| **Specific Objective Number** |  | |
| **Specific Objective** |  | |
| **Process Indicator(s)** | | **Target** |
| (repeat line as needed) | |  |
| **Output Indicator(s)** | | **Target** |
| (repeat line as needed) | |  |
| **Outcome/Impact Indicator(s)** | | **Target** |
| (repeat line as needed) | |  |

# Target groups

# Political Relevance

## Contribution to meeting the objectives and priorities defined in the annual work programme

## Added value at EU level in the field of public health

## Pertinence of geographical coverage

## Consideration of the social, cultural and political context

# Methods and means

# Expected outcomes

# Work packages

## Overview on work packages

|  |  |  |
| --- | --- | --- |
| **WP number** | **Title** | **Description** |
| 1 | Management of the action | Actions undertaken to manage the Joint Action and to make sure that it is implemented as planned |
| 2 | Dissemination | Actions undertaken to ensure that the results and deliverables of the Joint Action will be made available to the target groups |
| 3 | Evaluation | Actions undertaken to verify if the Joint Action is being implemented as planned and reaches the objectives |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| … |  |  |
| x |  |  |

## Work package description

* For each work package, your proposal must include a table as below

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work package number** |  | | | | | | | | | | | | | |
| **Work package title** |  | | | | | | | | | | | | | |
| **Starting month** |  | | | **Ending month** | | | | |  | | | | | |
| **Leading applicant**  **(Nr and Acronym)** |  | | | | | | | | | | | | | |
| **Participating applicants Nr** |  |  |  | |  |  |  |  | |  |  |  |  |  |
| **Participating applicants Acronym** |  |  |  | |  |  |  |  | |  |  |  |  |  |
| **Person months per applicant** |  |  |  | |  |  |  |  | |  |  |  |  |  |
| **Objectives** | | | | | | | | | | | | | | |
| **Description of the work** (where appropriate, broken down into tasks), lead partner and roles of other applicants | | | | | | | | | | | | | | |
| **Deliverables linked to this work package** (brief description, month of delivery, reference to the list of deliverables) | | | | | | | | | | | | | | |
| **Milestones to be reached by this WP** | | | | | | | | | | | | | | |

## Timetable or Gantt Chart

* Your proposal must illustrate the work packages, milestones and delivery dates of deliverables in a graphical form, such as a timetable or Gantt chart.

# Milestones and Deliverables

* Your proposal must indicate milestones and deliverables.
* **Deliverable numbers** *in order of delivery dates. Please use the numbering convention <WPnumber>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.*
* **Dissemination level:** *Use one of the following codes:*

PU = Public, fully open, e.g. web

CO = Confidential, restricted under conditions set out in Model Grant Agreement

* **Delivery month:** Measured in months from the Joint Action start date (month 1). If a deliverable consists of several parts (eg. a newsletter to be delivered in M6, M12 and M18) please list it as 1 deliverable and state the different delivery month in the last column.
* Technical reports (Periodic Report or Final Report), Leaflet, Layman Brochure and website are considered **mandatory deliverables.** They are already included in the table below and must be kept. They are named ("MD.x").

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverable Number** | **Deliverable Name** | **Work package number** | **Leading applicant acronym** | **Content specification** | **Dissemination level** | **Delivery month** |
|  |  |  |  |  |  |  |
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| **Mandatory deliverables (MD)** |
| MD.1 | Interim report(s) | 1 | The coordinator | This report describes the activities carried out, milestones and results achieved in the first half of the action. Deliverables can be attached as annexes. |  |  |
| MD.2 | Final report | 1 | The coordinator | This report describes the action implementation and the results achieved. The deliverables are annexed. |  | End of action |
| MD.3 | Leaflet | 2 |  | A leaflet to promote the action must be produced at the beginning | P | 3 |
| MD.4 | Layman version of the final report | 2 |  | This is a short (e.g. 10 pages) version of the final report, written for the interested public as a target group. | P | End of action |
| MD.5 | Web-site | 2 |  | Each Joint Action must have a dedicated web-site / web-pages. This can have a public part and another one accessible only to the applicants. | P (and C) | 3 |

# Action management structure

## Quality of the partnership

## Capacity of the staff

## External and internal risk analysis and contingency planning

|  |  |  |  |
| --- | --- | --- | --- |
| **Identified Risk** | **Likelihood** | **Impact** | **Contingency planning** |
|  |  |  |  |
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## Financial management

# Budget

## Content description and justification

* Please describe how you have built the budget and the rational for doing so.

## Summary of staff effort

* Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each applicant.
* Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **WP n** | **WP n+1** | **WP n+2** | **Total Person/**  **Months per Applicant** |
| **Applicant Number/ Short Name** |  |  |  |  |
| **Applicant Number/ Short Name** |  |  |  |  |
| **Applicant Number/ Short Name** |  |  |  |  |
| **Total Person/Months** |  |  |  |  |

## Detailed budget table

* Please complete the table below for each applicant/ affiliated entity. If a particular applicant is an affiliated entity, please state to which partner it is affiliated (second line).
* Please provide a detailed justification and explanation in the textboxes. The justification, among other parts of your application, will be used for the evaluation of the award criteria on budget.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant Number/ Short Name** |  | | | |
| (If affiliated entity: Affiliated to which Applicant number/Short name) |  | | | |
| **(A) Direct personnel costs** | **Persons** | **Total Person- month** | | **Total Costs (€) of (A)** |
|  |  |  | |  |
|  | **Justification** | | | |
|  |  | | | |
| **(B) Direct costs of sub-contracting** | **Costs (€)** | **Task(s)/Justification** | | |
| (please repeat line for each subcontract foreseen) |  |  | | |
| **Total Costs (€) of (B)** |  |  | | |
|  | **Justification** | | | |
|  |  | | | |
| **(C) Other direct costs** |  | | | |
| **(C.1) Travel** | **Costs (€)** | | **Justification** | |
|  |  | |  | |
| **(C.2) Equipment** | **Costs (€)** | | **Justification** | |
|  |  | |  | |
| **(C.3) Other goods and services** | **Costs (€)** | | **Justification** | |
|  |  | |  | |
| **Total Costs (€) of (C)** |  | |  | |
| **(D) Indirect Costs** | **Total Costs (€)** | |  | |
| (Max. 7% on A, B and C) |  | |  | |
| **Total estimated eligible costs** |  | |  | |

# Previous and current grants relevant to the programme (limited to the last 3 years)

# Current applications relevant to the programme

# Exceptional Utility

Please confirm in this section in writing that the Joint Action complies with the 2 criteria for exceptional utility.

# Collaborating stakeholders

Collaborating stakeholders and/or external experts are organisations or individual persons, which:

* May significantly increase the technical and scientific content of the action, as well as its relevance for different users in the Union.
* have no contractual relationship with the Agency
* nor do receive any EU funding from this particular grant;

Please give a list of up to 20 most important collaborating stakeholders and/or external experts participating in the Joint Action. Note that it is not mandatory to involve collaborating stakeholders and/or external experts.

|  |  |  |
| --- | --- | --- |
| **Institution** | **Contact person**  **(First name and last name)** | **City & Country** |
|  |  |  |
|  |  |  |
|  |  |  |