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| **RPF_Restart Logo**  THE RESEARCH AND INNOVATION FOUNDATION  PROGRAMMES  FOR RESEARCH, TECHNOLOGICAL DEVELOPMENT AND INNOVATION  “RESTART 2016 – 2020” |

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| PROPOSAL DETAILS | |
| PILLAR | 1. SMART GROWTH |
| PROGRAMME | RESEARCH IN ENTERPRISES |
| RIF PROPOSAL NUMBER | ENTERPRISES/0223/Sub-Call2/XXXX |
| PROPOSAL TITLE |  |
| PROPOSAL ACRONYM |  |

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| **PART B – TECHNICAL ANNEX *(A page limit of 25 pages will be applied. Any excess pages will be disregarded by evaluators.)*** |

**IMPORTANT NOTE: Proposed activities should be consistent with the eligible categories of activities for this specific Programme, as described in the RESTART 2016-2020 Work Programme and the relevant Call for Proposals.**

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| B1. PROJECT OBJECTIVES |
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| **B1.1. General Objectives of the Project and Compatibility with the Objectives of the Programme and the Call *(Maximum Recommended 0,5 page)*** |

Describe the general objectives of the proposed project, how they relate to a specific new or significantly improved product, service or production method that can be commercially exploited within a reasonable time period after the end of the project. Describe the specific problem(s) that the new or significantly improved existing product, service, or production method will address, how the project results provide a solution to the problem(s), and who will benefit from the project results.

Justify the compatibility of the Project Objectives with the objectives of the Programme and the specific Call, with particular reference to the proposed research activities and the expected Technology Readiness Level of the project (TRLs 4-7).

Describe the business opportunity that arises, the innovations potential applications and how the project will lead to the improvement of the business competitiveness in domestic and international markets.

Where applicable, justify the selection of S3CY priority area(s) / topic(s) specified in Part A of the Proposal (General Profile of the Project Proposal).

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| **B1.2. Specific Scientific and Technological Objectives of the Project *(Maximum Recommended 1 page)*** |

Describe the scientific and technological objectives of the proposed project, how they implement the general objectives and integrate into the new product development initiative for the product, service or production method. State the projects vision and mission with regards to expected outcomes. Define the specific aims and expected results in a quantitive manner.

Project objectives should be specific, measurable, attainable, relevant and timely and tied to a milestone in the product development process of the enterprise responsible for commercialization,

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| B2. EXISTING KNOWLEDGE – PROJECT INNOVATION |
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| B 2.1 Existing Knowledge / State of the Art *(Maximum Recommended 1,5 pages)* |

Describe the current state of the art in the industry or economic sector where the innovation will be introduces, including the latest technological and scientific developments. Explain how the project advances beyond the state of the art and is different from and better than existing solutions to the problem(s) or opportunity. Provide a table comparing your proposed innovation to what you see as the primary alternatives available in the market today, in the patent literature, and in the referred scientific literature.

Please list any key relevant references (including those relating to intellectual property) and additional bibliography.

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| B.2.2 Technological Breakthrough *(Maximum Recommended 1 page)* |

Describe the technological breakthrough of the innovation in the industry or economic sector it will be introduced, and in the relevant scientific field(s) where patentable intellectual property is expected as an outcome of the project. This could correlate to:

* the creation of new knowledge/technology which is not yet known in the field and/or industry or a radically new application of an existing technology, and/or
* the acquisition of new knowledge and skills which can be applied in the industry or economic sector and will bring the participants (The Host Organisation and Partner Organisations if applicable)to the forefront of the area in question and thus well beyond the present state-of-the-art, and/or
* the development of novel concepts, approaches and solutions that could be the potential basis for a wide number of commercial applications.

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| B3. ADDED VALUE AND BENEFIT |

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| B3.1 Impact *(Maximum Recommended 1 page)* |

Describe the benefits of the proposed innovation in terms of what is can offer that is not currently present in the market, specifying its added value in factors as, its usability, functionality, cost and ease of use.

Describe how the proposed innovation and related activities can create substantial demand, who are the intended customers and end-users, how they will benefit from the innovation, and why they will be interested in purchasing it when introduced in the market.

Describe how the project fits with the overall business strategy of the Host Organisation, which will commercialise the innovation.

Describe how the project will contribute to the enhancement of the competitiveness of the Host Organisation, the increase of employment for the Host Organisation and the broader economy, and subsequently the growth of the local economy.

Briefly describe the potential contribution and significance of the proposed project in achieving gender equality in the selected priority sector at national or international level and in addressing one or more environmental, societal, scientific and/or other local or EU challenges.

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| B3.2 Dissemination and Exploitation of Results *(Maximum Recommended 1 page)* |

Describe the new product development process and the strategy of the Host Organisation for commercialising the project results in the initially targeted market(s) and customer segment(s), and explain all relevant activities (incl. IP Management, need for regulatory approvals, standardisation, certifications etc) towards commercialisation.

Briefly indicate to what extend and how the research results will be disseminated and, if relevant otherwise exploited, and how dissemination will be conducted in a manner that does not prevent IP protection. Provide a brief description of how Intellectual assets and property generated will be identified, recorded, and if relevant protected by the participating organisations.

Dissemination activities could include Publications, Scientific Information Days, Conference Presentations etc., as well as activities undertaken in line with the National Policy for “Open Access”.

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| B3.3 Business Model *(Maximum Recommended 2 pages)* |

Provide the Host Organisations’ initial Business Model which is relevant with the proposed innovation. You should address the following elements:

* Value Proposition: Your unique solution addressing a problem faced by a customer segment, or which creates value for the customer segment.
* Customer Segments: Groups of people or organisations that you are trying to target and sell your product/service/production method.
* Customer Relationships: Types of relationship and interaction with each of the customer segments.
* Channels: How the company will communicate with and reach out to its customers.
* Key Activities: Most important activities/tasks to make the business model work and the enterprise to operate successfully.
* Key Resources: Key resources required for the implementation of the business model.
* Key Partners: Partners or suppliers that will help the company to carry out its key activities.
* Cost Structure: All costs incurred to operate a business model.
* Revenue Streams: The way the company will generate income from each customer segment.

Applicants are recommended to use the Business Model Canvas methodology as a strategic tool to develop their business model.

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| B4. IMPLEMENTATION PLAN |

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| B4.1. Analysis and Description of Methodology *(Maximum Recommended 2 pages)* |

Describe the structure of the proposed activities and provide an analysis of the methodology and the important phases of the project, justifying the selection of the key techniques to be used. Possible scenarios – assumptions for the implementation of the proposed project should also be described, as well as the critical risks (technological, market, financial etc) and all mitigation measures/contingency plans.

Work Package 1 (WP1) should include the management and coordination activities of the project and WP2 should include the proposed dissemination and/or exploitation activities.

Where applicable/relevant, indicate if potential sex/gender differences will be taken into account and describe how sex/gender analysis will be integrated into the research content of the proposed project.

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| **B4.2 Work Package Description *(Maximum******Recommended******2 pages per WP)*** A separate Work Package (WP) Form should be filled for each WP. There is no limitation on the number of WPs. |

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| **Work Package Number:** | **1** | **Start Month:** | |  | | **End Month:** | |  | |
| **Work Package Title** | **Project Management** | | | | | | | | |
| **Work Package Leader** |  | | | | | | | | |
| **Partner Role** | **HO** | | **PA1** | | **PA2** | | **PA3** | | **PA4** |
| **Person Months** |  | |  | |  | |  | |  |
| **Work Package Objectives** | | | | | | | | | |
| Briefly describe the objectives of the WP. | | | | | | | | | |
| **Work Description and Expected Key Results** | | | | | | | | | |
| Describe the activities regarding project management (e.g. preparation of Progress Reports, coordination meetings, decision making procedures etc.) and, if applicable, networking (i.e. exchange of visits between partners including timeframe and purpose of each visit). Where possible, provide quantitative information on activities and expected results.  Where appropriate, describe the work broken down into Tasks, indicating the participating Organisations and the lead partner.  The person-months required for the implementation of the WP should be sufficiently justified for each participating Organisation. | | | | | | | | | |
| **Milestones and Deliverables** | | | | | | | | | |
| Provide a brief description for the important Milestones and KPIs to be attained and each of the deliverables. All Progress Reports to be submitted to RIF during project duration should be included as Deliverables of WP1. | | | | | | | | | |

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| **Work Package Number:** | **2** | **Start Month:** | |  | | **End Month:** | |  | |
| **Work Package Title** | **Dissemination and Exploitation Activities** | | | | | | | | |
| **Work Package Leader** |  | | | | | | | | |
| **Partner Role** | **HO** | | **PA1** | | **PA2** | | **PA3** | | **PA4** |
| **Person Months** |  | |  | |  | |  | |  |
| **Work Package Objectives** | | | | | | | | | |
| Briefly describe the objectives of the WP. | | | | | | | | | |
| **Work Description and Expected Key Results** | | | | | | | | | |
| Describe the activities regarding the exploitation and dissemination of research results, including activities related to the management and protection of Intellectual Property, the market validation and the securing of regulatory approvals, certifications, standardisation, and if applicable, the dissemination of scientific results (e.g. Publications, Scientific Information Days, Conference Presentations etc.). Where possible, provide quantitative information on activities and results.  Where appropriate describe the work broken down into Tasks indicating the participating Organisations and the lead partner.  The person-months required for the implementation of the WP should be sufficiently justified for each participating Organisation. | | | | | | | | | |
| **Milestones and Deliverables** | | | | | | | | | |
| Provide a brief description for the important Milestones and KPIs to be attained and each of the deliverables.  The following deliverables are mandatory:   * A separate Deliverable entitled “Commercialisation Plan”, which should be drafted and submitted along with the final report of the project. The “Commercialisation Plan” must include an assessment and analysis of the dynamics and prospects for commercial exploitation of the projects’ results, as well as an update of the Go to Market and Exploitation Strategy to support future decisions of the Host Organisation. * Data Management Plan (a template will be provided by the RIF). * Submission of Request for the acquisition of services by the Central Knowledge Transfer Office (KTO) of the RIF. | | | | | | | | | |

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| **Work Package Number:** |  | **Start Month:** | |  | | **End Month:** | |  | |
| **Work Package Title** |  | | | | | | | | |
| **Work Package Leader** |  | | | | | | | | |
| **Partner Role** | **HO** | | **PA1** | | **PA2** | | **PA3** | | **PA4** |
| **Person Months** |  | |  | |  | |  | |  |
| **Work Package Objectives** | | | | | | | | | |
| Briefly describe the objectives of the WP. | | | | | | | | | |
| **Work Description and Expected Key Results** | | | | | | | | | |
| Describe the activities included in the specific WP. Where possible, provide quantitative information on activities and results.  Where appropriate describe the work broken down into Tasks indicating the participating Organisations and the lead partner (including Foreign Research Organisations, if applicable).  The person-months required for the implementation of the WP should be sufficiently justified for each participating Organisation. | | | | | | | | | |
| **Milestones and Deliverables** | | | | | | | | | |
| Provide a brief description for the important Milestones and KPIs to be attained and each of the deliverables. | | | | | | | | | |

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| **B4.3. Work Package Table**  The table is a brief presentation of the project’s Work Packages. | | | | |
| **Work Package Number** | **Work Package Title** | **Person-months** | **Start Date**  (project month) | **End Date**  (project month) |
| **WP1** | Project Management |  |  |  |
| **WP2** | Dissemination and Exploitation Activities |  |  |  |
| **WP 3** |  |  |  |  |
| **WP4** |  |  |  |  |
| **WP 5** |  |  |  |  |
| **WP 6** |  |  |  |  |
| **WP7** |  |  |  |  |
| **WP8** |  |  |  |  |
| **WP9** |  |  |  |  |
| **WP10** |  |  |  |  |

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| **B4.4 List of Deliverables**  The table is a brief presentation of the project’s deliverables. | | | | | |
| **Deliverable No** | **Deliverable**  **Name** | **Relevant**  **WP No** | **Deliverable Type**  (Document, Report, Publication, Poster, Pilot, Prototype, Website, Video, Software, Database, Other) | **Classification of Dissemination**  (Public, Confidential) | **Deliverable Completion**  (Project Month) |
| **D1** |  |  |  |  |  |
| **D2** |  |  |  |  |  |
| **D3** |  |  |  |  |  |
| **D4** |  |  |  |  |  |
| **D5** |  |  |  |  |  |
| **D6** |  |  |  |  |  |
| **D7** |  |  |  |  |  |
| **D8** |  |  |  |  |  |
| **D9** |  |  |  |  |  |
| **D10** |  |  |  |  |  |
| **D11** |  |  |  |  |  |
| **D19** |  |  |  |  |  |
| **D20** |  |  |  |  |  |

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| **B 4.5 Time Frame**  Indicate the duration of each Work Package and the timing of submission of the Progress Reports. | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work Package Number / Title** | **D U R A T IO N** (Months) | | | | | | | | | | | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| WP1. Project Management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP2. Dissemination and Exploitation Activities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP4. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP5. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP6. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP7. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP8. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP9. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WP10. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Progress Reports Submitted to RIF** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| B5. CONSORTIUM AND RESOURCES TO BE COMMITTED |

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| B5.1. Consortium Description *(Maximum Recommended 2 pages)* |

Describe the Host Organisation and, if applicable, each of the other participating Organisations (including Foreign Research Organisations), with emphasis on:

* their competences and scientific and technological expertise (including management experience),
* the available infrastructures and any other resources necessary for the implementation of the project,
* any major relevant publications (produced by its key personnel participating in the project), and/or products/services developed, or other achievements, projects or activities relevant to the proposal, and
* how the rationale of the proposed project fits with the strategy of the Host Organisation.
* prior experience with knowledge transfer and commercialization and any successful market introductions resulting from RIF or other research and development funding.

Demonstrate the synergies in the partnership, the strategic, scientific and/or commercial interests of partners in achieving the results, the added value to emerge from this cooperation and the sharing of know-how, risks and benefits within the Consortium.

Describe the Management Structure and relevant procedures (communication flow between the participating Organisations, decision making mechanisms and conflict management etc.).

If the project includes Large Enterprises, their participation must be clearly justified according to the four criteria of participation of Large Enterprises (please refer to Section III 1.2. of the RESTART 2016-2020 Work Programme).

If the Consortium includes Startup Companies, their participation must be clearly justified according to the relevant provision of the Programme (*“Participation of Startups is not allowed except for those that have sold at least one product or service, for at least two (2) years and can document sales and turnover through audited financial statements*.

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| B5.2. Roles and Activities of Participating Organisations *(Maximum Recommended 2 pages)* |

Briefly describe the role and the activities to be undertaken by each participating Organisation (including Foreign Research Organisations, if applicable) and their contribution in the project. Indicate the Work Packages (and Tasks if applicable) each Organisation will be participating in.

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| B5.3. Research Team |

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| **B.5.3.1 Project Coordinator *(Maximum Recommended 0,5 page)*** |

Describe the research activity, capabilities and scientific, technical and managerial experience of the Project Coordinator in relation to the implementation of research and innovation projects (including multi-partner and international cooperation projects) as well as any significant achievements in the scientific and technological field of the proposed project. (A CV may be included in Annex I – Curricula Vitae. It is recommended that, CVs are created in EUROPASS Format and do not exceed five (5) pages per person).

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| **B.5.3.2 Other Team Members – Key Personnel *(Maximum Recommended******0,5 page for each member)*** |

Provide a brief description of the profile of the key personnel (short CV) for each of the participating organisations (including Foreign Research Organisations, if applicable), which will be primarily responsible for carrying out the project’s activities with emphasis on their capabilities and experience relevant to the proposed project. (CVs may be included in Annex I – Curricula Vitae. It is recommended that, CVs are created in EUROPASS Format and do not exceed five (5) pages per person).

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| **B.5.3.3 Research Team Gender Table**  Please fill in the following Table specifying the Gender of each research team member described in sections B.5.3.1 and B.5.3.2. | | | |
| **Num.** | **Name** | **Organisation**  (HO, PA1, PA2, PA...) | **Gender** (Male/Female) |
| 1 |  |  |  |
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| … |  |  |  |

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| B6. PROJECT BUDGET DESCRIPTION *(Maximum Recommended 1 page)* |

Provide a detailed justification of the personnel costs included in the proposed budget, as stated in Section “Part A - Project Budget Overview Table”.

It is noted that according to the Call for Proposals, the calculation of the Proposal Budget will be based on the simplified cost method ‘Personnel Costs plus 40% on Personnel Costs for Covering the rest of the Project Costs’.

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| B7. ETHICAL AND ENVIRONMENTAL ISSUES ***(Maximum Recommended 1 page)*** |

Describe the measures to be undertaken in order to address any Ethical and/or Environmental issues arising from the implementation of the proposed project, according to the Coordinator’s Declaration in Part A. State any necessary licences and/or other documents that have already or will need to be secured.

Justify that the Project complies with the «Do No Significant Harm» principle as per Article 17 of [Regulation (EU) No 2020/852](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32020R0852&from=EN) on the establishment of a framework to facilitate sustainable investment (EU Taxonomy Regulation). This means that the methodology is designed in a way it is not significantly harming any of the six environmental objectives of the aforementioned Regulation.