



The EU Framework Programme
for Research and Innovation

HORIZON 2020



H2020 Programme

Proposal template 2018-2020

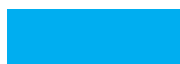
Administrative forms (Part A)
Project proposal (Part B)
Annexes 1-4

Enhanced EIC Accelerator Pilot (SME Instrument Phase 2)

Version 5.1
3 April 2020

Disclaimer

This document is aimed at informing potential applicants for Horizon 2020 funding. It serves only as an example. The actual Web forms and templates, provided in the online proposal submission system under the Funding & Tenders Portal, might differ from this example. Proposals must be prepared and submitted via the online proposal submission system under the Funding & Tenders Portal.



HISTORY OF CHANGES			
Version	Publication Date	Change	Page
1.0	05.06.2019	<ul style="list-style-type: none"> ▪ Initial version 	
2.0	18.09.2019	<p>The updated version addresses the following errors:</p> <ul style="list-style-type: none"> ▪ "Table 3 - Company financing history" – wrong reference in the cells of column C - "Public or private" ▪ "Table 3 - Company financing history" – circular reference in the cells of column D - "Financing type (e.g. equity, convertible loan, debt, grant)" ▪ "Table 4 - Company ownership and capital structure (Blended applicants only)" – circular reference in the cells of column B - "Type" 	
3.0	30.09.2019	<p>The updated version addresses the following errors:</p> <ul style="list-style-type: none"> ▪ Balance Sheet Table – The retained earnings formula (Row 47) has changed to: Retained earnings from the previous period + Net income of current year - Dividends paid during current year. ▪ "Table 4 - Company ownership and capital structure" – The last column changed to "Forecasted % of voting rights, 12 months from application date". ▪ A note added in Row 3, explaining that negative values have to be used in relevant cells, while filling the tables. 	
4.0	04.03.2020	<p>The updated version addresses the following error:</p> <ul style="list-style-type: none"> ▪ Table "3 – Budget for the proposal" in Part A – column "(1) Reimbursement rate (%)" has been modified to 70% 	
5.0	20.03.2020	<p>The updated version addresses the following issues:</p> <ul style="list-style-type: none"> ▪ Specific questions in Part A related to Women led-CEO and Green Deal goals ▪ Green deal specifications under IMPACT criterion ▪ Update under financing needs and equity table 	
5.1	03.04.2020	<p>The updated version addresses the following issues:</p> <ul style="list-style-type: none"> ▪ Annex 3 Others - Seal of excellence, consent from companies 	

Please check our [wiki](#) for help on navigating the form.

Horizon 2020

Call:

()

Topic:

Type of action:

()

Proposal number:

Proposal acronym:

Deadline Id:

[Table of contents](#)

<i>Section</i>	<i>Title</i>	<i>Action</i>
1	General information	
2	Participants & contacts	
3	Budget	
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5	Call-specific questions	

[How to fill in the forms](#)

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

1 - General information

Topic	Type of Action
Call Identifier	Deadline Id

Acronym *Acronym is mandatory*

Proposal title **Max 200 characters (with spaces). Must be understandable for non-specialists in your field.**

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *Estimated duration of the project in full months.*

The first set of keywords (main keyword 1 and sub-keyword 1) will have the heaviest weight in matching the expert-evaluators who will evaluate the proposal, therefore it is crucial to ensure this first set of keywords reflects the area of your proposal as accurately as possible.

In order to ensure your proposal is matched to evaluators with the best expertise, we highly recommend that you choose at least one main keyword and one sub-keyword.

Main Keyword 1

Sub Keyword 1

Word or words that best describe(s) the subject of your project.

It is highly recommended to select the highest number of relevant keywords that correspond to your proposal with a maximum of three main keywords and three sub-keywords. The main keyword can be repeated up to three times, but a different sub-keyword should be chosen if possible each time.

Main Keyword 2

Sub Keyword 2

Word or words that best describe(s) the subject of your project.

Main Keyword 3

Sub Keyword 3

Word or words that best describe(s) the subject of your project.

Free keywords

You may enter a number of keywords that you consider necessary to characterise the scope of your proposal. There is a limit of 200 characters.

*Abstract**

Remaining characters

2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under Horizon 2020 or any other EU programme(s)?

Yes No

Please give the proposal reference or contract number.

XXXXXX-X

[Remove](#)

Example, not to complete

Declarations

1) The coordinator or sole applicant declares to have the explicit consent of all applicants on their participation and on the content of this proposal.	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	<input type="checkbox"/>
4) The coordinator or sole applicant confirms:	
- to have carried out the self-check of the financial capacity of the organisation on http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/financial-capacity-check_en.htm . Where the result was “weak” or “insufficient”, the coordinator confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or	<input type="radio"/>
- is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or	<input type="radio"/>
- as sole participant in the proposal is exempt from the financial capacity check.	<input type="radio"/>
5) The coordinator or sole applicant hereby declares that each applicant has confirmed:	
- they are fully eligible in accordance with the criteria set out in the specific call for proposals; and	<input type="checkbox"/>
- they have the financial and operational capacity to carry out the proposed action.	<input type="checkbox"/>
The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect.	

Note:

For **multi-beneficiary applications**, the coordinator vouches for its own organization and that all other participants confirmed their participation and compliance with conditions set out in the call. If the proposal is retained for funding, each participant will be required to submit a formal declaration of honour confirming this.

False statements or incorrect information may lead to administrative sanctions under the Financial Regulation 2018/1046.

Personal data will be collected, used and processed in accordance with Regulation 2018/1725 and the [Funding & Tenders Portal privacy statement](#).

Please be however aware that, to protect EU financial interests, your data may be transferred to other EU institutions and bodies and be registered in the EDES database. Data in the EDES database is also subject to Regulation 2018/1725 and the [EDES privacy statement](#).

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1			

Example, not to complete

2 - Administrative data of participating organisations

PIC **Legal name**

Short name:

Address

Street

Town

Postcode

Country

Webpage

Specific Legal Statuses

Legal personunknown

Public bodyunknown

Industry (private for profit).....unknown

Non-profitunknown

International organisationunknown

International organisation of European interestunknown

Secondary or Higher education establishmentunknown

Research organisationunknown

Enterprise Data

Based on the below details from the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

SME self-declared status..... unknown

SME self-assessment unknown

SME validation sme..... unknown

Department(s) carrying out the proposed work

Department 1

Department name not applicable

Same as proposing organisation's address

Street

Town

Postcode

Country

Dependencies with other proposal participants

Character of dependence	Participant	

Example, not to complete

Person in charge of the proposal

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title

Sex

Male

Female

First name

Last name

E-Mail

Position in org.

Please indicate the position of the Contact Point above in the organisation.

Department

*Name of the department/institute carrying out the work.*Same as
organisation name Same as proposing organisation's address

Street

Please enter street name and number.

Town

Please enter the name of the town.

Post code

Area code.

Country

Please select a country

Website

Phone

+XXX XXXXXXXXX

Phone 2

+XXX XXXXXXXXX

Fax

+XXX XXXXXXXXX

B - Budget for the proposal

This is for grant part of the proposal only

No	Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub- contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of inkind contributions not used on the beneficiary's premises/€	(F) Indirect Costs / € (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs / €	(H) Total estimated eligible costs / € (=A+B+C+D+F +G)	(I) Reimburse- ment rate (%)	(J) Max.EU Contribution / € (=H * I%)	(K) Requested EU Contribution/ €
			?	?	?	?	?	?	?	?	?	?	?
			0	0	0	0	0	0.00	0	0.00		0.00	0.00
	Total		0	0	0	0	0	0.00	0	0.00		0.00	0.00

Please note that budget amounts are represented in full, NOT as multiples of 1000.

4 - Ethics

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs) ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. HUMANS		Page
Does your research involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. PERSONAL DATA		Page
Does your research involve personal data collection and/or processing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. ANIMALS		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
6. THIRD COUNTRIES		Page
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to export any material - including personal data - from the EU to non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In case your research involves low and/or lower middle income countries , are any benefits-sharing actions planned?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the research at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

7. ENVIRONMENT & HEALTH and SAFETY		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
8. DUAL USE		Page
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS		Page
Could your research raise concerns regarding the exclusive focus on civil applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
10. MISUSE		Page
Does your research have the potential for misuse of research results?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
11. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	<input type="radio"/> Yes <input checked="" type="radio"/> No	

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents.

[How to Complete your Ethics Self-Assessment](#)

5 - Call specific questions

Call specific declaration(s)

Are you requesting blended finance (combination of a grant with an investment in equity)?

If you are applying for grant-only, and should the evaluation conclude there are activities above TRL 8 in your proposal, do you give the European Commission consent to provide the requested amount of funding in the form of blended finance?

Yes No

Does the company have a CEO?

Yes No

Name and surname of the CEO:

Gender of the CEO:

- Female
 Male
 Prefer not to declare

Please tick below the European Green Deal goal(s) that correspond to the expected impact of your proposal

Increasing the EU's climate mitigation and/or adaptation ambition

Supplying clean, affordable and secure energy

Transitioning of industry to a clean and/or circular economy (including waste prevention and/or recycling)

Building and renovating in an energy and resource efficient way

Accelerating the shift to sustainable and smart mobility

Transition to a fair, healthy and environmentally-friendly food system

Preserving and restoring ecosystems and biodiversity

Realising a zero pollution ambition and a toxic-free environment

Applicants to the 19 May 2020 cut-off who fail to indicate the European Green Deal goal(s) impacted by the proposal will be declared ineligible.

Applicants to the 7 October 2020 cut-off are kindly invited to indicate the European Green Deal goals impacted by the proposal for statistical purposes.

I declare on my honour that: Neither I nor any of the members of the consortium (if relevant) are involved in concurrent submission or implementation with another EIC Accelerator SME instrument Phase 1 or Phase 2 project.

Does your proposal build on a SME instrument Phase 1 project? Please indicate.

Yes No

Excluded Reviewers

You can provide up to three names of persons that should not act as an evaluator in the evaluation of the proposal for potential competitive reasons.

First Name

Last Name

Institution

Town

Country

Webpage

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section

Description

The form has not yet been validated, click "Validate Form" to do so!

Example, not to complete

Enhanced EIC Accelerator Pilot (SME Instrument Phase 2)

Proposal template

Please follow the structure of the template when preparing your proposal. This template has been designed to ensure that the important aspects of your innovation and planned work are presented in a way that will enable the experts to make an effective assessment against the award criteria.

Proposal Part B structure:

- Document 1 – Proposal template (provided in .pdf):
 - Introduction,
 - Section 1 – Excellence;
 - Section 2 – Impact;
 - Section 3 – Implementation;
- Document 2 – Annex 1 – 3 (provided in as single .pdf):
 - Annex 1 – Security and Ethics;
 - Annex 2 – CVs ;
 - Annex 3 –Others;
- Document 3 – Annex 4 – Financial and corporate information Excel file (provided as .pdf and .xls/.xlsx/.ods);
- Document 4 – Annex 5 – Pitch-deck (provided in .pdf).

Document 1, Sections 1 – 3, is covered by page limit of 30 pages in total. If you upload a proposal longer than 30 pages before the cut-off date, you will receive an automatic warning and will be advised to shorten and re-upload the proposal. After the call cut-off date, excess pages will be automatically made invisible and will not be taken into consideration. **Please do not consider 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 respect the following formatting constraints: Times New Roman, Arial or similar, at least font size 11, page size A4, margins (2.0 cm side and 1.5 cm top and bottom), at least single line spacing.

Further guidance is available in the [Guide for Applicants](#).

INTRODUCTION

Basic information

- **Title of proposal:**
- **Acronym of proposal:**
- **Details of applicant:**

Name of the entity	
Country	
Creation date (if applicable¹)	
Type of entity	

- **Company Description:** Please provide a short description of the company, relevant products, services or other achievements (which may include previous projects or activities connected to the subject of the proposal), and significant infrastructure and/or any major items of technical equipment relevant to the proposed work (200 words)

Summary

<p>Describe your innovation <u>in no more than 200 words</u>, avoiding jargon or technical language.</p>
<p>Briefly explain, <u>in no more than 200 words</u>, how your innovation relates to the overall strategy of your company.</p>
<ul style="list-style-type: none">•

SECTION 1 - EXCELLENCE

- **Idea and solution:** Describe your innovation in detail, what are the objectives and what are the challenges or problems – business, technological or societal (climate change,

¹ If natural person, then date of birth.

environment, gender dimension, etc.) - that you seek to address by bringing your innovation to market.

- **Innovativeness:** How is your innovation better or significantly different than other existing alternatives? Why is the timing right for your innovation?
- **Stage of development:** Describe the current stage of development (you may refer to Technology Readiness Levels²), including the activities and results achieved so far. What are the steps planned to take this innovation to the market?
- What is the technological, practical and economic feasibility and what are the risks faced when bringing your innovation to market?

SECTION 2 - IMPACT

- **Market and customers:** Describe your assessment of the potential market for your innovation (including conditions and growth rate) and the potential customers or users. What is your unique selling point and key differentiation from competitors?
- **Commercialisation strategy:** Describe your strategy for commercialisation, including regulatory approvals/compliance needed, time to market/deployment, and revenue model.
- **Green Deal (May 2020 cut-off only):** Describe the contribution to the Green Deal implementation in terms of delivery of at least one of the sustainability goals. How will your proposal impact the sustainability goal(s)? How do you quantify this contribution? (Explain the methodology you use). Provide evidence in support of the computation(s).
- **External Strategic Partners:** identify the key partners required to develop and commercialise your innovation, what their roles/competences are, and to what extent they are already committed and incentivized (provide letters of intent if available in Annex 3)

² Grant support provided by the EIC Accelerator Pilot covers Technology Readiness Levels from 6 (technology demonstration) to 8 (system completed and qualified). Where relevant, your innovation should have completed earlier Technology Readiness levels (for example Proof of Concept and validation in a laboratory environment). Non-technological innovations will also be supported at equivalent levels of development. For blended finance, the equity investment may cover all activities needed to develop and scale up your innovation, including close to market (Technology Readiness Level 9).

- **Intellectual property:** Specify your Intellectual Property Rights in relation to your innovation. What are the key assumptions and what measures are needed to ensure freedom to operate (e.g. IP, etc.)?
- **Scale up potential:** Describe how you intend to scale up your innovation, including the potential to develop new markets and what the impact of the innovation on the growth of the company will be.
- **Key Performance Indicators:** Provide a list of KPIs for the expected outcomes and the related success criteria for the innovation (i.e. the technological, practical, economic, market), indicating the current values and the target values at specified dates (breakeven point, etc.).
- **Broader impact:** What will the broader societal, economic, environmental or climate impacts be if your innovation is successfully commercialised?

SECTION 3 - IMPLEMENTATION

- **Team and capabilities:** Describe your team, the different roles, commitment and achievements/experience (strategic, technical and commercial) in relation to your innovation. Explain the role of the company's owner(s) if not part of the team. For each team member (including management and company founders where relevant) please provide relevant information, including shareholding and stock options in the company.

What are the main strengths and weaknesses of the team, and what is the plan to acquire currently missing competencies? How are the team members incentivized?

In addition, please provide a curriculum vitae for each member of the team in Annex 2.

Team Member (Name and Surname)	Position	Department	Function/ key competences	Commitment (from 1-100 % where 100 % is full time, i.e. no other commitments/roles/responsibilities outside of the company).

- **Financing needs:** estimate the total financial resources required, and timing of financial needs to develop your innovation and to reach the break-even point.

Please provide (1) a breakdown between the grant requested under the EIC pilot (up to 70% for innovation activities), (2) the equity investment requested under the EIC (in particular for blended finance applications), and (3) remaining financing provided by other sources in Table 5 of Annex 4. Outline your plans to ensure the subsequent (post break-even point) financing of your innovation (next rounds, top-up financing, etc.). Please detail these elements in the cash flow section of Table 1 of Annex 4) and provide a brief explanation below.

Equity (All applicants should fill in this section)
If requesting equity, describe what the requested equity component will be used for and how much equity share the company plans to give in return.
Describe/comment how the valuation of the company has developed over time (e.g. financing rounds) and the rationale behind it - relevant metrics/milestones achieved from start to present.
Explain the company ownership and capital structure presented in Table 4 of Annex 4. If there are different classes of shares, describe why.
What exit strategy do you expect, including the timeline and expected return on investment? Explain the assumptions.

- **Need for EIC support:** explain why it is not possible for your company to raise the required financial resources from private investors or other sources, including a description of your company's track record and current efforts (to complement the information provided in Table 3 of Annex 4). What would the impact be if you do not receive financial support from the EIC pilot?
- **Risks:** With reference to the risks previously identified, what measures do you intend to take to mitigate them?

- **Approach:** Based on the objectives and strategy set out in your proposal, please explain the overall structure, approach and timing of work packages and activities to be developed with the grant contribution . Provide **Gantt chart** or similar.
- Fill in a **summary table of the project below** (including TRL 9 / market deployment activities covered by EU investment in equity up to break-even point). We recommend including not more than 5 Work Packages and only essential deliverables (ideally one deliverable per Work Package).³

Work Package (number and title)	Start month	End month	Deliverable (number and title)	Milestone (description and date)	Person months	Indicative budget	Indicate if requesting financing by grant or equity investment

Example, not to complete

³ Deliverables are outputs (e.g. information, special report, a technical diagram brochure, list, a software milestone or other building block of the project) that must be produced at a given moment during the action.

Milestones are control points to help chart your progress. Milestones may correspond to the completion of a key deliverable. They may also correspond to other inputs, allowing the next phase to begin, to decide on further steps or to take corrective measures.

- Please provide a brief description of each Work Package including main deliverables (not more than half a page):

Work package number				
Work package title				
Start month		End month		
Person months				
Budget				
Indicate if requesting financing by grant or equity investment				
WP description (You should provide enough detail to justify the proposed resources and also quantified information so that progress can be monitored, including by the Commission):				
Description of tasks:				
List of deliverables ⁴ (only the ones presented in the summary table above)				
Number	Deliverable name	Type	Dissemination level	Delivery date (in months from the project start)

KEY: Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>.

Type: Use one of the following codes:

- R: Document, report (excluding the periodic and final reports)
- DEM: Demonstrator, pilot, prototype, plan designs
- DEC: Websites, patents filing, press & media actions, videos, etc.
- OTHER: Software, technical diagram, etc.

⁴ If your action is taking part in the Pilot on Open Research Data, you must include in one of your work packages a data management plan as a distinct deliverable within the first 6 months of the project. This deliverable will evolve during the lifetime of the project in order to present the status of the project's reflections on data management. A template for such a plan is available in the [H2020 Guidance](#) on the Funding & Tenders Portal.

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

CI = Classified, information as referred to in Commission Decision 2001/844/EC.

- **Resources**

- What are the resources, equipment and facilities required for the project and how you will access them?

Please complete the table below only if the sum of the costs for 'travel', 'equipment' and 'goods and services' exceeds 15% of the personnel costs (according to the budget table in section 3 of the proposal administrative forms).

	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		

- Please complete the following table (or simply state "No third parties involved", if applicable)⁵:

Do you plan to subcontract any tasks? <i>If yes, describe and justify the tasks to be subcontracted and the amount. Explain the measures to comply with the best value for money principle. Please be aware of the page limitation – if needed, add more details in Annex 3.</i>		<input type="radio"/> Yes <input type="radio"/> No
Task(s)	Estimated amount	Measures to comply with best value for money (eg. criteria used for the selection of the subcontractors)

⁵ Subcontracts (Article 13 of the Grant Agreement) concern the implementation of action tasks; they imply the implementation of specific tasks which are part of the action and are described in Annex 1 to the Grant Agreement,

Linked third party (Article 14 of the Grant Agreement) is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action.

Contributions in kind provided by third parties (Article 11 and 12 of the Grant Agreement): Third parties contributing in kind make available some of their resources to a beneficiary without this being their economic activity (i.e. seconding personnel, contributing equipment, infrastructure or other assets, or other goods and services).

For more information on the classification of Information, please refer to the Horizon 2020 guidance: https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/secur/h2020-hi-guide-classif_en.pdf

<p>Will any of your linked third parties work in the action tasks?</p> <p><i>If yes, describe the third party, the link of the participant to the third party, and describe and justify the planned tasks to be performed by the third party.</i></p>	<input type="radio"/> Yes <input type="radio"/> No	
<p>Will you use contributions in kind provided by third parties?</p> <p><i>If yes, describe the third party's contributions.</i></p>	<input type="radio"/> Yes <input type="radio"/> No	

Example, not to complete

ANNEXES

⚠ Annexes are not covered by the page limit

Provided as 3 separate documents (preferably in machine-readable format⁶).

- Document 2 – Annex 1 – 3 (provided in as single .pdf):
 - Annex 1 - Security and Ethics;
 - Annex 2 - CVs ;
 - Annex 3 - Others;
- Document 3 - Annex 4 - Financial and corporate information Excel file (provided as .pdf and .xls/.xlsx/.ods);
- Document 4 – Annex 5 - Pitch-deck (provided in .pdf).

Annex 1. SECURITY AND ETHICS (part of Document 2)

SECURITY⁷

Please indicate if your project will involve:

- Activities or results raising security issues: Yes No
- 'EU-classified information' as background or results: Yes No

ETHICS

⚠ For more guidance, see the [document "How to complete your ethics self-assessment"](#).

If you have entered any ethics issues in the ethical issue table in the administrative proposal forms, you must:

- submit an ethics self-assessment, which:
 - describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out;
 - explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:
 - research objectives (e.g. study of vulnerable populations, dual use, etc.)

⁶ Avoid scans of printed document where possible.

⁷ See Article 37 of [Model Grant Agreement](#). For more information on the classification of Information, please refer to the Horizon 2020 guidance: https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/secur/h2020-hi-guide-classif_en.pdf

- research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)
 - the potential impact of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, misuse, etc.).
- provide the documents that you need under national law (if you already have them), e.g.:
 - an ethics committee opinion;
 - the document notifying activities raising ethical issues or authorising such activities.

⚠ *If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).*

⚠ *If you plan to request these documents specifically for the project you are proposing, your request must contain an explicit reference to the project title.*

Annex 2. CVs (part of Document 2)

Provide resumes of team members.

Annex 3. OTHERS (part of Document 2)

SEAL OF EXCELLENCE

If my application is evaluated as meeting all the criteria and thresholds for funding:

I, Name-Surname, the coordinator, of this proposal

- give my consent to the Commission to publish the name of my company.
- give my consent to the Commission to provide my name and contact details to other bodies who may be interested in funding or supporting my company.

This Annex is **optional**. Provide letters of intent from key commercial / strategic partners if available, and / or justification of the best value for money for subcontracting.

Annex 4. FINANCIAL AND CORPORATE INFORMATION (Document 3)

Please provide in Annex 4 a completed Excel template (as a separate.pdf and .xls/.xlsx/.ods):

- Simplified financial information on your revenues, expenditures, cash flow and balance sheet (Table 1 of Annex 4), and;
- Up-to-date financial data relating to cash and debt (Table 2 of Annex 4);
- Summary information about major financing events for your company (Table 3 of Annex 4); you may include information on earlier years if you consider relevant;
- Summary information on company ownership and capital structure (Table 4 of Annex 4);
- Information about your current financing round (Table 5 of Annex 4).

Annex 5. PITCH DECK (Document 4)

Provide a pitch deck presentation as a separate .pdf as Annex 5, which will also be used for the jury interview in the event that you are invited to the second step of the evaluation process.

Please note that the presentation in the interview will be limited to 10 minutes and it is not possible to update the pitch deck before the interview date.

The size of the file should not exceed 10MB.

Example, not to complete

Table 1 - Simplified financials, k€ - Please fill in with figures for your company. The figures below are illustrative. You may use the formulas provided to accelerate data input

Note. Please pay attention while filling the tables when relevant to use negative values for the formulas to work properly (for example: expenses, taxes, debt etc.).

P&L	Actual (if applicable)			Forecast					
	N-2	N-1	N (explain which year)	N+1	N+2	N+3	N+4	N+5	N+6
Revenues	0	0	0	0	0	0	0	0	0
Gross Margin	0	0	0	0	0	0	0	0	0
Selling, General and Administrative expenses	0	0	0	0	0	0	0	0	0
R&D expenses	0	0	0	0	0	0	0	0	0
Other operational expenses	0	0	0	0	0	0	0	0	0
EBITDA	0	0	0	0	0	0	0	0	0
Interest	0	0	0	0	0	0	0	0	0
Other revenues/expenses (including grants)	0	0	0	0	0	0	0	0	0
EBT	0	0	0	0	0	0	0	0	0
Taxes	0	0	0	0	0	0	0	0	0
Net Income	0	0	0	0	0	0	0	0	0
CASHFLOWS	N-2	N-1	N	N+1	N+2	N+3	N+4	N+5	N+6
Cashflows from operating activities (net)	0	0	0	0	0	0	0	0	0
Cashflows from investing activities (net)	0	0	0	0	0	0	0	0	0
Cashflows from financing activities (net)	0	0	0	0	0	0	0	0	0
<i>of which</i>									
Proceeds from grants	0	0	0	0	0	0	0	0	0
Proceeds from issuance of debt	0	0	0	0	0	0	0	0	0
Repayment of debt	0	0	0	0	0	0	0	0	0
Proceeds from issuance of equity	0	0	0	0	0	0	0	0	0
Dividends	0	0	0	0	0	0	0	0	0
Net increase/decrease in cash and cash equivalent	0	0	0	0	0	0	0	0	0
BALANCE SHEET	N-2	N-1	N	N+1					
Total assets	0	0	0	0					
<i>of which</i>									
Cash and cash equivalents	0	0	0	0					
Inventory	0	0	0	0					
Accounts receivable	0	0	0	0					
Property and Equipment	0	0	0	0					
Intangible assets	0	0	0	0					
Other assets	0	0	0	0					
Outstanding liabilities	0	0	0	0					
<i>of which</i>									
Accounts payable	0	0	0	0					
Short-term debt	0	0	0	0					
Long-term debt	0	0	0	0					
Other liabilities	0	0	0	0					
Equity	0	0	0	0					
<i>of which</i>									
Share capital	0	0	0	0					
Retained Earnings	0	0	0	0					
Other equity	0	0	0	0					

Business metrics and ratios <i>(please do not change)</i>	N-2	N-1	N	N+1	N+2	N+3	N+4	N+5	N+6
Cash and cash equivalents	0	0	0	0	0	0	0	0	0
Total debt	0	0	0	0	0	0	0	0	0
Total Equity	0	0	0	0	0	0	0	0	0
Gross Margin, %	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
EBITDA Margin, %	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Debt-to-Equity ratio	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Return on Equity, %	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Return on Capital Employed, %	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Break-even (operating cashflows)	N	N	N	N	N	N	N	N	N
Cross-check: is the Balance Sheet balanced?	0	0	0	0	0	0	0	0	0

Table 2 - Company up-to-date financial data

Information item	Value, k€	Optional comment box
External Debt as of application date		
Total cash balance as of application date		
Cash burn per month (as per last month)		

Table 3 - Company financing history

Please, specify all the previous funding and equity history

Date	Entities providing financing	Public or private	Financing type (e.g. equity, convertible loan, debt, grant)	Amount, k€	Implied valuation, k€ (if relevant)	Comments
			equity			
			convertible loan			
			debt			
			grant			
			other (specify...)			
			Total	0		

Table 4 - Company ownership and capital structure (Blended applicants only)

Shareholder name	Type	Optional comment on investor type	Amount of shares fully diluted	Ownership % Fully-Diluted, as of application date	% of voting rights, as of application date	Forecasted ownership % Fully-Diluted, 12 months from application date	Forecasted % of voting rights, 12 months from application date
	founder		0	0	0	0	0
	management team		0	0	0	0	0
	friends and family		0	0	0	0	0
	business angel		0	0	0	0	0
	family office (non-institutional investor)		0	0	0	0	0
	strategic/corporate investor		0	0	0	0	0
	venture capital fund		0	0	0	0	0
	private equity fund		0	0	0	0	0
	other institutional investor		0	0	0	0	0
	public investor		0	0	0	0	0
	employees stock option plan		0	0	0	0	0
	other		0	0	0	0	0
		Total	0	0	0	0	0

Table 5 - Current financing round

Information item	Value, k€	Optional comment box
Total financing needed	0	
<i>Grant amount requested</i>		
<i>Equity amount requested (if applicable)</i>		
<i>Other financing - specify</i>		
Suggested post-money valuation		

Example, not to complete