**TKI Call for Proposals**

**CS4NL - Supply Chain Security**

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**Template project plan**

(to be used for submitting a proposal)

Date: 30 March 2023

****Reference: 2023 - 01/LB

Version: 1.0

**Template Project Plan**

## (to be used for submitting a proposal)

The template for a Project Plan is used for submitting a proposal and must be accompanied by:

1. Project budget (see Annex 3)
2. Letter of Intent (see Annex 4)

The project plan consists of seven parts:

1. Subsidy Application Form
2. Project Summary
3. Orientation and Project Goals
4. Work Packages and Activities
5. Consortium and Project Organization and governance
6. Evaluation and Monitoring
7. Valorization and Implementation Strategy
8. **Subsidy Application Form**

*Project name and duration*

|  |  |
| --- | --- |
| Project name: |  |
| Relevance to Topsector | **Priority 1** | **Priority 2** |
|  |  |  |
| Application areas: |  |
| Type of research: |  |
| Motivation of the type of research *(max 50 words)* |  |
| Start date: |  |
| End date: |  |
| TRL level at the start of the project (Technology Readiness Level: 1 - 9): |  |
| TRL level at the end of the project (Technology Readiness Level: 1 - 9): |  |
| Key Enabling Technologies: |  |
| Short project summary *(max. 25 words)*: |  |

*Project applicant and project leader*

|  |  |
| --- | --- |
| Company / organization: |  |
| Contact person: |  |
| E-mail address: |  |
| Phone number: |  | Mobile: |
|  |
| Authorized to sign: |  |
|  |
| Financial administrator: |  |
| E-mail address: |  |
| Phone number: |  | Mobile: |
| Applicant’s visiting address: |  |
| Postal code: |  | City: |
| Postal address: |  |
| Postal code: |  | City: |
| Bank account number: |  | Bank: | City: |
|  Chamber of Commerce number  |  |

*Project leader*

|  |  |
| --- | --- |
| Company / organization: |  |
| Contact person: |  |
| E-mail address: |  |
| Phone number: |  | Mobile: |

*Consortium partners*

*(Please make sure that the numbers below match with the numbers in the Excel template for the project budget!)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organization’s name | Type of organization | Company registration number (KvK) | SME | Contribution in-cash (in €)see comment \*\* | Contribution in-kind (in €)see comment \*\* | Partner will make use of IKS\* costing method |
| Partner 1 | Knowledge institute / company / government/ other |  | Yes/No |  |  | Yes/No |
| Partner 2 | Knowledge institute / company / government/ other |  | Yes/No |  |  | Yes/No |
| Partner 3 | Knowledge institute / company / government/ other |  | Yes/No |  |  | Yes/No |
| Partner … | Knowledge institute / company / government/ other |  | Yes/No |  |  | Yes/No |

\* The IKS method for this partner will be applied in this project based on an existing IKS agreement with RVO. Please provide a copy of the written statement from RVO stating that this partner is allowed to use the IKS costing method.

\*\* These are the in-cash and in-kind contributions from the excel sheet for project budget, sheet ‘Totaaloverzicht kosten’, row 18 and 19.

*Project budget*

*(Please make sure that the numbers below match with the numbers in the Excel template for the project budget!)*

|  |  |
| --- | --- |
| Total direct project costs: |  |
| Total project costs: |  |
| Requested grant:*Min. €250,000 subsidy and max. € 500,000 subsidy for Industrial research (max. 50% of total project costs)**max. €250,000 subsidy for Experimental development (max. 25% of total project costs)* |  |
| Total amount of co-financing of total project costs: |  |
| Percentage of private co-financing of total project costs (min. 25%): |  |
| Other grants requested / awarded: |  |
| Source of other grants: |  |
| Kind of grants: |  |

*Signatures*

By signing this form, I certify that all the required documents are attached and that I am familiar with the financing TKI´s conditions and procedures such as the consortium agreement, accountant's protocol and guideline project results and/or for intellectual property (see link to TKI specific documents on the project call page).

|  |  |
| --- | --- |
| **Applicant’s organization:** |  |
| **Authorized to sign:** |  |
| Position: |  |
| City: |  |
| Date: |  |
| Signature: |  |

Submit to TKI Dinalog (processing all applications on behalf of the participating TKI’s in this TKI CS4NL call for proposals):

- E-mail all documents in PDF and original Word and Excel files to tenders@dinalog.nl.

1. **Project Summary**

The summary is a maximum of 1 A4 and will be used for communication purposes. Include both a Dutch and English summary.

Please include the following in Layman language:

* Motivation and goals (including links to CS4NL and Topsector goals)
* Activities / work packages
* Expected results
* Innovativeness
* Valorization strategy and implementation strategy

Add keywords for Search Engine Optimization purposes.

## Orientation and Project Goals

[*max. 1000 words*].

**Motivation**

This section describes the motivation for initiating this project, the real and topical issues underlying the project and the urgency to address the issues.

**Relation to themes in the call for proposals**

This section describes the relationship to 1) the themes in the call for proposals and 2) specifically to relevant Societal challenges and Topsector themes (see TKI specific documents Annex 8 of the Guide for Project Plan and Program Tender).

**Objectives and goals**

This section describes the project objectives and goals in terms of SMART: Specific, Measurable, Acceptable, Realistic and Timing.

The goals have to be linked to 1) the goals as described in the call for proposals and 2) the goals of relevant Topsectors (see TKI specific documents Annex 8 of the Guide for Project Plan and Program Tender) .

**Expected results**

This section describes the targeted final results to be expected by executing the project, both project results for the project partners, and contributions to the goals of the relevant financing TKI’s (long term and timing to achieve these goals) and KPI’s. (see Annex 8 of the Guide for Project Plan and Program Tender). What possible concrete tools and instruments can be expected from the project?

**Relation to government policy**

If applicable, this section describes the relation to government policy and how interaction between the project and government bodies (which?) is pertained before and during the project (see also Annex 8 of the Guide for Project Plan and Program Tender).

**Orientation**

This section describes how the consortium is oriented on similar projects and the state of the art on the subject, both in the public and private domain. It clearly states what makes this project new, unique and innovative compared to existing research and other projects. State the relation of the proposed scientific research work in the proposal to the international state of the art.

## Work Packages and Activities

|  |
| --- |
| This section describes the approach proposed to achieve the project goals in work packages and activities, including milestones. [*max. 1500 words*].The relations, coordination and collaboration between work packages and activities (e.g. between different parallel or sequentially planned activities, work packages, possible links with other projects, etcetera) are clearly described in detail, as well as milestones, project results and deliverables per work package / activity and decision points.The scientific approach must be clearly described in detail.Describe in detail the explicit roles, tasks and activities of the individual consortium partners and for what reasons. |
| Work package 1 | Activity 1.1: |
| Duration: | Activity 1.2: |
| Deliverables/ Milestones: | Etc. |
| Work package 2 | Activity 2.1: |
| Duration: | Activity 2.2: |
| Deliverables/ Milestones: | Etc. |
| Work package ...etc. |  |

|  |
| --- |
| Activity 1.1: |
| Description: |
| Planning: |
| Work distribution: |
| Expected results/ deliverables/ milestones: |

**Planning**

This section describes planning of activities / work packages and the timing of deliverables. This can also be included in the previous section. A summary of the planning (table or schedule) must be part of the project plan.

## Consortium and Project Organization and governance

**Research Team**

|  |
| --- |
| This section describes the research team, each specific role and input in the project (if necessary, per work package/ activity) and their quality / specific expertise.Short CVs (max ½ page A4) of the scientific researchers should be included as Annexes, along with a shortlist (titles and sources) of their 5 most relevant publications or relevant project experience.Also describe the relevant past performance of the other consortium partners. |
| **Partner’s name** | **Role and input** | **Specific competence** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Project organization and governance**

This section describes the project organization and governance; roles, tasks and responsibilities are described, including diagram. [*max. 250 words*].

## Evaluation and Monitoring

Evaluation

This section describes how the consortium will evaluate the project (in terms of innovation process, cooperation and results) during and after finishing the project. [*max. 250 words*].

Describe how often measurements have to be made to be able to make project adjustments in time. Describe how they will be monitored, using which criteria and who will execute the evaluation.

## Valorization and Implementation Strategy

Valorization and knowledge dissemination

This section describes the way the consortium plans to organize valorization and dissemination activities to make project results and knowledge widely available to the broader industry (what, who and when) and plans to implement the project results after the project has finished. How do these activities enable the transfer of (intermediate) project results, outcomes and possible tools in practice beyond the project to other companies, regions, sectors, etc. (potential up-scaling effects). To help focus a project plan and increase the chance of societal impact it is also recommended to make use of the NWO approach on knowledge utilization and impact (see [Kennisbenutting | NWO](https://www.nwo.nl/kennisbenutting) and [NWO Impact - Online workshops](https://impact.nwo.nl/)).

***Valorization and dissemination, e.g.*** [*max. 250 words*].***:***

* what concrete activities and deliverables are defined (how explicit valorization activities are organized – what, who and when)?
* what is (are) the concrete aim(s), scope and reach of the dissemination and valorization activities?
* what are the target groups?
* what results are expected with regard to the valorization (during the project as well as the period after the project has ended)?
* what plug-and-play solutions are developed for upscaling, multiplying and widening of results

to the relevant industries?

* who is responsible for the implementation and performance of the valorization activities?
* which financing, inside or outside the project budget, has been set aside for the valorization activities?

***Implementation***

This section describes the way and the follow-up steps that the consortium plans in order to implement the results of the project after the conclusion of the project (how, who and when), what (additional) budget is needed and to what results this will lead. [*max. 250 words*].

* how the implementation of the knowledge developed is attempted in practice?
* who is responsible for the implementation?
* what financing, within or outside the project budget, is used for this purpose?
* the expected results following implementation. For instance, can a business start-up be realized? What do the outcomes and results mean for the social networks?

***Impact***

This section describes the expected impact the project will have on society and the relevant Topsector(s) in particular [*max. 750 words*].

Include a description of the current societal problem the project (with additional follow-up activities) is aiming to solve (1). Also describe impact the project will have on the Dutch economy. Include a cost-effectiveness analysis or value-based-reasoning analysis to support your claims (2). In addition, include a description of how the consortium fits into the current competitive environment and what the economic impact will be on each consortium partner (3).