**TKI 2025 – 1st Call for proposals**

**Word templates**



Date: 30 October 2024

Reference: 2024 – 02/PH Version: 1.0

## Annexes:

1. Template Project Plan (to be used for submitting a proposal)
2. Template Partner Agreement (to be used for submitting a proposal)

**Annex 2 Template Project Plan**

## (to be used for submitting a proposal)

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

1. Project budget (see Annex 3)
2. Partner agreement (see Annex 4)

The project plan consists of seven sections (all sections combined may be no longer than **30 pages)**:

1. Grant Application Form
2. Project Summary
3. Orientation and Project Goals
4. Research Questions
5. Activities and Work Packages
6. Consortium and Project Organization
7. Impact: Valorization and Implementation Strategy and Expected Results
8. **Grant Application Form**

*Project name and duration*

|  |  |
| --- | --- |
| Project name: |  |
| Acronym: |  |
| Research Priority Theme / Cross-cutting supporting themes: (more information [Actieagenda Topsector Logistiek 2020-2030](https://topsectorlogistiek.nl/wptop/wp-content/uploads/2020/02/Actieagenda-2020-2023.pdf)) |  |
| Application areas: |  |
| Type of research: |  |
| 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): |  |

*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: |

*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 | 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 | Yes/No |  |  | Yes/No |
| Partner 2 | Knowledge institute / company / government | Yes/No |  |  | Yes/No |
| Partner 3 | Knowledge institute / company / government | Yes/No |  |  | Yes/No |
| Partner … | Knowledge institute / company / government | 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 TKI Dinalog with 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:  *max. € 500,000 subsidy for Industrial research (max. 50% of total project costs)*  *max. € 300,000 subsidy for Experimental development (max. 25% of total project costs)* |  |
| Total amount of co-financing: |  |
| 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 TKI Dinalog´s conditions and procedures.

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

Submit to TKI Dinalog:

- E-mail all documents in PDF and original Word and Excel files to [tenders@dinalog.nl](mailto:tenders@dinalog.nl).

1. **Project Summary**

The summary is a maximum of 1 A4 and will be used for communication purposes. Please include the following:

* Motivation and goals (including links to Top-sector Logistics)
* Activities / work packages
* Innovativeness
* Valorization strategy and implementation strategy and Expected results

## Motivation and relation to innovation themes, the call and government policy

## *(Related to the Assessment Criterium: Fit to the Call for Proposals)*

C.1 Practical motivation

This section presents the motivation for the proposed project, the realworld issues it aims to address and the urgency to address the issues.

C.2 Relation to TKI Dinalog´s innovation themes and the call

This section describes the relationship to the Top-sector Logistics and specifically to the main roadmaps, themes and focal areas (see also 1.3 of this Guide or go to [www.dinalog.nl](http://www.dinalog.nl/), Guide, formats & relevant reports) and the topics of the specific call.

C.3 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 5).

## Orientation, Objectives and Research Questions

## *(Related to the Assessment Criterium: Quality of the Proposal)*

Contribution

This section describes how the proposed project contributes to past and current projects and the international state of the art in the academic literature. It clearly states what makes this project new, unique and innovative compared to existing research and other projects.

Objectives,goals and key research questions

This section describes the:

* project objectives,
* project goals in terms of SMART: Specific, Measurable, Acceptable, Realistic and Timing. The goals have to be linked to the goals as described in the Top-sector Logistics (see also 1.3 of this Guide or go to [www.dinalog.nl](http://www.dinalog.nl/), Guide, formats & relevant reports).
* the key research questions and the relationship between the key research and the proposed appropriate research approach.

## Activities and Work Packages

## *(Related to the Assessment Criterium: Quality of the Proposal)*

|  |  |
| --- | --- |
| This section describes the approach proposed to achieve the project goals in work packages and activities, including milestones.  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. | |
| Phase 1 | Activity 1: |
| Duration: | Activity 2: |
| Deliverables/ Milestones: | Etc. |
| Phase 2 | Activity 3: |
| Duration: | Activity 4: |
| Deliverables/ Milestones: | Etc. |
| Phase...etc. |  |

|  |
| --- |
| Activity 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 (schedule) must be part of the project plan.

Evaluation and Monitoring

This section describes how the consortium will evaluate the project (in terms of innovation process, cooperation and results) during and after finishing the project. The results of this evaluation will be submitted to TKI Dinalog.

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.

## Consortium and Project Organization

## *(Related to the Assessment Criterium: Quality of the consortium)*

Project Team

|  |  |  |
| --- | --- | --- |
| This section describes the project consortium (knowledge institutes and private and public organizations), each specific role and input in the project (if necessary per activity / work package) and their quality / specific expertise. Describe why this consortium is well suited to conduct the proposed project.  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

This section describes the project organization; roles, tasks and responsibilities are described, including diagram.

## Impact: Valorization and Implementation Strategy and Expected Results

## *(Related to the Assessment Criterium: Impact)*

Valorization and Implementation Strategy

This section describes the way the consortium plans to organize valorization and dissemination activities to make project results and knowledge widely available to the entire logistics 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).

Valorization and dissemination:

* 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 logistics industry?
* 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.

* 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?

Expected results:

This section describes the targeted and **quantified** final results to be expected by executing the project, both project results for the project partners, but also the contribution to TKI Dinalog´s sustainability and economic goals (long term and timing to achieve these goals) and the KPI’s (see Annex 5). Indicate and quantify what your project will contribute to the reductions in CO2 and as a business case will contribute to the ambition to increase the Dutch added value (GDP) in supply chain control and logistics from € 18.6 billion in 2015 to over € 29 billion in 2030.

* what possible concrete tools and instruments can be expected from the project?
* what are 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?

# Annex 4 Template Partner Agreement

## (to be used for submitting a proposal) It is mandatory to use this form.

Undersigned consortium partners:

……… based in ……and represented by ……, being applicant of the project, and

……… based in ……and represented by ……

……… based in ……and represented by ……

……… based in ……and represented by ……

……… based in ……and represented by …… Etc.

Declare that:

* The partners in the Consortium authorize the Applicant to submit the project application for the project …… on behalf of the Consortium;
* The partners will execute the project as described in the project plan and share cost and risks. In the case of partners that want to make use of IKS (through an agreement with RVO), this must be noted on the subsidy application form and properly discussed with and supported by the other partners in the project and included in the budget;
* This partner agreement will run from …-…-….. until …-…-…..; if the project and subsidy will be approved by TKI Dinalog, this partner agreement will be replaced by a consortium agreement within 3 months after start of the project.
* The partners commit to the content and financial contribution as described in the application form and in the project plan;
* The partners commit to the rules and guidelines of TKI Dinalog as written down in this Guideline, including the IP rules;
* Partners will take care of public availability and knowledge dissemination of the project results, which includes making project results and information digitally available on the Internet free of charge.

|  |  |
| --- | --- |
| Applicant | |
| Company / organization |  |
| Name |  |
| Place and date |  |
| Signature |  |

|  |  |
| --- | --- |
| Consortium partners | |
| Company / organization |  |
| Name |  |
| Place and date |  |
| Signature |  |
|  | |
| Company / organization |  |
| Name |  |
| Place and date |  |
| Signature |  |
|  | |
| Company / organization |  |
| Name |  |
| Place and date |  |
| Signature |  |