**Annex 3.1**

AI4Media – Open Call #1   
Technical proposal (template)

|  |  |
| --- | --- |
| **Project Title** | AI4Media - A European Excellence Centre for Media, Society and Democracy |
| **Contract No.** | 951911 |
| **Instrument** | Research and Innovation Action |
| **Thematic Priority** | H2020-EU.2.1.1. - INDUSTRIAL LEADERSHIP - Leadership in enabling and industrial technologies - Information and Communication Technologies (ICT) / ICT-48-2020 - Towards a vibrant European network of AI excellence centres |
| **Start of Project** | 1 September 2020 |
| **Duration** | 48 months |

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**PROPOSAL TEMPLATE - INSTRUCTIONS**

**Read carefully before preparing your proposal:**

**Please delete this page when submitting the proposal.** Delete the guidance/ information text in yellow in each section and any footnotes.

Please use this template to prepare your proposal. It has been organised to ensure that the important aspects of your planned work are measurable with respect to the evaluation criteria. Sections 1 to 5 of this template each correspond to an evaluation criterion (see Annex 2 – Guideline for Applicants document for details).

The structure of this template **must** be followed when preparing your proposal. Applicants using another template/ document structure will be automatically disqualified. Only those proposals that successfully address all the required aspects included in the template will have the opportunity to be funded.

On the cover page, please include the following:

* Title and acronym of your proposal
* Full legal name of the applicant and country
* Challenge title, track, and code of the challenge the proposal addresses (check Annex 1).

The page limit for the proposal (Sections 1-5) is **10** pages (i.e., this limit excludes the **cover, instructions** and **summary of the project** pages, and Ethics and Security section). Consider the limits indicated below the title of each section (in yellow) as guidance to keep within the 10-page limit. Tables are allowed and must be included within this page limit. The minimum font size allowed is 11 points (note: tables can use font size 10 points). The page size is A4, and all margins (top, bottom, left, right) should not be changed from their current setting. Paragraph spacing should be a minimum 0pt before/ after, and 1pt line spacing. **Calibri** must be used as the font style (or Arial, if Calibri is incompatible with your system) and **black** as the font colour to facilitate readability.

Section 6 is not covered by a page limit.

**The proposal must be uploaded in .PDF format. If you attempt to upload a proposal longer than the specified limit, excess pages will be made invisible, and will not be taken into consideration by the experts.**

**Please delete this page when submitting the proposal.** Delete the guidance/ information text in yellow in each section and any footnotes.

# COVER PAGE

| **Proposal Information** | |
| --- | --- |
| **Acronym** |  |
| **Title** |  |

| **Applicant name (Full legal name)** | **Country** |
| --- | --- |
|  |  |

| **Selected challenge title** | **Track** | **Code** |
| --- | --- | --- |
|  |  |  |

# SUMMARY OF THE PROJECT

**NOTE: MAXIMUM OF 1 PAGE**

*Provide a full public summary of the project that can be published if the project is funded.*

# ALIGNMENT

**NOTE: MAXIMUM OF 1 PAGE**

*Describe how your project is aligned with the AI4Media project, its research or application nature, and alignment with the selected open call challenge.*

# EXCELLENCE

**NOTE: MAXIMUM OF 2-3 PAGES**

*Describe the overall concept and objectives (general and specific) of the project within the scope of the open call and AI4Media. Include also:*

* *State-of-art (brief) and challenges to be solved.*
* *Expected project outcomes, which should be justified, measurable and realistic within the timeline of the project implementation.*
* *The innovation potential, and how the project is novel.*
* *The technology readiness level of the project [for projects under the Application track].*
* *Any ethical or legal issues associated to the work proposed and how these issues will be addressed.*

# IMPACT

**NOTE: MAXIMUM OF 2-3 PAGES**

*Describe the overall impact of the project, focusing on:*

* *Contribution of the project to the AI4Media ecosystem and objectives.*
* *Contribution of the project on the applicant.*
* *Contribution to strengthening the competitiveness and growth of the industry by developing research/ innovations that meet the needs of European and global markets.*
* *Planned activities/ measures to promote the project, and to exploit and disseminate the project results (including management of IPR)*
* *For projects under the Application track: Planned activities (during and post-project) to support the commercialization of the solution.*
* *For projects under the Research track: Planned activities (during and post-project) to support management of research data.*

# IMPLEMENTATION

**NOTE: MAXIMUM OF 2-3 PAGES**

## Work Plan

*Describe the proposed workplan to be implemented towards the achievement of the objectives/ results. Include also:*

* *The specific activities that will be implemented, the time required, and expected outputs.*
* *Relevant milestones and KPIs to measure achievement of results.*
* *External barriers/ risks that may affect the workplan and compromise the project.*

Table 1. Suggested table for description of activities

| **Activity name** | **Description** | **Planned duration** | **Expected output** |
| --- | --- | --- | --- |
| Activity 1 |  |  |  |
| Activity 2 |  |  |  |
| Activity 3 |  |  |  |

*NOTE: Add lines (for activities) as required*

Table 2. Suggested table for description of milestones

| **Activity name** | **Milestone description** | **Delivery month** |
| --- | --- | --- |
| Activity 1 |  |  |
| Activity 2 |  |  |
| Activity 3 |  |  |

*NOTE: Add lines (for activities) as required*

## Applicant

*Describe the applicant and the team that will be involved in the implementation of the project. Note: the involvement of additional people in the project implementation but not identified in the proposal is welcome, but the core team provided below must be maintained.*

*Include also:*

* *A short summary of the relevant experience of each person included in the table.*
* *Justification of how the team has the required knowledge and capacity to guarantee a successful project implementation.*
* *Justification of the consortium’s gender balance.*

Table 3. Suggested table for description of applicant’s team

| **Name of person** | **Gender** | **Role in the project** | **LinkedIn/ personal profile** | **Key areas of expertise** |
| --- | --- | --- | --- | --- |
| Person 1 |  |  |  |  |
| Person 2 |  |  |  |  |
| Person 3 |  |  |  |  |

*NOTE: Add lines (for persons) as required*

# VALUE

**NOTE: MAXIMUM OF 1 PAGE**

*Please indicate the number of person-months (full-time equivalent) of the people involved in the project in the table below for the duration of the project.*

Table 4. Person-months allocated to the project

| **Name of person** | **Person months (PMs[[1]](#footnote-1))** |
| --- | --- |
| Person 1 |  |
| Person 2 |  |
| Person 3 |  |

*NOTE: Add lines as required (for persons identified in Section 3.1)*

*Provide a description and justification of the expected costs and the requested total contribution using the table.*

Table 5. Costs of the project

| **Cost category** | **Total** | **Description and justification** |
| --- | --- | --- |
| [A] Direct personnel costs[[2]](#footnote-2) |  |  |
| [B] Travel costs[[3]](#footnote-3) |  |  |
| [C] Equipment costs[[4]](#footnote-4) |  |  |
| [D] Other direct costs |  |  |
| Indirect costs[[5]](#footnote-5) |  |  |
| **TOTAL[[6]](#footnote-6)** |  | |

# Ethics and Security

**NOTE: PLEASE FILL OUT THE ETHICS/ SECURITY ANNEX ON THE FOLLOWING PAGE.**

**NO PAGE LIMIT**

## Ethics

If you have entered any ethics issues in the ethical issue table, 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.)
* 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, stigmatization of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, 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 authorizing 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.*

## Security

**Please indicate if your project will involve:**

* Activities or results raising security issues: [YES/NO]
* 'EU-classified information' as background or results: [YES/NO]
* Any potential “dual use” of results: [YES/NO]

## ANNEX: Ethics/Security checklist

**ETHICAL ISSUES TABLE**

|  |  |
| --- | --- |
|  | **YES / NO** |
| **Informed consent** |  |
| **Informed consent** |  |
| Does the proposal involve children? |  |
| Does the proposal involve patients or persons not able to give consent? |  |
| Does the proposal involve adult healthy volunteers? |  |
| Does the proposal involve Human Genetic Material? |  |
| Does the proposal involve Human biological samples? |  |
| Does the proposal involve Human data collection? |  |
| **Research on human embryo/foetus** |  |
| Does the proposal involve Human Embryos? |  |
| Does the proposal involve Human Foetal Tissue / Cells? |  |
| Does the proposal involve Human Embryonic Stem Cells? |  |
| **Privacy** |  |
| Does the proposal involve processing of genetic information or personal data (e.g., health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction) |  |
| Does the proposal involve tracking the location or observation of people? |  |
| **Research on animals** |  |
| Does the proposal involve research on animals? |  |
| Are those animals transgenic small laboratory animals? |  |
| Are those animals transgenic farm animals? |  |
| Are those animals cloned farm animals? |  |
| Are those animals nonhuman primates? |  |
| **Research involving developing countries** |  |
| Use of local resources (genetic, animal, plant etc) |  |
| Benefit to local community (capacity building i.e., access to healthcare, education etc) |  |
| **Dual use** |  |
| Research having direct military application |  |
| Research having the potential for terrorist abuse |  |
| **ICT implants** |  |
| Does the proposal involve clinical trials of ICT implants? |  |
| **I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL** |  |

1. Note that a PM is a metric for expressing the effort of a person dedicated full time in one month. [↑](#footnote-ref-1)
2. Costs of the persons implementing the project. [↑](#footnote-ref-2)
3. Travel costs should foresee at least one promotion/dissemination event. [↑](#footnote-ref-3)
4. Only depreciation costs of equipment are accepted. [↑](#footnote-ref-4)
5. Must be calculated as (A+B+C+D)\*0.25. Subcontracting is not included. [↑](#footnote-ref-5)
6. TOTAL costs of the Project must not exceed €50.000 [↑](#footnote-ref-6)