**Cover Page.**

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| --- | --- |
| **Title** |  |
| **Acronym** |  |
| **Duration (in months)** |  |
| **Applicant Organisation** |  |
| **Principal Investigator’s name and position.** |  |
| **Principal Investigator’s Research Institution (if different from Applicant Organisation)** |  |

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| --- |
| This template is to be used in the two-stage submission procedure. ***In each section, you will be informed whether this section should be completed in Stages 1 and 2 of the selection process or only in Stage 2.***  The structure of this template must be followed when preparing your Proposal according to terms and conditions of Mind the Gap 2018 Call for Applications. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the Evaluators to make an effective assessment against the evaluation criteria.  Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and team composition during the negotiation of the Partners’ and Investment Agreement.  **Page limit**: All proposals should **not be longer than 20 pages in Stage 1** and **35[[1]](#footnote-1) pages in Stage 2**. All tables, figures, references and any other element used in this proposal must be included under its corresponding section and will be counted against this page limit.  If you attempt to upload a proposal longer than the specified limit before the deadline, you should be advised that excess pages (in over-long proposals/applications) will be automatically dismissed, and will not be taken into consideration by the Evaluators. The proposal is a self-contained document. Evaluators will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit.  Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since Evaluators rarely view unnecessarily long proposals in a positive light.  **The following formatting conditions apply.**  You should use a standard font type, e.g. Times New Roman, Courier or Arial.  The minimum font size allowed is 11 points.  The minimum font size allowed for text elements other than the body text, such as headers, foot/end notes, captions, formulas, is 10 points.  The page size is A4, and all margins (top, bottom, left & right) should be at least 15 mm (not including any footers or headers). |

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# Executive Summary

(Maximum 5,000 characters, including spaces). **Stage 1 & Stage 2.**

Expose briefly the following aspects:

1. Project objectives.
2. Expected scope and impacts of the Project, including the social impact.
3. Background, current state of development and achievements reached by the Applicant Organisation that ensure the fulfillment of the Project's objectives.
4. Brief description of the team involved in the Project.

# Project description

## Purpose and need for the Project

**Stage 1 & Stage 2**

* Explain the unmet need to be addressed by your Project.
* Define and explain the main objectives to be achieved within your Project.
* Summarise how the objectives of your Project tackle the unmet need.

## Technological innovations and background

**Stage 1 & Stage 2**

* Explain in detail what is the technological concept(s) underlying your Project.
* Provide detailed information about the current state of the art of the Technology(ies).
* Describe the milestones achieved so far that support the feasibility of the Project’s objectives.
* Explain your main technological innovations in comparison with the state-of-the-art solutions.

## Situation of the industrial property of the Project

**Stage 1 & Stage 2**

* Define and demonstrate ownership of, title and/or interest of the Technology(ies).
* List any patent(s) and / or utility model(s) applied for and/or granted protecting the proposed Project Technology(ies).
* List any relevant know-how or trade secrets[[2]](#footnote-2) protecting the proposed Technology(ies).
* List any license obtained/granted for the development and commercialisation of Project Technology(ies).
* Otherwise, provide detailed justification as to why industrial protection of the Technology(ies) is not required.
* The Companies must provide details on the internal agreement reached with the Research Institution in relation to the Technology(ies) owned, co-owned and/or licensed by the Research Institution.
* List, if applicable, any commitment with third parties that may affect the industrial protection of the Technology(ies) and/or its development and exploitation (license-out agreements, co-development, letters of intent, memorandums of understanding, etc.).

**Only Stage 2.**

* Describe the prior dissemination of the Technology(ies). Note that the term “dissemination” includes any disclosure and/or dissemination of the Technology(ies) in full or in part, in Talks, Conferences, Presentations and Publications (including articles, books, chapters in books, doctoral thesis, reports, etc.), and any other forms of disclosure and/or dissemination.

# Project team and founding partners

## Project Team

**Stage 1 & Stage 2**

* Indicate the name, educational background, current position and previous professional experience of each of the team members of the Project, including in particular the members of the Management Team of the Investee.
* Describe role, activities and functions to be carried out by each of the team members of the Project. Indicate, where appropriate, the specific position to be held in respect of the Project, including in particular the members of the Management Team and any team members that will work as full or part-time employees of the Investee. In the case of the Principal Investigator of the Research Group, or any other members of the Research Group, please specify the manner in which the collaboration with the Investee will be carried out.

## Founding Partners

**Only Stage 2.**

* Provide full profile of the Project’s Founding Partners. Indicate the name, educational background and previous professional experience of each of the Founding Partners. The type of link between each of the Founding Partners and the institution or company for which he/she is currently working.
* Describe role and/or functions to be performed by each of the Project’s Founding Partners, specifying, where appropriate, the manner in which the collaboration with the Investee will be carried out.

# Impact

## Market and business model of the Project

Market to be addressed: Size, forecast and trends. **Stage 1 & Stage 2**

* Explain the business opportunity to be addressed by your Project. **Stage 1 & Stage 2**
* Explain the expected sources of income derived from your Project. **Only Stage 2**
* Describe potential market niches to be covered. **Only Stage 2**
* Describe relevant territories for the commercial exploitation of the Technology(ies) **Only Stage**
* 2Detail your target clients and their motivation to acquire/purchase the Project outcomes. **Only Stage 2.**
* Describe the main barriers to entry into the market (e.g. regulatory aspects; it is a consolidated market, etc.) . **Stage 1 & Stage 2**
* Detail the main milestones to be achieved in order to bring your Technology(ies) into the market. **Stage 1 & Stage 2**

## Competitors

* Main competing technologies: substitutes and alternatives, including those under development. **Stage 1 & Stage 2**
* Main competitors in your field. **Only Stage 2.**

## Socioeconomic impacts

* Explain what you intend to achieve if you succeed after the Project execution period (2 years). **Stage 1 & Stage 2**

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| Social Impacts are one of the key criteria in proposal evaluation. Information should be provided explaining the main socio-economic expected outcomes of the Project. E.g. If your project is focused on the development of an innovative treatment, therapy or diagnosis method, you should explain how this new therapy will contribute to improve patient’s quality of life, relief economic burden of the disease for National Health Systems, introduce less invasive diagnosis methods, etc. |

* Please, provide information about how the expected social impacts can be measured. **Only Stage 2.**

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| Please provide as many indicators to measure social impact as possible. For instance, if your project is focused on the development of an innovative therapy that will reduce chemotherapy in oncology patients, you should quantify the number of doses that can be reduced, how this will affect patient’s quality of life and avoid side effects, the expected economic savings related to that reduction of chemotherapy doses, etc. |

# Other relevant information (additional merits)

**Stage 1 & Stage 2**

Explain if your Project is in one or more of the following cases ***(Applicants should provide the appropriate supporting documentation by uploading it to the online application platform)***

* Projects that have already developed at the time of the application any of the following deliverables (prepared/validated by a corresponding and experienced expert/entity):
  + Freedom-to-operate (FTO) studies prepared by an independent third party.
  + Economic and business feasibility studies.
  + Detailed plans of technological development of the Technology(ies).
* Projects that have been approved or exceeded the threshold in EU programmes such as ERC-Starting Grant, ERC-Consolidator Grant, ERC-Advanced Grant, ERC-Proof-of-Concept, SME Instrument or Fast track to Innovation.
* Projects that have some documentary evidence about a third party’s intention to invest and/or co-develop the Project.

# Project work plan

## Methodology

**Stage 1 & Stage 2**

* Define the work plan structure in work packages and explain the interrelation between them that will ensure bringing the Technology(ies) to the market.
* Detail the main expected results of each work package.
* Provide a Gantt chart for the execution of the Project in the next two (2) years.
* Provide a figure that describes the interrelation between work packages (Pert chart).

## Work packages tables

**Only Stage 2.**

* Follow the structure of the **example** below and add as many tables as necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work package number** | WP1 | **Start date (month number)** |  | **End date (month number)** | |  |
| **Title of the work package** | Project Management | | | | | |
| **Objectives** | | | | | | |
| ***List the main objectives of this workpackage.***  The objectives of this work package are as follows:   * Objective 1 * Objective 2. * Objective 3. | | | | | | |
| **Workpackage description** | | | | | | |
| ***Follow the example below. Add as many tasks in each work package as necessary.***  **Task 1.1 Project management plan**  The main objective of this document is to prepare the project management manual that summarises all the necessary procedures for the good management of the project in terms of administrative, financial aspects, quality processes.  **Task 1.2 Project follow-up meetings**  Prepare the necessary documentation to enable the MtG Funding Vehicle to monitor the Project progress. It will include the following activities:   * Preparation of Project technical progress reports. * Compilation of Project expenditure data. * Preparation of the scheduled deliverables for each Project period. | | | | | | |
| **Workpackage budget** | | | | | **Amount (€)** | |
| Budget required to execute this workpackage | | | | |  | |
| **Deliverables:** | | | | | **Date (month)** | |
| **D1.1** Project management manual | | | | |  | |
| **D1.2** Project progress reports | | | | |  | |
| **Milestones:** | | | | | **Date (month)** | |
| **M 1.1** Reports approved by the MtG Funding Vehicle. | | | | |  | |

# Project budget

## Total budget of the project

**Stage 1 & Stage 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **COST CATEGORY** | **Year 1** | **Year 2** | **TOTAL** | **%** | | Personnel costs |  |  |  |  | | Equipment, consumables, other services and goods |  |  |  |  | | Consumables |  |  |  |  | | Subcontracting/ Outsourcing |  |  |  |  | | Other costs: other services and goods and others. |  |  |  |  | | **TOTAL** |  |  |  |  | |

* Provide a general description of the total budget distribution per category.

## Own resources

**Only Stage 2**

Use the table below to provide a general description of the Own Resources contributed to the **Project**, for instance: money, use of facilities, time, materials, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **OWN RESOURCES** | **Description1** | **Contributed by2** | **Amount / Value (in €) 3** |
| **Monetary** | Money |  |  |
| **In-kind** | | | |
| * In-kind resource 1 |  |  |  |
| * In-kind resource 2 |  |  |  |
| *[Add as many rows as required]* |  |  |  |
| **TOTAL** | | |  |

1. Use this column to describe each resource contributed to the Project, e.g., money, time (specifying amount of time and professional category), use of facilities (specifying which facilities), etc.
2. In this column, indicate which organisation contributes each resource.
3. In this column, provide the amount of money and the value of each in-kind resource contributed to the Project.

1. The cover page and index page (pages 1 and 2 of this template) are not included in the page count. [↑](#footnote-ref-1)
2. As defined in Directive (EU) 2016/943 of the European Parliament and of the Council of 8 June 2016 on the protection of undisclosed know-how and business information (trade secrets) against their unlawful acquisition use and disclosure, and in national laws and regulations transposing same into Spanish law. [↑](#footnote-ref-2)