

# Template for proposal

# Proposal - General Instructions

* This document constitutes a template to help applicants prepare their proposal. It is composed from 7 sections: 1-Administrative Form, 2-Cover page & proposal abstract, 3-Technical Quality, 4-Impact, 5-Team quality,6-Budget and cost justification, 7-Ethics and security issues.
* The use of this template is mandatory, using any other document can result in the ineligibility of your application.
* Do NOT modify the template of the proposal heading/sections (sections 1 to 7). You **should** only **delete** this instructions page, the options that do not apply to your project, the explanations/comments in light yellow colour and the footnotes across the different sections.
* Examine the support resources available at the project website ([www.xr4all.eu/opencall](http://www.xr4all.eu/opencall)) and in the Guide for Applicants before writing your proposal.
* Page limit: For the proposal, the total pages for sections 3, 4 and 5, including all figures and tables should not be longer than 10 pages, distributed as follows:

1. Administrative form not included in the total page limit

2. Proposal abstract not included in the total page limit

3. Technical Quality 4 pages (indicative)

4. Impact 3 pages (indicative)

5. Team quality 3 pages (indicative)

6. Budget and cost justification not included in the total page limit

7. Ethics and security issues not included in the total page limit

An administrative form, a proposal abstract, Budget and costs justification, and Ethics sections are mandatory, but they are excluded from the page limit. The number of pages for each specific section is an indication and not a limit. However, the total number of pages for sections 3, 4 & 5 should not exceed 10 pages. Evaluators will be recommended not to evaluate pages that are over the limit.

* The minimum allowed font size is 11 points, the paragraph spacing 6pt and the line spacing single. The page size is A4, and all margins (top, bottom, left and right) should be at least 15 mm (not including any footers or headers).
* 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.
* Not respecting the general instructions may lead to the disqualification of the proposal.
* **Remember, ONLY PROPOSALS related to interactive technologies are eligible within this call. Moreover, you have the possibility to makie use of the XR developers platform offering features inspired by DevOps and any development funded by this call may integrate components from and will be required to feed the XR solutions catalogue. Please refer to the Guide for Applicants for more details about the XR developers platform and the XR solutions catalogue.**

Good luck!

# Administrative Form

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

**Organisation Information[[1]](#footnote-1)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name \*** |  | | |
| **VAT Number/Company registration number \*** |  | | |
| **Legal Address\*** |  | | |
| **Zip code\*** |  | **City\*** |  |
| **Country\*** |  | | |
| **Website** |  | | |

**Legal representative [[2]](#footnote-2)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title (Mr/Ms/Mrs/Dr/Prof)\*** |  | **Gender\*** |  |
| **First Name\*** |  | **Last Name\*** |  |
| **E-mail\*** |  | | |
| **Position\*** |  | | |
| **Phone No.\*** |  | **Mobile No\*** |  |
| **Address (if different from organisation)\*** |  | | |
| **Zip code\*** |  | **City\*** |  |
| **Country\*** |  | | |

**Team leader/Operational contact point [[3]](#footnote-3) (If different from Legal Representative)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title (Mr/Ms/Mrs/Dr/Prof)\*** |  | **Gender\*** |  |
| **First Name\*** |  | **Last Name\*** |  |
| **E-mail\*** |  | | |
| **Position\*** |  | | |
| **Phone No.\*** |  | **Mobile No\*** |  |
| **Address (if different from organisation)\*** |  | | |
| **Zip code\*** |  | **City\*** |  |
| **Country\*** |  | | |

# This proposal is submitted by

|  |  |
| --- | --- |
|  | Yes/No |
| * An SME (Small and Medium Enterprise) |  |
| * A large industry |  |
| * A research institute |  |
| * An Academic institution |  |
| * Other (please specify): . |  |

# Cover page & proposal abstract

## Proposal abstract

[1/2 page maximum]

Please write here a brief summary of the project.

The information contained in this summary will be made public by XR4ALL if awarded.

# Type of solution proposed[[4]](#footnote-4)

|  |  |
| --- | --- |
|  | Yes/No |
| * A plugin for game engines or frameworks |  |
| * A low level component based on open APIs |  |
| * A new XR application |  |
| * Other (please specify): . |  |

# Technical Quality

[Recommended: 4 pages for this section - Maximum total pages for sections 3, 4 & 5: 10 pages – Any exceeding pages will not be evaluated]

## Background and concept

Please define how, where and/or when the project idea came from.

## Objectives

Please describe the general and specific objectives pursued by the project

* A general objective should answer the question “what is the project for?”
* A specific objective should answer the question “what are we doing in the project?”

Make the objectives measurable “when are we going to meet the objective?” and ”how are we going to validate that the objective has been met”?

## Type of proposed solution and benefits for final users

Please describe the type of solution you propose and its potential use by and benefits for the final users.

To be eligible, your project needs to develop new XR solutions (plugins for games engines such as Unity, low level components based on open APIs, standards and frameworks such as SolAR, or any XR Application) optionally using the XR developers platform and publishing their solution on the XR solutions catalogue.

## Technical description

Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved. Identify any trans-disciplinary considerations.

Describe the activities that will take place in your project from the business and technical point of view. If relevant, break down your work to work packages and tasks and provide timing of the different activities and components (e.g. Gantt chart or similar).

This section should answer the question “how are we going to implement the project objectives?”.

To fit with the XR4ALL timeline, we recommend planning the tasks alongside the 2 phases. You may divide into 2 subsections:

**Phase 1: Concept validation (2 months)**

Consists in better defining the proposed concept from a business and a technical perspective and validating the feasibility of developing the solution.

A number of deliverables need to be planned for the end of this phase including minimum:

a **technical concept paper** (to include at a minimum the technical specifications and architecture, and the unit tests that will be run to ensure different units meet the planned design and behave as intended)

a **business concept paper** (to include at a minimum a business canvas model or equivalent that describes the rationale of how the proposed solution helps to create, deliver, and capture value, in economic, social, cultural, community or other contexts)

an **ethics compliance paper** (to include at a minimum a description of how you comply with the ethics requirements that are specific to your proposal)

The funding for this phase is € 10 000 as a lump sum, provided only if the required deliverables are submitted timely and evaluated favourably.

**Phase2: Development and integration (4months)**

If admitted in this phase, the sub-grantee will undertake the development and integration of their solution, tool or component as expected in their proposal, resulting in a working version of the proposed solution or component, a tested Minimum Viable Product or a Viable Product.

A number of deliverables need to be planned for the end of this phase including minimum:

An **online demo** of the developed solution, tool or component;

A **report on the work done** and the results;

Description of the **tests and continuous integration pipeline** that have been implemented;

**The final solution** (full version or limited functionality version) published on the XR Solutions Catalogue.

The funding for this phase is € 40 000 as a lump sum, provided only if the required deliverables are submitted timely and evaluated favourably.

## Competitive advantage

Describe in detail existing competing solutions/products (if any) and how your solution differs from these other solutions.

This section should answer the question “How my solution/application is different from existing ones?” “Why is it going to be better?” “How Interactive technologies will make your solution better?”

## Innovative use of Interactive technologies

Please explain how your proposal makes use of Interactive Technologies[[5]](#footnote-5) in an innovative way.

To be eligible, your project needs to be related to Interactive technologies (virtual, mixed, augmented reality, haptics, etc.).

Summarize the relevant information in the following table:

|  |  |
| --- | --- |
| Technology | Innovative use in the project |
| Technology | Why, How is it used in the project |
| Technology | Why, How is it used in the project |
| Technology | Why, How is it used in the project |

If you can present the expected architecture for your solution, please do so.

# Impact

[Recommended: 3 pages for this section - Maximum total pages for sections 3, 4 & 5: 10 pages – Any exceeding pages will not be evaluated]

## Value proposition

Define what will be a visual model how your idea will be implemented, creating value for customers and finally revenue and profit the solution/component/tool that will be generated thanks to the project and what will be value proposition. This section should answer the question “What am I going to sell/deliver and what is the value for the customer?”

## Market/usage scope

Describe the market/adoption general status for your solution/component/tool. You should answer the question “what are the alternative/similar products available in the market? Why mine is better? (Including reasons related to innovative use of Interactive technologies, team skills or Business Model”

## Potential customers/users

Describe who will be your users and/or customers. Who is willing to pay for your solution and why?

Provide a clear definition on how you intend to reach those customers and users within the project.

Quantify how many users/customers are expected to be trying your solution during the development and testing phase (this could of course still be improved during the lifetime of the project, based on the learning and the experience …).

## Impact

why your solution is good in a wider extent: good for society, for environment, for the economy, for the community, for the creation of new business activities besides the project itself…

## Measures to maximise impact

Describe how you plan to go to market and maximise the impact.

# Team quality

[Recommended: 3 pages for this section - Maximum total pages for sections 3, 4 & 5: 10 pages – Any exceeding pages will not be evaluated]

## Organization description

Please provide a short description of your organization: activities, size and relevant information for the project.

## Team description

List the names and relevant experience of the team that will be involved in the project. The first person must be the project coordinator/operational contact point. Provide a short biography and tell us about each team member expertise and what the team member can do best.

The persons involved in this section will be the ones taking part in the implementation of the project.

## Team as a whole

## Describe the team as a whole. How will it match the project’s objectives? How do the members complement one another? In what way does each of them contribute to the project? How will they be able to work effectively together?

# Budget and cost justification[[6]](#footnote-6)

Provide the budget to implement the project and

|  |  |  |
| --- | --- | --- |
| **Budget** | **Cost (€)** | **Justification** |
| **Software & Equipment** |  |  |
| **Travel Cost** |  |  |
| **Facility rental** |  |  |
| **Staff costs** |  |  |
| **Other costs** |  |  |
| **Total costs** |  |  |

Provide details of how the costs are used during the project lifetime.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Phase I: Concept validation | | Phase II: Development | | | |  |
| **Requested Funding** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **Total** |
| **Software & Equipment** |  |  |  |  |  |  |  |
| **Travel** |  |  |  |  |  |  |  |
| **Facility rental** |  |  |  |  |  |  |  |
| **Staff costs** |  |  |  |  |  |  |  |
| **Other costs** |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

# Ethics and security issues

For all activities funded by the European Union, ethics is an integral part of research from beginning to end, and ethical compliance is seen as pivotal to achieve real research excellence. The current ethics and security check section is mandatory for all applicants. All proposals evaluated above threshold will undergo an ethical screening and if any proposal presents any ethics or security risks, the applicant will be asked during the grant negotiation to comply with ethics requirements as explained in the Horizon 2020 Programme Guidance - How to complete your ethics self-assessment, available at <http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf> and provided also as a separate document in the open call package. It is in your own interest to fill in, to the best the below self- assessment and to identify when preparing your proposal, the possible ethics and security issues and explain how you comply with the ethics requirements. Failing this, the ethics reviewers or underestimating the ethics issues at proposal time will result in the ethics evaluators to request you to comply with aspects that are not well explained.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **Human embryo/fœtus** | | |
| Does the proposal involve Human Embryos? |  |  |
| Does the proposal involve Human Fœtal Tissue / Cells? |  |  |
| Does the proposal involve Human Embryonic Stem Cells? |  |  |
| **Humans** | | |
| Does the proposal involve human participants? |  |  |
| Does your research involve physical interventions on the study participants? |  |  |
| **Human cells or tissues** | | |
| Does the proposal involve human cells or tissues (other than from Human Embryos/Foetuses)? |  |  |
| **Protection of personal data** | | |
| Does the proposal involve processing of personal data? |  |  |
| Does the proposal involve further processing of previously collected personal data (including use of pre-existing data sets or sources, merging existing data sets)? |  |  |
| Does the proposal involve publicly available data? |  |  |
| Is it planned to export personal data from the EU to non-EU countries? |  |  |
| Is it planned to import personal data from non-EU countries into the EU? |  |  |
| **Animals** | | |
| Does the proposal involve research on animals? |  |  |
| **Third Countries** | | |
| In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues? |  |  |
| Is it planned to use local resources? |  |  |
| Is it planned to import any material from non-EU countries into the EU? |  |  |
| Is it planned to export any material from the EU to non-EU countries? |  |  |
| In case research involves low and/or lower-middle income countries, are any benefit-sharing actions planned? |  |  |
| Could the situation in the country put the individuals taking part in the research at risk? |  |  |
| **Environment & health and safety** | | |
| Does your research involve the use of elements that may cause harm to the environment, to animals or plants? |  |  |
| Does your research deal with endangered fauna and/or flora /protected areas? |  |  |
| Does your research involve the use of elements that may cause harm to humans, including research staff? |  |  |
| **Dual Use** | | |
| Does this research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required? |  |  |
| **Exclusive focus on civil applications** | | |
| Could your research raise concerns regarding the exclusive focus on civil applications? |  |  |
| **Misuse** | | |
| Does your research have a potential for misuse of research results? |  |  |
| **Other ethics issues** | | |
| Are there any other ethics issues that should be taken into consideration? |  |  |

Please note that the top ranked projects which could potentially be funded will undergo an ethics screening to assess whether there are any ethics or security issues.

If you have identified any ethics/security issues in the ethical/security issue table, you must:

* Explain in your proposal:
* 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, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).
* provide the documents that are needed 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

For more information on processes to put in place in case any of the above ethics issues may arise in your project, please refer to the Guidance on Ethics Self Assessment document, part of the open call documentation.

1. If the proposal is selected, additional documents will be requested during the negotiation phase to validate the information provided. Please make sure the information you provide in this form matches the information on supporting documents. [↑](#footnote-ref-1)
2. A person who can legally engage your organisation who will be involved in the grant signature and other administrative processes [↑](#footnote-ref-2)
3. The team leader/operational will be managing the implementation of the proposed project [↑](#footnote-ref-3)
4. Select the type of solution you propose. [↑](#footnote-ref-4)
5. XR4ALL will fund only solutions in interactive technologies such as Virtual, Augmented, Mixed Reality, haptics, etc. [↑](#footnote-ref-5)
6. This is only an indication of the costs and will not influence the maximum funding projects can receive. Winning proposals will be funded up to a maximum of € 50 000 (€10 000 as lump sum for the first phase and €40 000 as lump sum for the second phase). The funding for each phase will be provided only to projects submitting their deliverables on time and evaluated as good quality. At the end of the first phase, only the top-rated projects will be admitted in the second phase where they will be able to develop their proposed solution. [↑](#footnote-ref-6)