**Project Description Template**
Coordination and Support Activity – PES Horizon Europe

***Completing the form:***

*Use this template only. This attachment to the online grant application form must be uploaded in PDF format. All italicised text and boxes are for guidance and information purposes only, and should be deleted in the final version of this document. Answer all the points in the given order. The project description is to supplement the information you have provided in the grant application form created on ‘My RCN Web’. You must not refer/link to more documents or websites.*

***Scope:***

*The project description is not to exceed five pages, using 11-point font (Times New Roman, Arial or Calibri). It is permitted to use 9-point font for references, tables and figure text.*

***Language:***

*Norwegian or English*

***Enter the following in the online application form:
Project period and milestones:*** *activities and milestones for the PES project. The final date is the deadline for submitting the EU project proposal*
***Budget:*** *estimated budget for the PES project.****Primary and secondary objectives:*** *deliver the relevant EU project proposal within the deadline of a specific call under Horizon Europe*
***Project summary:*** *brief description of what will be done in the PES project (3–4 lines)*
***Impact:*** *what the funding from PES will mean for the entities in question*

***Dissemination of project results:*** *not mandatory for the PES-project, but dissemination from the EU-project has to be specified in the EU-proposal.*
***Partners:*** *do not enter this information in the online form, only in this project description*

### Project title: *(The same as in the online application form)*

### Information about the applicant’s experience with EU applications *(cross out if not applicable)*

Has your organisation previously participated in an EU application?

* Yes, in 1–5 applications
* Yes, in more than 5 applications
* No, this is the first time we have applied to the EU for funding

Has your organisation previously participated in an EU-funded application?

* + Yes: state how many in the past seven years
	+ No

Have you or anyone in your organisation participated in one or more of the [Research Council’s training courses](https://www.forskningsradet.no/en/events/) in connection with Horizon 2020 or Horizon Europe?

* Yes: state which course
* No, I/we have not participated in these courses

Have you, as the project manager of this PES application, sought advice from a relevant NCP (National Contact Point for the EU framework programme) about the EU project proposal in question? If you coordinate a collaborative project, it is mandatory to contact the relevant NCP.

* Yes: state the name of the NCP
* No, I have not been in contact with the relevant NCP about this specific EU project proposal

**Information about the PES application**

1. What will be the role(s) of your organisation in the planned EU project proposal?
2. Does the application include other Norwegian actors in addition to your organisation? If so, state the other actors’ contact person, their role in the EU project proposal and how much funding each participant is applying for.
3. Who will be writing the EU project proposal (persons internally in your organisation, other project participants, external consultants, etc.) ?
4. Will there be a risk that you will not be able to submit the EU project proposal by the deadline?

YES / NO

1. Briefly describe the risk that you will not be able to complete the planned EU project if you receive funding. Undertakings must describe the finances and resources they need to participate in or coordinate an EU project, and how their own funding contribution will be covered.
2. Please give an approximate budget for the preparation of the proposal, i.e. positioning activities, partner search, travels, proposal writing. Specify man hours as well as who will prepare the proposal.
3. Undertakings that will have the role of **coordinator** must upload the results of the [*Financial Viability Self-Check*](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/financial-capacity-check_en.htm) as an attachment to this PES application. This document is not required for SMEs applying for support from PES to prepare an application to Eurostars. They must instead upload a document certifying that the SME has at least NOK 500 000 in equity at the time when the application is submitted to Eurostars.

**Information about the EU project proposal**

1. Which Horizon Europe call is the project proposal aimed at? State the call’s ID number and title with number and letters as written in the work programme (*example: HORIZON-CL5-2022-D1-02-01: Verification and reconciliation of estimates of climate forcers)*.
2. What is the application deadline, or deadlines, if it is a two-stage process?
3. What project type are you applying for? *(Research and Innovation Action/Innovation Action/Coordination and Support Action, other application types if relevant)*
4. Please give an approximate total budget in euros for the planned EU project.

*The form ‘Horizon Europe Project Outline’ must give a brief summary of the current EU project proposal. You do not have to limit the outline to one page. Please be as specific as possible when you answer the questions. You can write in Norwegian or English. Leave the field blank should you not have an answer. The form will be used as a basis for the NCP's guidance of the application.*

**Horizon Europe ‘Project outline’[[1]](#footnote-2)**

|  |  |
| --- | --- |
| **Basic idea:**Concise description (no more than 3 lines!) summarizing the basic idea of the project.(This should answer the question: “Tell me in 10 seconds what your project is about”). |  |
| **Objectives:**Describe briefly what you are trying to achieve in the project (Why run this project?)What is your contribution? |  |
| **Key Results:**What concrete results will be produced within the project itself? |  |
| **Impact:**Describe what will be made possible when the project has delivered its results and achieved its objectives and these can be taken into use (outside and after the project). |  |
| **European Dimension:**Why is it important to perform the project as a co-operation at a European level? |  |
| **Consortium/partners:**Name all consortium partners that are confirmed to take part in the project proposal, starting with the coordinating organization.Name other preferred partners not yet confirmed, if relevant. |  |

1. Thanks to SINTEF for letting the Research Council use their previous work on the ‘one pager as a template for this ‘pre-proposal check’. [↑](#footnote-ref-2)