Project Description FORM

|  |  |
| --- | --- |
| **Project Title** |  |
| **Public research organization(s)** |  |
| **Company(s)** |  |

*Please carefully read the call text before starting the description of your research proposal. Bear in mind that the proposal will be evaluated according to the selection criteria set out in the call text and, to be successful, the description has to clearly address these criteria.*

*Please keep your answers short and to the point. There is no minimum page requirement. The whole project description should be no longer than* ***30 pages****, including the glossary and abbreviations as well as the bibliography* ***(max. 1 page).*** *A longer project description is ineligible.*

*The joint project description form needs to be submitted by each company to the Ministry of the Economy (*[*MyGuichet platform*](https://redirect.myguichet.lu/procedure/init/?serviceType=ECO_AIDES_RDI&xlang=fr)*). The same form must be submitted by the accredited public research organizations to the FNR (*[*FNR grant management system*](https://grants.fnr.lu/)*). Please note that the additional specific documents provided in the zip folder on the* [*www.research-industry-collaboration.lu*](http://www.research-industry-collaboration.lu) *platform must be submitted to the respective funding agencies together with the joint project description form.*

**Glossary and Abbreviations**

*Please define the glossary and explain the abbreviations used in the document.*

PROJECT TYPE

**Experimental development**

*An experimental development project is the acquisition, combination, shaping, and use of existing scientific, technological, business, and other relevant knowledge and skills with the aim of developing new or improved products, processes, or services. This may also include, for example, activities aiming at the conceptual definition, planning, and documentation of new products, processes, or services.*

**Industrial Research**

*An industrial research project consists of planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes, or services or for bringing about a significant improvement in existing products, processes, or services. It comprises the creation of components and parts of complex systems and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for industrial research and notably for generic technology validation.*

PROJECT DESCRIPTION

# description of the planned innovation and r&d activities

* 1. **Publishable executive summary of the project idea relevant for defence.**
  2. **Project hypothesis and/or intended research or innovation objectives.**
* *Describe the open issue in the defence sector the project addresses.*
* *Explain the testable hypotheses, how the planned research will fill the identified gaps.*
  1. **Relevant state-of-the-art and previous contributions of consortium members**
* *Include a literature review covering important characteristics of the project and explain exactly, where the state-of-the-art is going to be advanced.*
* *List project-relevant previous contributions of consortium members, focusing on their complementarity.*
  1. **Description of the innovation, challenges and methods of reaching the project goals**
* *Justify the novelties and advantages of the proposed research activities. Thereby also elaborate on the unresolved scientific or technological challenges.*
* *Describe the technological risks that will need to be overcome. Add the foreseen mitigation strategies.*
* *Outline the overall methodology (methods, models) to achieve the proposed objectives.*

# defence use case specifications

* 1. **In what ways does the project support national, European and NATO defence priorities?**
* *Describe how the developed solution aligns with and contributes to national, European and NATO defence strategies. Please reference the relevant strategic documents and priorities outlined in the call text.*
  1. **What operational need within the defence sector does this project target?**
* *Describe the defence use case and the specific operational or capability needs that the developed solution is designed to address.*
  1. **Please explain how the defence use case has been validated.**
* *Outline the process used to confirm the relevance and applicability of the use case within the defence context. This may include stakeholder consultations, alignment with strategic documents, operational feedback, …*
  1. **What are the anticipated next steps following the completion of the project?**
* *Describe any planned continuation efforts, such as further development, testing, deployment, collaboration with defence stakeholders, or integration into existing defence systems. Additionally, indicate whether any other defence R&D funding programmes are being considered or targeted to support these next steps.*
  1. **How does the project contribute to strengthening European sovereignty and strategic autonomy?**
* *Please describe how the solution supports improved resilience, secure supply chains, reduced dependency on non-European technologies or providers, and the assurance of critical capabilities for defence.*

# project plan and collaboration

* 1. **Main activities (“work packages”) under the project** 
     1. **Description of the different work packages**

*The description of the work packages will be completed by the description of the budget in the Excel spreadsheet “Financial summary” for the company(s) and in the “BRIDGES Budget form” for the public research organization(s). Note that each company in the consortium must submit a separate description of its financial contribution, while public research organizations must submit a joint financial summary.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **1** | | | | | |
| **WP title** |  | | | | | |
| Involved partners *(highlight the WP leader)* |  | |  | | | |
| Start date | *Indicate in months (e.g. M1)* | | End date | | | *Indicate in months (e.g. M3)* |
| Objective | | | | | | |
| *Provide a general description of the work to be undertaken (including methods to be applied where appropriate).* | | | | | | |
| Tasks | | | | | | |
| *Break the work package down into major tasks, explain their sequence and interdependencies where necessary.* | | | | | | |
| Interdependencies with other work packages | | | | | | |
| *Provide a narrative description and/or graphical presentation of interdependencies between this work package and others.* | | | | | | |
| Deliverables and milestones | | | | | | |
| *Deliverables: A deliverable represents a verifiable output of the work package. List and specify deliverables here (e.g. prototype, test report)*  *Milestones: A milestone signifies a relevant completed step towards the completion of the WP/project. It can also mark the finishing of a deliverable or the threshold for a risk response.* | | | | | | |
| Human resources[[1]](#footnote-2) | | | | | | |
| Name of researcher/ collaborator | Partner | Qualification level | | | | Person\*months |
|  |  | *E.g. Technician, Masters, PhD-candidate, Postdoc.* | | | | *E.g. 1* |
|  |  |  | | | |  |
| Instruments and equipment related to the project (depreciable) | | | | | | |
| Type of instrument/ equipment | Partner | Description of usage | | | Usage duration (months) | |
|  |  |  | | |  | |
|  |  |  | | |  | |
| Consumables / materials related to the project (non-depreciable) | | | | | | |
| Type of consumables/ materials | Partner | Description of usage | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
| Subcontractors / special costs (for companies) and other costs (for public research organizations) linked to the project | | | | | | |
| Type of subcontractors/ special costs or other costs | Partner | | | Description of deliverables/usage | | |
|  |  | | |  | | |
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| --- | --- | --- | --- | --- | --- | --- |
| **WP number** | **…** | | | | | |
| **WP title** |  | | | | | |
| Involved partners |  | |  | | | |
| Start date |  | | End date | | |  |
| Objective | | | | | | |
|  | | | | | | |
| Tasks | | | | | | |
|  | | | | | | |
| Interdependencies with other work packages | | | | | | |
|  | | | | | | |
| Deliverables and milestones | | | | | | |
| *Deliverables:*  *Milestones:* | | | | | | |
| Human resources | | | | | | |
| Name of researcher/ collaborator | Partner | Qualification level | | | | Person\*months |
|  |  |  | | | |  |
|  |  |  | | | |  |
| Instruments and equipment related to the project (depreciable) | | | | | | |
| Type of instrument/ equipment | Partner | Description of usage | | | Usage duration (months) | |
|  |  |  | | |  | |
|  |  |  | | |  | |
| Consumables / materials related to the project (non-depreciable) | | | | | | |
| Type of consumables/ materials | Partner | Description of usage | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
| Subcontractors / special costs (for companies) and other costs (for public research organizations) linked to the project | | | | | | |
| Type of subcontractors/ special costs or other costs | Partner | | | Description of deliverables/usage | | |
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…

* + 1. **Effort distribution (internal human resources and subcontractors)**
* *Provide an overview of each partner’s effort distribution (internal human resources and subcontractors) based on the above description of the work packages, e.g.:*

**Partner 1**

**“Name of employee 1”, “function of employee 1”, “To be hired/Already employed”**

*Explain in less than 100 words, what expertise does the employee bring to this particular project?*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WP1 | WP2 | WP3 | WP4 | WP5 | WP6 | … | Total (Person\* Months) |
|  |  |  |  |  |  |  |  |

**“Name of employee 2”, “function of employee 2”, “To be hired/Already employed”**

*Explain in less than 100 words, what expertise does the employee bring to this particular project?*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| WP1 | WP2 | WP3 | WP4 | WP5 | WP6 | … | Total (Person\* Months) |
|  |  |  |  |  |  |  |  |

**“Name of subcontractor 1”, “function of subcontractor 1”, “New subcontractor/known subcontractor”**

*Explain in less than 100 words, what expertise does the subcontractor bring to this particular project?*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| WP1 | WP2 | WP3 | WP4 | WP5 | WP6 | … | Total (Person\* Months) |
|  |  |  |  |  |  |  |  |

…

**Partner 2**

**“Name of employee 1”, “function of employee 1”, “To be hired/Already employed”**

*Explain in less than 100 words, what expertise does the employee bring to this particular project?*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| WP1 | WP2 | WP3 | WP4 | WP5 | WP6 | … | Total (Person\* Months) |
|  |  |  |  |  |  |  |  |

**“Name of employee 2”, “function of employee 2”, “To be hired/Already employed”**

*Explain in less than 100 words, what expertise does the employee bring to this particular project?*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| WP1 | WP2 | WP3 | WP4 | WP5 | WP6 | … | Total (Person\* Months) |
|  |  |  |  |  |  |  |  |

**“Name of subcontractor 1”, “function of employee 1”, “New subcontractor/known subcontractor”**

*Explain in less than 100 words, what expertise does this subcontractor bring to this particular project?*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| WP1 | WP2 | WP3 | WP4 | WP5 | WP6 | … | Total (Person\* Months) |
|  |  |  |  |  |  |  |  |

…

* 1. **Project management, risk management and partner contributions**
* *Outline how the project partners will work together and ensure transparent, effective collaboration and management of the consortium.*
* *Describe the contributions of the different partners of the consortium, their role in the project and specific expected deliverables.*
* *Outline the organization of the transfer of knowledge between the partners.*
* *Identify the principal risks of the project, and how they will be addressed and monitored. (****Use the risk log in annex.)***
  1. **Intellectual property rights situation**
* *Describe the IP or otherwise protected technology or knowhow at the basis of this project.*
* *If applicable, describe the results of the freedom to operate analysis and the constraints imposed by existing property rights.*
* *Describe the strategy for the protection of the research results. Comment on the possible allocation of IP ownership among the various parties.*

*The allocation of IP rights within the consortium shall be defined in a collaboration agreement.*

*The draft collaboration agreement shall be appended to the aid application submitted to each funding agency. The draft must be unsigned at the time of submission of the application. It is however imperative to sign it before the start of the project.*

* 1. **Financial contribution of the different partners**

*For Luxembourg participants, the total eligible costs are defined according to the FNR’s or the Ministry of the Economy’s funding rules. Foreign participants can join the consortium as self-funded partners.*

|  |  |  |
| --- | --- | --- |
| **Name of the partner** | **Total eligible costs**  **(in EUR)** | **% of the total project budget** |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  | 100% |

*It is mandatory for companies and public research organizations to provide a detailed ventilation of their costs in the specific dedicated financial annexes. The total eligible costs indicated here must correspond to the total project cost as indicated in the different financial annexes.*

* 1. **Counterfactual scenario (incentive effect of the aid)**

We, the undersigned consortium, confirm that the proposed research and development project in the scope as described in this document will not be launched without the approval of funding.

# expected outcome, economic and social impact

* 1. **Expected outcomes, intended use, and innovation implementation plan**
* *Describe the expected benefits of a project success for the different consortium members.*
* *Outline the alignment of the project with the consortium partners’ strategic goals and vision.*
  1. **Commercial and economical valorisation**
* *Justify the expected market opportunity/interest for the defence sector of the planned research results.*
* *Elaborate on the planned business plan including time to market, post-project developments required before commercialization, market entry strategies, business model, outlook on the return on investment.*
* *Describe the impact on the private partners including employment creation, R&D expertise, market positioning in particular in the defence sector.*
  1. **Dissemination and communication strategy and societal impact**
* *Describe the dissemination plan and exploitation measures, including the target groups addressed (Please note that publications need to be in line with FNR’s Open Access Policy[[2]](#footnote-3))*
* *Describe how the project contributes to awareness, knowledge creation, and knowledge transfer in the defence sector.*

# measures that are taken to ensure data protection, data ethics, fair data, and open access to publications (if applicable, 1 page max)

*Please note that a plan for research data management must be outlined.[[3]](#footnote-4)*

# bibliography / references (1 page max)

*Gantt Chart (as system attachment)*

*Risk Log (as system attachment)*

# financing plan of the companies

*Describe how the applicant companies plan to pre- and co-finance the project, i.e.: available own funds, capital injection, future free cash flow from activity, loan from 3rd party (i.e.: shareholders, sister company, bank (incl. details on duration and interest rate)).*

|  |  |
| --- | --- |
| **Financing plan** | **Amount** |
| Maximum State aid requested | [EUR] |
| Required funds from the company | [EUR] |
|  |  |
| Financing method 1 | [EUR] |
| Financing method … | [EUR] |
| **Total financing from the company** | **[Sum of financing methods]** |

*Details Financing method 1:*

*Details Financing method …:*

*In case of start-ups: describe the attached cash flow forecast and the underlying assumptions.*

*Further confidential information regarding the company's financing plan may, at the company's discretion, be shared exclusively with the Ministry of the Economy.*

*Please note that this section will not be counted towards the maximum 30 pages for the proposal.*

1. A more detailed description of the project-specific experience of the personnel of the respective partners involved in the project shall be provided in paragraph 3.1.2 [↑](#footnote-ref-2)
2. <https://www.fnr.lu/update-to-fnr-open-access-policy/> [↑](#footnote-ref-3)
3. <https://www.fnr.lu/open-science/> [↑](#footnote-ref-4)