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**FLUIDOS Open Call 2 Application– [name of proposal]**

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# PROPOSAL TEMPLATE – INSTRUCTIONS

**Please read carefully before start writing your proposal.**

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 2 to 5 of this template each correspond to an evaluation criterion (see the Guideline for Applicants, Section 4).

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 considered in the template will have the opportunity to be funded.

Please take advantage of the different communication instruments offered by the FLUIDOS consortium (i.e., webinars, FLUIDOS Champions, Q&A section on the website) to receive feedback on questions you may have before submitting your proposal.

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 1 pt line spacing.

Please delete the guidance/ information text preceding each section.

**Be sharp and concise.**

## PROPOSAL COVER PAGE

|  |  |
| --- | --- |
| PROPOSAL INFORMATION | |
| PROPOSAL ACRONYM |  |
| PROPOSAL TITLE |  |
| Contact Details |  |
| Involved partners |  |

Table 1 Proposal Information

NOTE: Following the criteria for small consortia seeking to apply for Use Case Grants, it is imperative to emphasise that among the participating parties, at least one entity must qualify as an industrial partner, with preference given to an SME.

## SUMMARY OF THE PROPOSED ACTIVITIES

Provide a full public summary of the proposed activities that can be published if the project is funded. (max 200 words)

Outline the advantages and benefits that the FLUIDOS ecosystem stands to gain from having the project accepted. (max 200 words)

# TECHNICAL EXCELLENCE

Present here the Problem statement, Concept and Approach.

Please describe below the overall concept and objectives of your project within the scope of the open call and FLUIDOS project. In addition, please address the challenge proposed by your project within the selected sub-domain/s. Finally, detail how your project is novel and how well it aligns with the FLUIDOS technology and architecture.

## Project Concept and Expected outcomes/Objectives

Expected project outcomes, which should be justified, measurable and realistic within the timeline of the project implementation.

## Technical challenges and existing barriers

The technical challenges and barriers expected to be solved, aligned with the FLUIDOS project concept.

## Innovation potential

The innovation potential, and how the project is novel. The circular nature of the project.

## Design and feasibility with the FLUIDOS architecture and components

* A description of the Design, Reliability, and Feasibility of the Proposed Solution to scrutinise how effectively the solution tackles the identified problem.
* Quality and Feasibility of the Proposed Technical Approach to assess the viability and suitability of the proposed methods and technologies.
* Describe how the proposed project fits into the FLUIDOS architecture and components: **which components will be used, and which ones will be implemented from scratch**.

## Soundness of the approach and credibility

Soundness of the Approach and Credibility to display the foundation, logic, and expertise underpinning the proposed solution.

# IMPACT

## Improvement of the state of the art

Explain the current solution and any drawback of this method. Explain how using FLUIDOS will change this and any improvements this solution will provide.

### How the problem can be solved *without* FLUIDOS?

Present how the problem can be solved with “existing” technology, and which are the limitations of the current approaches.

### How the problem can be solved *with* FLUIDOS?

Present briefly how the problem can be solved with the FLUIDOS technology (details in Section 3.4).

### Which are the advantages of FLUIDOS compared to current state-of-the-art?

Present and quantify why the FLUIDOS approach can be beneficial to your project. Add possible KPIs to measure the advantages compared to the current state-of-the-art.

Use, as possible examples, the PDF documents available in the FLUIDOS use case page (<https://www.fluidos.eu/use-cases/>, button “Learn more”).

## Open-Source contributions

Describe how your proposed activity will lead to active engagement and valuable contributions to open-source projects (if any), including code submissions, bug fixes, or documentation enhancements, fostering collaborative development.

## Use case relevance

Describe the practical applicability of developed solutions to address real-world challenges, emphasising the significance and utility of the implemented changes within relevant contexts. Explain how your use case can validate the FLUIDOS approach.

# CONSORTIUM/ORGANISATION

## Sub Project Partner and Consortium composition

Provide the organisation details and/or consortium structure, including names of people per partner, in the table below. The people included in the proposal must be later involved in the execution. 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.

Note that if the consortium structure suffers any modification after the submission of the proposal, this modification should be communicated and duly justified to the FLUIDOS consortium via email for approval, as this section will be evaluated according to the specific people proposed.

Include also:

* A short summary of the relevant experience of each person included in the table. Include previous project references relevant to the proposal, products, publications, participation in conferences, collaborations, community projects, etc. Links that evidence these records are recommended as they will help evaluators assess the organisation/consortium’s experience and skills).
* Explanation of how the team has the required knowledge and capacity to guarantee a successful project implementation.
* Identification of the Coordinator or Contact Person within the Team to enhance communication efficiency and ensure a centralised point of contact for seamless collaboration, which is pivotal for successful implementation.
* If applicable, describe links or relationships with other entities, customers or experts that are relevant for the implementation of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Consortium Composition or Linked Entities (duplicate if needed) | | | |
| Name of Organisation | Type of Organisation[[1]](#footnote-1) | Role in the project | Key expertise |
| Organisation 1 |  |  |  |
| Organisation 2 |  |  |  |
| Organisation 3 |  |  |  |
| Coordinator/Contact Person |  |  |  |

Table 2 Consortium Composition

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PARTNER NO. # | PARTNER NAME: | | | |
| Name of person | Gender (M/F/Other) | Role in the project | LinkedIn profile (or similar) | Key expertise |
| Person 1 |  |  |  |  |
| Person 2 |  |  |  |  |
| Person 3 |  |  |  |  |
| Coordinator/Contact Person |  |  |  |  |

Table 3 List of People

## Use of resources

The funding is results-driven and based on a lump-sum grant. This means that funding will depend on the accomplishment of specific metrics of success (milestones) not on invoices, timesheets, etc. However, your planned resource allocation is needed for the consortium to evaluate your use of resources and assess whether the intended activities are feasible.

Briefly describe the resources and costs for the proposed activity.

Include:

* 1. Allocation and justification of resources to the sub-project implementation
  2. distribution of resources among consortium partners in case of consortia
  3. The expected amount of time that staff will spend working on project.

### Allocation of Budget among consortia

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of partner | Personnel Costs | Equipment Costs | Any other Costs | Total Budget |
| Person 1 |  |  |  |  |
| Person 2 |  |  |  |  |
| Person 3 |  |  |  |  |
| Coordinator/Contact Person |  |  |  |  |

Table 4 Allocation of Budget

### Allocation of Person Months

Please indicate the number of person-months (full-time equivalent) of people involved in the project in the table below for the duration (up to 8 months) of the project. If in consortia, please use a separate table for each partner.

|  |  |  |
| --- | --- | --- |
| Partner no. Name | Name of the person | Person months (PM) |
| Person 1 |  |  |
| Person 2 |  |  |
| Person 3 |  |  |
| Total |  |  |

Table 5 Number of Person Months

# WORK PLAN

*This section does not have a limit*

Describe the proposed work plan 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 work plan and compromise the project.
* Level of Innovation and Technological Readiness
* How the experiment will be demonstrated and validated at the pilot location of the industrial partner.
* The practicability of the proposal within the framework of FLUIDOS technology, elucidating the method by which their proposition can be effectively realised leveraging the current technological advancements within the FLUIDOS system.

|  |  |  |  |
| --- | --- | --- | --- |
| Work Plan Activity Name | Activity description | Plan Duration | Expected Outcome |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table 6 Description of Activities

|  |  |  |
| --- | --- | --- |
| Milestone name | Milestone description | Delivery Month |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Table 7 Description of Milestones

|  |  |  |
| --- | --- | --- |
| Key Performance Indicator | Target | Due Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Table 8 KPIs

# ETHICS

If you have entered any ethics issues in the ethical issue table (Annex 1), 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, stigmatisation 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 authorising 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).

*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[[2]](#footnote-2)” as background or results: [YES/NO]
* Any potential “dual use” of results: [YES/NO]

# ANNEX: ETHICS/SECURITY CHECKLIST

**ETHICAL ISSUES TABLE**

|  |  |
| --- | --- |
|  | **YES** |
| **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** | **YES/NO** |

1. SME, Academic, Research, Individual Consultant, Larger Industry, Start-up, Think Tank, Association, Other (please specify) [↑](#footnote-ref-1)
2. https://www.consilium.europa.eu/en/general-secretariat/corporate-policies/classified-information/ [↑](#footnote-ref-2)