**APPLICATION FORM (PART B)**

G-05-2023

Pilots of long-term climate impact forest monitoring sites

**INSTRUCTIONS**

This Application Form (Part B) addresses the narrative technical description of the project and must be prepared as per the instructions and guidance in the call submission guidelines and this form before the call deadline.

The technical description of the project must consist of the following four sections:

1. Abstract
2. Project description
3. Project Management
4. Budget

To ensure a proper evaluation of your application, please make sure that all the appropriate sections of the template are completed (including B.1 and B.2).

The overall page limit for this part B of the application form is **15 pages**. All tables, figures, references, and any other elements are counted against this page limit. This page limit does not include any instructions or guidance provided in this form, which must be deleted. In the guidance, each individual section has been provided with a recommended number of pages.

The technical description must be submitted as a single pdf document with all the sections as mentioned above. It must **not** consist of any instructions or guidance as provided here/below. Hyperlinks may not be used to provide information.

The following formatting rules must be adhered to:

Font: Calibri

Minimum font size: 11 pt (except for tables and figures where it should be minimum 10 pt)

Line spacing: 1

Orientation: Portrait. For the tables or any Gantt/pert chart, landscape orientation can be used if necessary for the purpose of fitting of the tables or for legibility.

Page size and margins: Page size A4, all margins (top, bottom, left, right) should be at least 2 cm (not including any footers or headers)

* If you submit an application that exceeds the specified page limit, the excess pages will not be part of the evaluation.
* Not adhering to the above formatting instructions may result in your application being considered inadmissible.
* The instructions and guidance section of this form does not have to be included in the submitted application.
* There is guidance provided on how the Application Form should be filled section by section (pages 2-5). There are also sample tables provided below to ensure consistency across applications and for smooth evaluation. It is recommended to adhere to the structure laid out in the guidance as much as possible.

# PART B: TECHNICAL DESCRIPTION

###  PARTICIPANTS

*Please add/delete rows as required*

|  |  |
| --- | --- |
| Role (coordinator/participant) | Full name of the organisation |
|  |  |
|  |  |
|  |  |
|  |  |

###  PROJECT

|  |  |
| --- | --- |
| Project name: |  |
| Project acronym: |  |
| Lot: European and biogeographic region that is targeted by the project (only one region may be selected) | North Europe |  |
| Central-West Europe |  |
| Central-East Europe |  |
| South-West Europe |  |
| South-East Europe |  |
| Focus topics | 1, 2 and 3 together |  |
| 1 alone |  |
| 2 and 3 together |  |

###  ABSTRACT

|  |
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| The abstract must provide a clear understanding of the objectives of the proposed project and its activities and how they will be achieved. *Maximum 250 words.*  |

###  PROJECT DESCRIPTION

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| --- |
| Please explain the proposed project and its activities (*in 4-5 pages*) addressing the following: * The goals of the project and its activities, in terms of its research content. This will be translated into the project’s results (what is generated through the activities). The nature of the objectives will depend on the type of action, and the scope of the topic. The objectives should be clear, measurable, verifiable, realistic, and achievable within the duration of the project.
* Describe and explain the overall methodology, including the concepts, models and assumptions that underpin your work. Explain how this will enable you to deliver your project’s objectives. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them.
 |

###  PROJECT MANAGEMENT

Project management section (*in 7-8 pages*) must consist of:

* Work plan
* Work packages and activities
* Deliverables
* Resources and capacity
* Risk Management

Detailed guidance on each of the sub-sections is provided below.

|  |
| --- |
| *Work plan* |
| * brief presentation of the overall structure of the work plan, incl. list of work packages
* timing of the different work packages, their components and how they inter-relate (Pert chart or similar)

*Use the project month numbers instead of calendar months. Month 1 is always the start of the project.* |

|  |
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| *Work packages and activities* |
| * This section consists of a detailed description of the project activities.
* Group your activities into work packages (according to the work package table below). A work package (WP) means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities, and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.
* To indicate the duration of the WP, use the project month numbers instead of calendar months. Month 1 is always the start of the project.
* Provide Effort/person-months required for a particular work package. It can be calculated as follows (indicative method): if 1 year = 220 (working) days, then 1 month = 220/12 = 18.33 (working) days. So, 24 full working days for one person would be 24/18.33 = 1.31 person- months.
* Provide a concise overview of the work (planned tasks) in each work package. Be specific and give a short name and number for each task. The tasks should be numbered continuously, linked to the WP they relate to (e.g., T.1.1, T.1.2, T.2.1, etc.). Show which participant contributes in each task: indicating in bold the task leader.
* Add information on other entities’ involvement in the project e.g., subcontractors, in-kind contributions. Engagement is only allowed with entities that are eligible for funding under the European Union Horizon Europe Research and Innovation Programme.
* List the specific objectives to which the work package is linked and expected results.
* The number of work packages should be limited and proportionate to the scale and complexity of the project. WP1 should cover the project management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc.) and all the activities which are cross-cutting and therefore difficult to assign to just one specific work package (do not try splitting these activities across different work packages). WP2 (and further WPs) should be used for the other project activities.
* You can create as many work packages as needed by using the structure of the Work Package table below
* The work packages must be inserted in consecutive order.
 |

**Work Package Table**

|  |  |
| --- | --- |
| WP No. [1] | WP Name [e.g., Project management and coordination] |
| Duration (Start Month-End Month) |  |
| Effort (Person-months) |  |
| Lead Participant |  |
| Objectives and results |
|  |
| Activities and division of work (WP description) |
| T.1.1 [Task Name] (Participant X, Participant Y, etc.):Description…(including highlighting the deliverables)T.1.2 [Task Name] (Participant X, Participant Y, etc.):Description…(including highlighting the deliverables) |

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| *Deliverables*  |
| * List out all the deliverables in accordance with the deliverables table below. Keep the total number of deliverables in line with the scale and complexity of the project. You can create as many deliverables as needed by copying the below structure.
* Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc.
* Deliverables have a continuous numbering linked to their WP, (e.g., D1.1 in WP1, D2.1 in WP2, etc).
* For each deliverable you will have to indicate a due month by when you commit to provide it to EFI. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline of the project. Month 1 marks the start of the project and all deadlines should be related to this starting date.
 |

**Deliverables Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Deliverable No | Deliverable Name | WP No | Lead Participant | Due Date(month number) | Description  |
| D1.1 |  |  |  |  |  |
| D2.1 |  |  |  |  |  |

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| --- |
| *Resources and capacity*  |
| * Describe the team composition (names along with a short description of their work — 100/150 words per individual).
* In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.
* Complementarity of the participants and extent to which the consortium (if applicable) brings together the necessary expertise
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| ***Risk management*** |
| * Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them in accordance with the Risk Management table below.
* Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.
 |

 **Risk Management Table**

|  |  |  |  |
| --- | --- | --- | --- |
| Risk No | Description | WP No | Proposed risk-mitigation measures |
| 1 |  |  |  |
| 2 |  |  |  |

###  BUDGET

|  |
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| The budget should indicate *(in 1-2 pages)* the total cost (in EUR) per participant for implementing the project and its activities in accordance with the Budget table below. Indirect/overhead costs must not be included. Personnel Cost Total -column must equal the effort in person months multiplied by the average personnel cost per person month. You can add or delete the rows as required before the final TOTAL row. |

**Budget Table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Effort (Person months —PM) | Average Personnel Cost per PM (€) | Personnel Cost Total (€) | Travel Costs (€) | Equipment (€) | Other Goods & Services (€) | Total Costs (€) |
| Participant 1 |   |   |   |   |  |  |  |
| Participant 1 personnel costs explanation |  |
| Participant 1 travel costs explanation |  |
| Participant 1 equipment costs explanation |  |
| Participant 1 other goods & services costs explanation |  |
| Participant 2 |   |  |  |   |   |   |   |
| Participant 2 personnel costs explanation |  |
| Participant 2 travel costs explanation |  |
| Participant 2 equipment costs explanation |  |
| Participant 2 other goods & services costs explanation |  |
| Participant 3 |   |   |   |   |   |   |   |
| Participant 3 personnel costs explanation |  |
| Participant 3 travel costs explanation |  |
| Participant 3 equipment costs explanation |  |
| Participant 3 other goods & services costs explanation |  |
| **TOTAL** |  |  |  |  |  |  |  |