**APPLICATION FORM (PART B)**

European Forest Institute Grant Process

**G-07-2024**

**Characterization of European forest disturbances**

**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 five sections (and their sub-sections as included in the proposal template):

1. Abstract
2. Excellence
3. Implementation
4. Budget

To ensure a proper evaluation of your project, please make sure that all the (sub-) sections of the template are completed.

The overall page limit for this part B of the application form is 12 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 total page limit, the excess pages will not be part of the evaluation.

 The instructions and guidance section of this form should be excluded from the submitted application.

 There is guidance provided on how the Application Form should be filled section by section.

**PART B: TECHNICAL DESCRIPTION**

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| *Instruction: Sections B.1, B.2, and B.3 should together fit on one page* |

* 1. **PARTICIPANTS**

|  |
| --- |
| *Instruction: Please add/delete rows as required* |

|  |  |  |
| --- | --- | --- |
| Role (coordinator/participant) | Full name of the organisation | Country |
|  |  |  |
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|  |  |  |
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* 1. **PROJECT**

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| *Instruction:** *Indicate which lot (European region) the proposed project is addressing. Only one region may be selected*
* *The European region applicable to an Application may be changed by the Evaluation committee if designated wrongly by the Applicant.*
* *Indicate which topic(s) the proposed project is addressing. At least one topic must be indicated*
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|  |  |
| --- | --- |
| Project name: |  |
| Project acronym: |  |
| Lot | Lot 1: North Europe |  |
| Lot 2: Central Europe |  |
| Lot 3: South Europe |  |
|  |  |
|  |  |

* 1. **ABSTRACT**

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| *Instruction: 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.* |

* 1. **EXCELLENCE**

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| *Instruction: Section B.4 should fit on two and a half pages* |

**B.4.1 Objectives**

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| *Instruction:** *This section should be max 0.5 page*
* *Describe the objectives of your proposed project*
* *Describe why the objectives are pertinent to the call. Are they measurable and verifiable? Are they realistically achievable?*
 |

**B.4.2 Methodology**

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| *Instruction:** *This section should be max 1 page.*
* *This section should be presented as a narrative. The detailed tasks and work packages are described below under ‘Implementation’.*
* *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.*
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**B.4.3 Spatial design**

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| *Instruction:** *This section should be max 1 page.*
* *Describe how spatial design that considers representativeness and scalability will be addressed*
* *This section should be presented as a narrative. The detailed tasks and work packages are described below under ‘Implementation’.*
 |

* 1. **IMPLEMENTATION**

**B.5.1 Overview of work packages**

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| *Instruction:** *This section should be max 1 page.*
* *Include a brief presentation of the overall structure of the work plan, incl. list of work packages, the timing of the different work packages, their components and how they inter-relate (e.g., Pert chart).*
* *Use the project month numbers instead of calendar months. Month 1 is always the start of the project.*
 |

**Table B.5.1: List of work packages**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work package No** | **Work Package Title** | **Lead Participant** | **Person-Months** | **Start Month** | **End month** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**B.5.2 Descriptions of work packages and activities**

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| *Instruction:** *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 (as specified in section B.4.1) to which the work package is linked and expected results.*
* *Refer to, but do not repeat, the methodology defined in section B.4.2.*
* *The number of work packages should be limited and proportionate to the scale and complexity of the project. 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 max. length for each WP table is 1.5 page*
* *The work packages must be inserted in consecutive order.*
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**Table B.5.2: Work Package descriptions**

|  |  |
| --- | --- |
| WP No. [1] | WP Name |
| Objectives and results |
|  |
| Activities and division of work |
| * + 1. [Task Name] (Participant X, Participant Y, etc.):

Description…(including link to the deliverables)* + 1. [Task Name] (Participant X, Participant Y, etc.):

Description…(including link to the deliverables) |

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| *Instruction: Sections B.5.3, B.5.4, and B.5.5 should together fit on max. two pages* |

**B.5.3 Overview of deliverables**

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| *Instruction:** *List all the deliverables in the deliverables table B.5.3 below, with a maximum of two deliverables per WP*
* *Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include 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 submit 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.*
 |

**Table B.5.3: List of deliverables**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DeliverableNo | Deliverable Name | WPno | Lead Participant | Due Date (month number) | Description |
| D1.1 |  |  |  |  |  |
| D2.1 |  |  |  |  |  |

**B.5.4 Resources and capacity**

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| *Instruction:** *Describe the team composition (names, gender and 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*
 |

**B.5.5 Risk management**

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| *Instruction:** *Briefly describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them in Risk Management table B.5.3 below.*
* *Indicate for each risk: the likelihood that the risk will materialize and its severity (high, medium, low), even after taking into account the mitigating measures.*
 |

**Table B.5.5: Risk Management Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| RiskNo | Brief description | Likelihood (high, medium, low) | Severity (high, medium, low) | Affected WP No | Proposed risk-mitigation measures |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

**B.6 BUDGET**

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| *Instruction:* * *The budget should indicate (max. 1 page) the total cost (in EUR) per participating organization (participant) for implementing the project and its activities in accordance with the Budget table below.*
* *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.*
* *Overhead costs cannot be included in the budget*
 |

**Table B.6.1: Budget Table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Effort (Person months—PM) | Average Personnel Cost perPM (€) | Personnel Cost Total (€) | TravelCosts (€) | 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 costsexplanation |  |
| Participant 2 |  |  |  |  |  |  |  |
| Participant 2 personnel costs explanation |  |
| Participant 2 travel costs explanation |  |
| Participant 2 equipment costs explanation |  |
| Participant 2 other goods & services costsexplanation |  |
| Participant 3 |  |  |  |  |  |  |  |
| Participant 3 personnel costs explanation |  |
| Participant 3 travel costs explanation |  |
| Participant 3 equipment costs explanation |  |
| Participant 3 other goods & services costsexplanation |  |
| TOTAL |  |  |  |  |  |  |  |

**B.7 References**

|  |
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| *Instruction: This optional section provides space for listing scientific references used in the proposal (max. 0.5 page)* |