



BIO-BASED INDUSTRIES
Joint Undertaking
www.bbi-europe.eu

Bio-based Industries JU

Guide for Applicants

Research and Innovation Actions (RIA)

Innovation Actions (IA; Flagship and DEMO)

Coordination and Support Actions (CSA)

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About this document

This document is the Guide for Applicants for the single stage submission

As a general rule, the infrastructure used for submission and evaluation of proposals will be those foreseen for Horizon 2020 calls.

Note that this Guide is based on the rules and conditions foreseen in the BBI JU annual Work Plan and rules for submission and evaluation of proposals, which are accessible through the Research Participant Portal.

The Guide does not in itself have legal value, and thus does not supersede those documents.

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Definitions used throughout this Guide

Action: is the proposed project.

Beneficiaries are the members of the project consortium and are signatories to the Grant Agreement. They take complete responsibility for executing the proposed action.

Coordinator is the beneficiary that is taking the lead in the preparation and submission of the proposal as the "proposal coordinator". For a given proposal, the coordinator acts as the single point of contact between the participants and the BBI JU.

Associated Countries means third countries that are associated to Horizon 2020

The latest information on which countries are associated, or in the process of association to Horizon 2020 can be found in the online manual:

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/international-cooperation_en.htm

Other Countries are countries which are neither EU Member States nor associated to Horizon 2020 (Associated Countries). Some of these countries appear in the list of countries receiving funding, provided in part A of the general annexes to the Horizon 2020 work programme.

Budget: is the total eligible cost, plus the estimated cost of participants that are non eligible for funding, calculated according to the H2020 model, incurred by the consortium for the implementation of an action.

Funding: refers to the BBI JU financial contribution to cover the eligible costs, or part of it, incurred by the consortium. It is made available by the BBI JU through call for proposals.

Eligible costs: are costs that comply with the Horizon 2020 Rules for Participation.

Large industry: refers to industries that cannot be classified as small and medium size enterprises according to the European Commission Recommendation of 6 of May 2003 (2003/361/EC)

1. CALLS FOR PROPOSALS PUBLISHED BY THE BIO-BASED JOINT UNDERTAKING

1.1. What is the Bio-based Industries Joint Technology Initiative?

One of the main targets of Horizon 2020, the Framework Programme for Research and Innovation covering the period 2014-2020, is to strengthen European industry through actions supporting research and innovation across a range of industrial sectors. In particular, it provides for the creation of public-private partnerships that will contribute to tackling some of the key challenges Europe is facing.

Bio-based industries are industries, which use renewable biological resources for the production of bio-based products and biofuels. Production usually takes place in biorefineries. They give rise to new value chains, linking previously unrelated primary producers and industries, thus opening new opportunities for a wide range of established players.

On 6 May 2014, the Council adopted the Regulation setting up the Bio-based Industries Joint Undertaking (hereafter “BBI JU”). This initiative will run until 31 December 2024.

The main focus of this JTI is on the transformation of non-edible parts of plants (e.g. wood, agricultural and forestry residues) and biodegradable wastes into bio-based products and biofuels.

The objectives of the proposed JTI on bio-based industries are to:

- contribute to develop a more resource efficient and sustainable low carbon economy and increase economic growth and employment, particularly in rural areas, by developing sustainable and competitive bio based industries in Europe based on advanced biorefineries that source their biomass sustainably, and in particular to:
- demonstrate technologies that enable new chemical building blocks, new materials, and new consumer products from European biomass which replace the need for fossil based inputs;
- develop business models that integrate economic actors along the whole value chain from supply of biomass to biorefinery plants to consumers of bio based materials, chemicals and fuels, including via the creation of new cross sector interconnections and support to cross industry clusters; and
- set up flagship biorefinery plants that deploy the technologies and business models for bio based materials, chemicals and fuels and demonstrate cost and performance improvements to levels that are competitive with fossil based alternatives.

The BBI JU is a public-private partnership between:

- The European Union, represented by the European Commission
- The Bio-based Industries Consortium (BIC)



BIC is an association established in 2012 to represent the private sector partners in the JU. It is host to a unique mix of sectors that currently include agriculture, agro-food, technology providers, forestry pulp and paper, chemicals, energy and end-users. With close to 250 (full and associated) members including large companies, SMEs, SME clusters, RTO, universities, technology platforms and associations spread across Europe, BIC brings together an authoritative pool of cross-sector and multidisciplinary expertise in the field of bio-based industries. Further information on the composition of BIC can be found at: www.biconsortium.eu

Overall the European Union will contribute EUR 975 million to the BBI JU to cover administrative and operational costs to carry out the actions financed by the BBI JU. The industry via BIC will make a total contribution of at least EUR 2730 million. Contributions from BIC include the sharing of the administrative costs of the BBI JU, in-kind contributions in projects, and EUR 182,5 million in financial contribution to the operational costs. It also includes contributions from BIC of at least EUR 1 755 million in additional activities; these are activities outside the work plan contributing to the wider objectives of the BBI Initiative.

General information on the BBI JU can be found at: www.bbi-europe.eu

More details on the setting-up of the BBI JU are described in the Council Regulation (EU) No 560/2014 of 6 May 2014 establishing the Bio-based Industries Joint Undertaking

1.2. Calls for Proposals: How does it work?

The BBI JU follows the rules of the European Union's Horizon 2020 framework programme (H2020).

Calls for proposals are published to support Coordination and Support actions, Research and Innovation actions and Innovation actions, in line with the provisions foreseen in the BBI JU annual Work Plan

Proposals must be submitted electronically using the electronic submission service of the European Commission accessible from the relevant call page on the Participant Portal. Each proposal must include the administrative details of the participants (Part A) and a description of the activities to be carried out during the lifetime of the project (Part B), using the specific templates available on the Participant Portal. Proposals must be submitted according to the procedure and before the strictly-enforced deadline defined in the call text.

The BBI JU staff organises the evaluation of eligible proposals. The basis for this evaluation is a peer-review carried out by independent experts selected from the Horizon 2020 experts' database. The selection is performed on a competitive basis whilst ensuring excellence, transparency and equal treatment of all proposals.

Annex 1 of this document provides an overview of the timetable and specific information for the 201 call.

Annex 2 provides details on the evaluation criteria and procedures applied for this call.

Annexes 3 and 4 contain the essential information to guide applicants through the mechanics of preparing and submitting a proposal. Before drafting a proposal, make sure that you have the correct documentation. You must also refer to the call text which provides a detailed description of the objectives and topics that are open for proposals and will describe the wider context of research activities in this area.

2. ABOUT THE FUNDING SCHEMES

2.1. General

This Guide provides a description of the different actions scheduled for the call: Research and Innovation Actions, Innovation Actions - "Demonstration" actions and Coordination and Support actions.

BBI JU is a public-private partnership aiming at increasing investments in the development of a sustainable bio-based industry in Europe; therefore, the objective is to have a relevant and meaningful involvement of industry partners in the projects.

In order to estimate the leverage effect of the BBI initiative the proposals will provide information on the industry own contributions in actions and, where applicable, on any other additional investments¹ envisaged that can contribute to reaching the overall objectives of the action in particular and of the BBI JU in general.

Industry own contributions refer to costs incurred by the industry partners in the consortium to implement the action, less the contribution of the BBI JU and any other Union contribution. The costs of implementing actions are calculated according to Horizon 2020 Rules for Participation². This information will be included in the budget table (part A of the proposal).

2.2. Who can participate and who can receive funding?

Participation:

Participation in a proposal requires the existence of a legal entity. "Legal entity" means any natural person, or any legal person created and recognised as such under national law, Union law or international law, which has legal personality and which may, acting in its own name, exercise rights and be subject to obligations. A legal entity can be a so-called "natural person" (e.g. Mrs. Smith) or a "legal person" (e.g. National Institute for Research). Depending on the type of action, a proposal may involve one or several participant(s). An entity which does not have legal personality under the applicable national law shall be

¹ See point 2.1 (pag.33 of these guidelines) about how to provide information in the proposal about additional investments.

² direct costs and 25% of direct costs as indirect costs (overheads), independent of whether these are considered eligible costs (as in Innovation actions, where industries costs are eligible for reimbursement) or not (as in Research and Innovation Actions and Coordination and Support Action, where according to the BBI regulation, large industry contributions are not eligible for funding)

considered as being assimilated to a legal entity provided that the conditions set out in Article 131(2) of Regulation (EU, Euratom) No 966/2012 and Article 198 of Regulation (EU) No 1268/2012 are complied with.

For the purposes of the BBI JU calls, two different types of organisations are eligible and distinguished according to their sector:

- Academic sector;
- Non-academic sector.

Before applying, each organisation has to register and is automatically classified in one of the two sectors on the basis of the Participant Identification Code (PIC)³ assigned during the validation process. Organisations are considered as belonging to the academic sector if they have been assigned to one of the three categories mentioned below:

- Public or private higher education establishments awarding academic degrees;
- Public or private non-profit research organisations whose primary mission is to pursue research;
- International European Interest Organisations⁴.

All other organisations are by default non-academic and include private enterprises (like SMEs⁵), non-profit or charitable organisations (e.g. NGOs, trusts), etc.

Each organisation has to register only once through the Participant Portal.

Any legal entity, regardless of its place of establishment, or international organisation may participate in a BBI JU project provided that the conditions laid down in the Rules for Participation/Work Plan have been met.

Eligibility for funding:

1. In the frame of a project, the following are eligible for BBI JU funding:

³ Legal entities having a valid PIC number under FP7 maintain their PIC in H2020. The details of all validated organisations are stored in a Unique Registration Facility (URF). For the confirmation and, if necessary, revision of the data stored in the URF, the Commission asks each organisation to nominate a Legal Entity Appointed Representative (LEAR). The LEARs can view their organisations' legal and financial data online and ask for corrections and changes through the Participant Portal.

⁴ 'International European Interest Organisation' is defined in the Rules for Participation as: "an international organisation, the majority of whose members are Member States or Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe". Regulation of the European Parliament and of the Council laying down the rules for the participation and dissemination in 'Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020)'. <http://ec.europa.eu/programmes/horizon2020/en/official-documents>.

⁵ SMEs mean micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003.

- a) any legal entity established in a Member State or associated country, or created under Union law;
- (b) any international European interest organisation;
- (c) any legal entity established in a third country identified in the Horizon 2020 Work Programme.

2. In the case of a participating international organisation or in the case of a participating legal entity established in a third country, neither of which being eligible for funding according to paragraph 1, funding from the BBI JU may be granted provided that at least one of the following conditions is fulfilled:

- (a) the participation is deemed essential for carrying out the action according to the BBI JU;

*“Their participation may be deemed **essential for carrying out the action** by the BBI JU in particular because it provides:*

- *outstanding competence/expertise*
- *access to research infrastructure*
- *access to particular geographical environments*
- *access to data.* “

- (b) such funding is provided for under a bilateral scientific and technological agreement or any other arrangement between the Union and the international organisation or, for entities established in third countries, the country in which the legal entity is established.

Part A of the General Annexes to the Horizon 2020 Work Programme on List of countries and applicable rules for funding applies mutatis mutandis for the actions covered by this Work Plan with the following derogation for Coordination and Support actions (CSA) and Research and Innovation Actions (RIA):

By way of derogation from Article 10(1) of Regulation (EU) No 1290/2013, with regard to the Bio-Based Industries Joint Undertaking only the following participants shall be eligible for funding from the Bio-Based Industries Joint Undertaking for actions in the area of bio-based industries other than innovation actions:

- (a) small and medium-sized enterprises;
- (b) secondary and higher education establishments;
- (c) non-profit legal entities, including those carrying out research or technological development as one of their main objectives;
- (d) the Joint Research Centre;
- (e) international European interest organisations.

For more information on the List of countries and applicable rules for funding, please refer to part A of the general annexes to the Horizon 2020 work programme:



http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016-2017/annexes/h2020-wp1617-annex-ga_en.pdf

For further details and additional examples please also see the BBI FAQ 2017⁶

2.3. The actions

The Bio-based Industries Joint Undertaking is responsible for the implementation of open calls for proposals for Research and Innovation Actions, Innovation Actions, as well as Coordination and Support Actions, in line with the H2020 rules for participation.

2.3.1 Research and Innovation actions

Definition

They are actions primarily consisting of activities aiming to establish new knowledge and/or to explore the feasibility of a new or improved technology, product, process, service or solution. For this purpose they may include basic and applied research, technology development and integration, testing and validation on a small-scale prototype in a laboratory or simulated environment. Projects may contain closely connected but limited demonstration or pilot activities aiming to show technical feasibility in a near to operational environment.

Context

BBI JU research and innovation actions are industry-driven and aim at filling the gaps in technological innovations. R&I projects focus on the development of specific technologies and concepts needed to realise the value chains, demonstrating the principles in pilot installations. As such, they may include basic and applied research, technology development and integration, testing and validation on a small-scale prototype in a laboratory or simulated environment.

The projects should contribute to strengthening the competitiveness of the European bio-based industries, and facilitating the emergence of new markets and sustainable and green products.

Ideally, large industries should provide own contributions to the projects that are commensurate with the BBI JU contribution. The commitment and financial contribution by industry may be relevant for the overall impact of the project proposal, and as such is considered under the evaluation of the impact criterion.

Size and resources

⁶ To be published on <https://www.bbi-europe.eu/participate/calls-proposals-2017>.



The consortium must be composed of at least three 'legal entities' established in at least three different Member States and/or Associated Countries. The entities must be independent of each other.

The size and scope can vary depending on the topic. The BBI JU promotes the involvement of SMEs in its activities. More detailed information is available in the topics description in the work plan.

Duration

Projects last typically up to 4 years.

Activities

The activities to be carried out in the context of Research and Innovation Actions include:

- research and technological development activities, reflecting the core activities of the project; these should aim at a significant advance beyond the established state-of-the-art
- management activities linking together all the project components and maintaining communications with the BBI JU
- other activities including dissemination and exploitation.

Financial Regime

Projects will be supported both by public funding (BBI JU contribution) as well as by own industry contributions from the project participants.

Large industries are not eligible for funding for Research and Innovation Actions according to the EC delegated Regulation establishing derogating from Regulation (EU) No 1290/2013 of the European Parliament and of the Council laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)". Industry own contributions refer to costs incurred in the implementation of the action not reimbursed by the BBI JU, or other Union, funding.

The total public financial contribution shall not give rise to profit (i.e. it will not exceed eligible costs) and should be supplemented by contributions from the industry partner(s) in the consortium, in line with the public private character of this initiative.

Large industries should indicate the amount of their own industry contribution in the budget proposal in the same format as that used for the H2020 model, i.e. their total direct costs plus 25% of direct costs as indirect costs (overheads).

More detailed information on costs can be found in the annotated Model Grant Agreement (http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

The indicative maximum budget committed by the JU is published in the Call fiche available on the Participant Portal and on the BBI JU website.

Example:

The description of the topic in the BBI JU annual Work Plan includes information on the expected project budget range.

In this example, it is considered that a budget between EUR 2 and 5 million would allow the specific challenge to be addressed appropriately.

The consortium includes 4 independent legal entities, 1 Research and Technical Organisation (RTO), 1 SME, 1 large industry and 1 university, based in 3 different MS, thus fulfilling the eligibility conditions for participation.

Participant	Country	(A) Direct personnel costs/€	(B) Other direct cost/€	(C) Direct costs of sub- contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Cost of in kind contribution not used in the beneficiaries' premises	(F) Indirect Costs/€ (=0.25(A+B- E))	(G) Special unit costs covering direct & indirect costs/€	(H) Total estimated [eligible] costs/€	(I) Reimb rate (%)	(J) Max grant (%)(=H*I)	(K) Requested grant/€
RTO	FI	400 000	300 000	0	0	0	175 000	0	875 000	100	875 000	875 000
LARGE INDUSTRY ⁷	IT	500 000	900 000	0	0	0	350 000	0	1 750 000	n.a	n.a	n.a
SME	IR	350 000	50 000	0	0	0	100 000	0	500 000	100	500 000	500 000
UNIVERSITY	ES	300 000	50 000	0	0	0	87 500	0	437 500	100	437 500	437 500
Total									3 562 500		1 812 500	1 812 500

The total project budget is €3,562,500 euros (total of direct costs + indirect costs). The budget per participant is: €875,000 for the RTO, €1,750,000 for the large industry, €500,000 for the SME and €437,500 for the university. According to the BBI JU rules only the SME, RTO and university partners are eligible for funding. In line with the H2020 rules, the funding rate is 100%.

Total grant requested is 100% of €1,812,500 (RTO + SME+ University) = €1,812,500.

Industry own contribution to the project is €1,750,000 (total costs not reimbursed by the BBI JU), which represents about 50% of the total budget.

2.3.2 Innovation actions

⁷ Large industries are not eligible for funding according to the derogation to the Rules for participation reflected in page 9 of these guidelines, but large industries still have to indicate the amount of their own industry contribution in the budget proposal following the H2020 model, i.e. their total direct costs plus 25% of direct costs as indirect costs (overheads).



Innovation actions are industry-driven and consist mainly of activities aiming at producing plans and arrangements or designs for new, altered or improved products, processes or services. They may include prototyping, testing, demonstrating, piloting, large-scale product validation and market replication.

Context

Innovation actions will address a whole value chain from feedstock sourcing to the market applications. The proposal should explain how potential bio-mass suppliers and customers will be involved. Innovation actions under this call /Guide for applicants cover "Demonstration" actions and "flagship" actions..

The consortium must be composed of at least three 'legal entities' established in at least three different Member States and/or Associated Countries. The entities must be independent of each other.

The size and scope can vary depending on the topic. The BBI JU promotes the involvement of SMEs in its activities. More detailed information is available in the topics description in the work plan.

The projects should contribute to strengthen the Bio-based industry in Europe, mobilise private investment and contribute to job growth.

Besides industry own contributions, additional investments may also be deployed, including by the large-industry members of the consortium. These are investments either at the implementation or exploitation phase- such as investments in infrastructures (e.g. to establish or to convert an existing plant), facilities, durable equipment as well as non-innovative processes by the consortium partners. Costs linked to additional investments are not reimbursed by the BBI JU and are accounted for according to the usual cost accounting practices of the participants contributing them. The additional investments are not included in the budget table (part A of the proposal) either as cost or as contribution, but are where applicable described in part B, under the 2.1.

In line with the objectives of the public private partnership as reflected in the Council Regulation setting up BBI JU, the industry own contribution and additional investment should aim to be commensurate with the BBI JU contributions.

Participants may request a lower grant than the one possible applying the funding rate, consequently increasing the level of their industry contributions in projects and balancing the BBI JU contribution, in line with the public-private character and objectives of this initiative.

Innovation actions – "Demonstration" actions aim to validate the technical and economic viability of a new or improved technology, product, process, service or solution in an operational environment. They contain mainly demonstrator activities corresponding to Technology Readiness Level (TRL) levels 6 to 7. The purpose of these value chain demonstration projects is to provide the backbone for subsequent flagships. Typical activities include validation of the technical and economic viability of a new or improved technology, product, process, service or solution in an operational environment. The establishment of a demo-scale production facility, being it a new installation, a substantially modified existing facility, or the use of existing

demo facilities is therefore mandatory. Related costs at the level of the action are eligible for Horizon 2020 funding only within the limits of the applicable Horizon 2020 rules for “demonstration and pilot” activities

Innovation actions – "Flagship" actions mainly include activities corresponding to TRL level 8. Flagships are the first units of value chains operating at an economically viable scale. **‘First’ means new at least to Europe or new at least to the application sector in question. Often such projects involve a validation of technical and economic performance at system level in real life operating conditions provided by the market.** Building and running such plants entails significantly higher costs and risks than demonstration plants because of the increased scale. Flagship projects⁸ support the deployment in the market of an innovation that has already been demonstrated but not yet applied/deployed in the market. As such for a flagship project clear evidence should be provided that the proposed process has been already validated at demonstration scale. A flagship shall address a complete value chain from procurement, growth and supply of feedstock material to the final product(s). It shall include the establishment of a large scale production facility, being it a new installation, a substantial modification of an existing facility, or reconversion of old or abandoned industrial facilities.

For flagship projects, a level of additional investment it is expected to commensurate with the commercial scale of the activities proposed.

Duration

Projects last typically 4-5 years.

Activities

The activities to be carried out in the context of Innovation Actions – "Demonstration" actions include:

- demonstration activities, focusing mainly on optimization of flows and cost reduction. Such demonstration activities could include engineering and testing operational conditions that have been identified at research and pilot scale to optimize productivity. Monitoring, data collection and analysis is considered critical during this phase;
- plant design, set-up and optimization of operations to reach the project objectives;
- management activities linking together all the project components and maintaining communications with the BBI JU;
- other activities including dissemination and exploitation.

The activities to be carried out in the context of innovation – Flagship actions include:

- plant design, set-up and optimization of operations to reach the project objectives;

⁸ Flagship action complies with the definition of H2020 market replication actions as described in Part D of the General Annexes of the H2020 Work Programme.

- an exploitation plan stating the activities to be performed to further increase the economic viability of their process, to prove market demand or include measures to increase market demand, to address consumer perception and to evaluate sustainability;
- management activities linking together all the project components and maintaining communications with the BBI JU;
- other activities including dissemination and exploitation.

Financial Regime

Projects will be supported by both public funding as well as industry own contributions from the project participants.

Industry own contributions refer to costs incurred the implementation of the action less the JU, or other Union, funding. Considering that for innovation actions the funding rate for industry partners is 70%, the remaining 30% will represent the minimum industry own contribution.

Example of a Flagship project

The description of the topic in the BBI JU annual Work Plan includes information on the expected project budget range.

In this example, it is considered that proposals with a total eligible budget of up to EUR 30 million would allow the specific challenge to be addressed appropriately.

The consortium in this example includes 4 independent legal entities, 1 Research and Technical Organisation (RTO, e.g. University), 2 large industrial partners, and 1 SME. The entities are based in 4 different Member States, thus fulfilling the eligibility conditions for participation.

Participant	Country	(A) Direct personnel costs/€	(B) Other direct cost/€	(C) Direct costs of sub- contracting/ €	(D) Direct costs of providing financial support to third parties/€	(E) Cost of in kind contribution not used in the beneficiaries' premises	(F) Indirect Costs/€ (=0.25(A+B -E)	(G) Special unit costs covering direct & indirect costs/€	(H) Total estimated eligible costs/€	(I) Reimbur- sement rate (%)	(J) Max grant (%)(=H*I)	(K) Requested grant/€
RTO	DE	2,100,000	1,000,000	0	0	0	775,000		3,875,000	100	3,875,000	3,875,000
LARGE INDUSTRY ⁹	NL	3,000,000	4,000,000	1,000,000	0	0	1,750,000		9,750,000	70	6,825,000	3,400,000
LARGE INDUSTRY ¹⁰	EL	2,500,000	5,000,000	0	0	0	1,875,000		9,375,000	70	6,562,500	3,100,000

⁹ Example of a large Industry requesting a lower grant than the one possible applying the maximum funding rate.

¹⁰ Example of a large Industry requesting a lower grant than the one possible applying the maximum funding rate.

SME	RO	2,800,000	2,000,000	800,000	0	0	1,200,000		6,800,000	70	4,760,000	4,760,000
TOTAL									29,800,000		22,022,500	15,035,000

The total project budget is € 29,800,000 (eligible direct costs + indirect costs). The total budget by participant is: € 3,875,000 for the university, € 9,750,000 for the 1st large industrial partner, € 9,375,000 for the 2nd large industrial partner, and € 6,800,000 for the SME. According to the Horizon 2020 rules, in innovation actions SME and large industrial partners can receive funding up to 70% of the total eligible costs, whereas the university (as non-profit organization) can receive funding up to 100% of the total eligible costs. The maximum grant possible is indicated in column J of the budget table, however the participants are free to request lower funding.

To balance the BBI JU financial contribution, both large industrial partners opt to request lower grants than the maximum allowed, as indicated in column K (requested grant), thus increasing the level of own industry contribution. For example 1st large industrial partner requested € 3,400,000 instead of € 6,825,000 maximum grant allowed, whereas 2nd large industrial partner requested € 3,100,000 instead of € 6,562,500 maximum grant allowed, thus increasing the level of own industry contributions within the project to 50% of the total eligible budget. Furthermore, the industry member will also contribute with additional investment of €30,000,000 to maximise the impact of the project. The additional investments are not included in the budget table (part A of the proposal), but are described in part B, under section 2.2 "Measures to maximise the impact".¹¹

In the above example the total investment realised by the consortium partners for the project, and which is not reimbursed by the BBI-JU is € 44,765,000, which includes € 14,765,000 consortium's own contributions and €30,000,000 in additional investments.

Note that the example above aims at illustrating how the funding mechanism is applied in projects and in order to maximise their impact. It does not preclude the possibility to submit proposals with different budget architecture, in particular with regard to the consortium contribution. Below you will find a table summarizing the main features of the different types of actions that are funded by the BBI JU.

Example of a demonstration project

The description of the topic in the BBI JU annual Work Plan includes information on the expected project budget range.

¹¹ During the evaluation, experts will assess the whole proposal concept including the 'Impact' (sub)criterion, which for Innovation Actions reads "the Extent to which consortium contribution, including additional investments will help maximising the impact of the action". For evaluation criteria see Annex II of this GfA.

In this example, it is considered that a total budget of up to EUR 15 million would allow the specific challenge to be addressed appropriately.

The consortium in the example includes 4 independent legal entities, 1 Research and Technical Organisation, 1 SME and 2 large industrial partners, based in 4 different MS, thus fulfilling the eligibility conditions for participation. In this example, one industrial partner is opting to request a lower grant than the one possible applying the funding rate. Other industrial participants ask for the reimbursement rate they are entitled to according to the Horizon 2020 rules for participation.

Participant	Country	(A) Direct personnel costs/€	(B) Other direct cost/€	(C) Direct costs of subcontracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Cost of in kind contribution not used in the beneficiaries' premises	(F) Indirect Costs/€ (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs/€	(H) Total estimated eligible costs/€	(I) Reimbursement rate (%)	(J) Max grant (%) (=H*I)	(K) Requested grant/€
RTO	DE	200 000	240 000	0	0	0	110 000		550 000	100	550 000	550 000
LARGE INDUSTRY ¹²	NL	2 500 000	6 000 000		0	0	2 125 000		10 625 000	70	7.437.500	4 872 500
LARGE INDUSTRY ¹³	EL	1 000 000	1 000 000				500 000		2 500 000	70	1 750 000	1 750 000
SME	RO	210 000	650 000	0	0	0	215 000		1 075 000	70	752 500	752 500
TOTAL									14 750 000		10 490 000	7 925 000

The total project budget is €14.750.000 (eligible direct + indirect costs). The budget by type of participant is: €1.075.000 for the SME, €550.000 for the RTO and €13.125.000 for the large industrial participants. According to Horizon 2020, for innovation actions SME and large industrial partners can receive a maximum funding of 70% of the total eligible costs, whereas the RTO (as a non-profit organisation) can receive a funding up to 100% of the total eligible costs. The maximum grant possible is indicated in column J of the budget table.

To balance the BBI JU contribution, one of the large industrial partners opts to request a lower grant than the maximum allowed (see requested grants in column K with €4.872.500 requested instead of €7.437.500 maximum grants allowed), thus increasing the level of consortium own contributions within the project to approximately 46% of the total budget.¹⁴

¹² Example of a large Industry requesting a lower grant than the one possible applying the maximum funding rate

¹³ Example of a large Industry requesting the grant possible applying the maximum funding rate

¹⁴ During the evaluation, experts will assess the whole proposal concept including the 'Impact' (sub)criterion, which for Innovation Actions reads "the Extent to which consortium contribution, including additional investments will help maximising the impact of the action". For evaluation criteria see Annex II of this GfA.

Note that the example above aims at illustrating how the funding mechanism is applied in projects. It does not preclude the possibility to submit proposals with different budget architecture, in particular in respect of the industry contribution.

Duration

Projects last typically 4-5 years.

Activities

The activities to be carried out in the context of innovation actions include:

- plant design, set-up and optimization of operations to reach the project objectives;
- an exploitation plan stating the activities to be performed to further increase the economic viability of their process, to prove market demand or include measures to increase market demand, to address consumer perception and to evaluate sustainability;
- management activities linking together all the project components and maintaining communications with the BBI JU;
- other activities including dissemination and exploitation.

2.3.3 Coordination and Support Actions

Definition

Coordination and Support Action means an action consisting primarily of accompanying measures such as standardisation, dissemination, awareness-raising and communication, networking, coordination or support services, policy dialogues and mutual learning exercises and studies, including design studies for new infrastructure, and may also include complementary activities of networking and coordination between programmes in different countries;

Purpose

The purpose of Coordination and Support actions is to address non-technological cross-sectorial challenges and support value chains through knowledge development (studies) and networking. Cross-cutting issues include cross-sectorial and critical elements which connect the different steps of the value chains, the different levels of innovation as well as the different stakeholders involved from the private and the public sector.

Activities

The activities to be carried out in the context of Coordination and Support Action include among others:

- Establishing new clusters and networks that aim to build new value chains which cut across existing value chains.
- An evaluation of existing standards and regulations across the sectors and value chains, in order to identify conflicts and barriers to growth, and to propose simple and applicable alternatives that facilitate investments in new value chains and products and increase the market uptake of bio-based products and processes.
- Identification of legislative barriers hampering cross-sectorial and across value chains integration of actors, in their efforts to establish new value chains utilising biomass in a cascaded manner. Special attention should be given to legislation governing the industrial use of biomass, for example waste legislation.
- Case studies on specific practical solutions for end-consumers, that cater to societal needs or concerns.
- Market surveys to measure progress in consumers' engagement, market-uptake of bio-based products and public acceptance of the socio-economic and environmental benefits of bio-based industries. Survey results should be used to adapt priorities and communication key messages.

Financial Regime

Projects will be supported both by public funding as well as by own industry contributions from the project participants.

Large industries are not eligible for funding according to the EC delegated Regulation establishing derogating from Regulation (EU) No 1290/2013 of the European Parliament and of the Council laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)".

Example of a Coordination and Support Action:

The description of the topic in the BBI JU annual Work Plan includes information on the expected project budget range.

In this example, it is considered that proposal with a total eligible budget of up to EUR 1 million would allow the specific challenge to be addressed appropriately.

The consortium includes 6 independent legal entities, 1 RTO, 2 SMEs (e.g. consultancies), 1 large industrial partner and 2 universities, based in 6 different MS, thus fulfilling the eligibility conditions for participation.

Participant	Country	(A) Direct personnel costs/€	(B) Other direct cost/€	(C) Direct costs of sub- contracting/ €	(D) Direct costs of providing financial support to third parties/€	(E) Cost of in kind contribution not used in the beneficiaries' premises	(F) Indirect Costs/€ (=0.25(A+B -E)	(G) Special unit costs covering direct & indirect costs/€	(H) Total estimate d (eligible) costs/€	(I) Reimb rate (%)	(J) Max grant (%)(=H*I)	(K) Requested grant/€
UNIVERSITY	EE	60,000	50,000	0	0	0	27,500	0	137,500	100	137,500	137,500
LARGE INDUSTRY ¹⁵	IE	50,000	0	0	0	0	12,500	n.a	62,500	n.a	n.a	n.a
SME	RO	200,000	100,000	0	0	0	75,000	0	375,000	100	375,000	375,000
SME	BE	110,000	50,000				40,000	0	200,000	100	200,000	200,000
RTO	FR	80,000	30,000				27,500	0	137,500	100	137,500	137,500
UNIVERSITY	CY	50,000	20,000	0	0	0	17,500	0	87,500	100	87,500	87,500
Total									1,000,000		937,500	937,500

The total project budget is € 1,000,000 euros (total of direct costs + indirect costs). The budget per type of participant is: € 137,500 for the RTO, € 62.500 for the large industrial partner¹⁶, € 575,000 for the SMEs and € 225,000 for the universities. According to the BBI JU rules only the SMEs, RTO and university partners are eligible for funding. In line with the H2020 rules, the funding rate is 100%. The maximum grant possible is indicated in column J of the budget table.

Size and resources

Unlike for other collaborative actions, Coordination and Support actions can be carried either by a single 'legal entity' or a consortium of 'legal entities'.

Duration

Project will typically last from 1 year up to 3 years.

¹⁵ Large industries are not eligible for funding according to the derogation to should but still they have to indicate the amount of their own industry contribution in the budget proposal following the H2020 model, i.e. their total direct costs plus 25% of direct costs as indirect costs (overheads)

¹⁶ Large industrial partners being BIC members are expected to provide in cash contributions, which should be described in the Part B of the proposal, not in the budget table of part A.

Table: Summary of the indicated features of the various types of actions.

Type of action	Description	Indicative duration	Funding rates	Eligibility
Coordination and Support Action	Accompanying measures (standardisation, dissemination, policy dialogues etc.) no research	1- 3 years	100%	Minimum conditions for participation: Possible only 1 legal entity Eligibility for funding: Only SMEs, secondary and higher education establishments, non-profit legal entities, the JRC, international European interest organisations can request funding
Research and Innovation Actions	Actions primarily consisting of activities aiming at establishing new knowledge and/or to explore the feasibility of a new or improved technology, product, process, service or solution to specific value chain technological barriers. The impact for the whole value chain must be clearly shown. For this purpose they may include basic and applied research, technology development and integration, testing and validation on a small-scale prototype in a laboratory or simulated environment (up to TRL 5).	Up to 4 years	100%	Minimum conditions for participation: At least 3 legal entities, established in a different MS or AC and independent of each other Eligibility for funding: Only SMEs, secondary and higher education establishments, non-profit legal entities, the JRC, international European interest organisations can



				request funding
Innovation actions	<p>Actions primarily consisting of activities directly aiming at producing plans and arrangements or designs for new, altered or improved products, processes or services. For this purpose they may include prototyping, testing, demonstrating, piloting, large-scale product validation and market replication. Innovation Actions will address a whole value chain from feedstock sourcing to the market applications</p> <p><u>Demonstration actions</u> aim at validating the technical and economic viability of a new or improved technology, product, process, service or solution in an operational environment. It shall include the establishment of a demo-scale production facility in Europe, being it a new installation, substantial modification of an existing facility, or use of existing demo facilities. Demonstration projects cover TRL 6-7.</p>	4-5 years	70% Exception: the eligible costs of non-profit beneficiaries/ linked third parties may be reimbursed at 100%	<p>Minimum conditions for participation: At least 3 legal entities, established in a different MS or AC and independent of each other</p> <p>Eligibility for funding: Standard Horizon 2020 conditions for funding applies</p>

2.4 Ethical principles

Activities funded by the BBI JU must respect the fundamental ethical principles of the H2020 framework programme, including those reflected in the Charter of Fundamental Rights of the European Union. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals. An ethics review of proposals will be organised by the BBI JU staff if appropriate.

The ethics review is part of the European Commission's overall 'H2020 ethics appraisal scheme' (i.e. the global approach on ethics issues as developed under the responsibility of the DG RTD Ethics Department). Ethics checks and audits on the recipients must normally be carried out by the BBI JU. The European Commission must be informed at least 30 days in advance; and may decide to carry out the ethic audits itself (or together with the BBI JU) and the ethic checks together with the BBI JU.

1.1. The European Commission must be informed of the result of ethics checks and audits concerning human embryonic (hESC) or other significant research integrity issues requiring an in depth assessment by ethics experts. In this case, the European Commission may undertake an in-depth examination of the case if necessary with the help of an external expert panel and address binding recommendations to the JU.

1.2. Ethics checks on the JU: The European Commission will carry out ethics checks on the BBI JU, in order to verify the quality of the ethics appraisal system in place.

1.3. Selection and briefing of the ethics experts: The list of ethics experts is drawn up annually by the DG RTD Ethics Department. (If the list is adapted during the year, the update will be sent to the ethics contact point of the JU). The material for the standard briefing of ethics experts is supplied by DG RTD Ethics Department (and should be adapted, if necessary).

1.4. Ethics review: the JU carries out the ethics pre-screening, the ethics screening and the ethics assessment of proposal. These procedures must be equivalent to those of the European Commission. For proposals involving hESC, the JU will request the DG RTD Ethics Department to perform the ethics assessment.

Annexes

- Annex 1 Timetable and Specific Information for the Call 2017
- Annex 2 Evaluation Criteria and Procedures to be applied for this Call
- Annex 3 Instructions for Completing "Part A" of the Proposal in the Electronic Submission Services
- Annex 4 Instructions for Drafting "Part B" of the Proposal
- Annex 5 Part B Template

Annex 1 – Timetable and Specific Information for this Call

The BBI JU annual Work Plan provides the legal information for submitting a proposal to this call. It describes the content of the topics to be addressed and details on how it will be implemented. The BBI JU annual Work Plan is available on the Participant Portal call page including the conditions for the call. Please consult this document.

Indicative timetable for the call

Publication date: 11-04-2017¹⁷

Deadline: 07-09-2017¹⁸ 17:00:00 (Brussels local time) - (single stage call)

Indicative budget: 81 Million Euros of public funding^{19 20 21}

Estimated value of the in kind contributions by the members other than the Union or their constituent entities (BIC): Minimum 40.0 Million Euros

Publication of call	11-04-2017
Deadline for submission of proposals	07-09-2017 at 17:00:00, Brussels local time ²²
Evaluation of proposals	October – November 2017
Information on the outcome of the evaluation	Between December 2017 and February 2018
Indicative date for the signing of grant agreements	May 2018

Further information and help

The Participant Portal call page contains links to other sources that you may find useful in preparing and submitting your proposal.

Call Information

- *Participant Portal call page and BBI JU annual Work Plan*
(<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>)

¹⁷ The BBI JU Executive Director may decide to open the call up to one month prior to or after the envisaged date of opening.

¹⁸ The BBI JU Executive Director may delay this deadline by up to two months.

¹⁹ In case the budget of a given line cannot be consumed (totally or partially) the corresponding budget will be allocated to the topics under the other budget lines

²⁰ This figure does not include the € 0,5 million financial contribution by the members other than the Union to the BBI JU operational costs.

²¹ Subject to the adoption of the European Commission Financing Decision 2017 for the Bio-based industries Joint Undertaking; subject to the availability of the appropriations provided for in the Union draft budget for 2017 after the adoption of the budget for 2017 by the budgetary authority.

²² The BBI JU Executive Director may delay this deadline by up to two months.

- *Rules for participation*
(http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html)
- *General Guide to the submission and evaluation process*
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf

General Sources of Help

- *BBI JU website:* www.bbi-europe.eu
- *The European Commission's Horizon 2020 Enquiry service:*
<http://ec.europa.eu/research/enquiries>
- *National Contact Points:*
http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html
- *How to register your organisation*
<http://ec.europa.eu/research/participants/portal/page/myorganisations>

Specialised and Technical Assistance

- *Submission Service Help Desk:* DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu
<http://ec.europa.eu/research/participants/api/contact/index.html>
- *IPR help desk:* <https://www.iprhelpdesk.eu>

Annex 2 – Evaluation Criteria and Procedures to be applied for this Call

1. General

Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are independent, impartial and objective, and behave in a professional manner. In addition, an independent observer will be appointed to observe and report on the evaluation process. The observer gives independent advice to the BBI JU on the conduct and fairness of the evaluation sessions, on the way evaluation criteria are applied by the experts and provides recommendations on how to improve the evaluation procedures. The observer will not express views on the proposals under examination or on the experts' opinions on the proposals.

Proposals are submitted in a single stage and evaluated in one step by the experts against all evaluation criteria.

Conflicts of interest: under the terms of the expert contract, all experts must declare beforehand any conflict of interest and must immediately inform the responsible BBI JU staff member if one becomes apparent during the course of the evaluation. The BBI JU staff will take whatever action is necessary to remove any conflict of interest.

Confidentiality: the expert contract also requires experts to maintain strict confidentiality with respect to the whole evaluation process. They must follow any instruction given by the BBI JU to ensure this. Under no circumstance may an expert attempt to contact an applicant on his/her own account, either during the evaluation or afterwards.

2. Before the evaluation

Once received by the BBI JU, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process. Eligibility criteria for each proposal are also checked by BBI JU staff before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

For this call a proposal will only be considered eligible if it meets the standard eligibility conditions set out in the Work Plan and the call text, in particular:

- It is received by the BBI JU before the deadline given in the call fiche;
- It involves at least the minimum number and types of participants as mentioned in the BBI JU annual Work Plan and it is complete (i.e. the requested administrative forms in Part A and the proposal description in Part B are both present);
- The content of the proposal relates to the funding scheme(s), including any special conditions set out in the relevant parts of the work plan.

Page limits per section are applicable to Part B of the proposal, as indicated in the template shown in the Annex 5 of this Guide.

Proposals must be prepared respecting these limits. Experts will be instructed to disregard any excess pages.

3. Award criteria

Each proposal will be assessed independently by at least three independent experts chosen by the BBI JU from the pool of experts taking part in this evaluation.

The proposal will be evaluated against the specific evaluation criteria weighting factors set out in the work plan.

Type of action	Excellence	Impact	Quality and efficiency of the implementation
Coordination and Support Actions (CSA)	<p>Clarity and pertinence of the objectives;</p> <p>Soundness of the concept and, credibility of the proposed methodology;</p> <p>Quality of the proposed coordination and/or support measures.</p>	<p>The extent to which the outputs of the project would contribute to each of the expected impacts mentioned in the work plan under the relevant topic;</p> <p>Quality of the proposed measures to:</p> <ul style="list-style-type: none"> • Exploit and disseminate the project results (including management of IPR), and to manage research data where relevant. • Communicate the project activities to different target audiences 	<p>Quality and effectiveness of the work plan, including extent to which the resources assigned to work packages are in line with their objectives and deliverables;</p> <p>Appropriateness of the allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfil that role.</p> <p>Complementarity of the participants and extent to which the consortium as whole brings together the necessary expertise (if relevant);</p> <p>Appropriateness of the management structures and procedures, including risk and innovation management;</p>
Research and Innovation Actions (RIA)	<p>Clarity and pertinence of the objectives;</p> <p>Soundness of the concept and,</p>	<p>The extent to which the outputs of the project would contribute to each of</p>	<p>Quality and effectiveness of the work plan, including extent to which the resources assigned to</p>

	<p>credibility of the proposed methodology;</p> <p>Extent that the proposed work is beyond the state of the art, and demonstrates innovation potential (e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organisational models)</p> <p>Appropriate consideration of interdisciplinary approaches and, where relevant, use of stakeholder knowledge.</p>	<p>the expected impacts mentioned in the work plan under the relevant topic;</p> <p>Any substantial impacts not mentioned in the work plan, that would enhance innovation capacity, create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society;</p> <p>Quality of the proposed measures to:</p> <ul style="list-style-type: none"> • Exploit and disseminate the project results (including management of IPR), and to manage research data where relevant. • Communicate the project activities to different target audiences <p>Extent to which the proposed consortium own contribution will help maximising the impact of the action.</p>	<p>work packages are in line with their objectives and deliverables;</p> <p>Appropriateness of the management structures and procedures, including risk and innovation management</p> <p>Complementarity of the participants and extent to which the consortium as whole brings together the necessary expertise (if relevant);</p> <p>Appropriateness of the allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfil that role.</p>
Innovation	Clarity and pertinence	The extent to which	Quality and effectiveness

<p>Actions (IA)</p>	<p>of the objectives;</p> <p>Soundness of the concept and, credibility of the proposed methodology;</p> <p>Coverage of the value chain (raw materials, equipment and technology suppliers and end-users);</p> <p>Extent that the proposed work is beyond the state of the art, and demonstrates innovation potential (e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organisational models) Appropriate consideration of interdisciplinary approaches and, where relevant, use of stakeholder knowledge.</p>	<p>the outputs of the project would contribute to each of the expected impacts mentioned in the work plan under the relevant topic;</p> <p>Any substantial impacts not mentioned in the work plan, that would enhance innovation capacity, create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society;</p> <p>Quality of the proposed measures to:</p> <ul style="list-style-type: none"> • Exploit and disseminate the project results (including management of IPR), and to manage research data where relevant. • Communicate the project activities to different target 	<p>of the work plan, including extent to which the resources assigned to work packages are in line with their objectives and deliverables;</p> <p>Appropriateness of the management structures and procedures, including risk and innovation management</p> <p>Appropriateness of the allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfil that role.</p> <p>Complementarity of the participants and extent to which the consortium as whole brings together the necessary expertise (if relevant);</p> <p>Soundness of the business case and business plan;</p> <p>Readiness of the technology for the implementation of the pilot phase, demonstration or flagship²³.</p>
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²³ Applicants should demonstrate the readiness of the technology for the implementation of the pilot phase. In particular, for flagships applicants must demonstrate that by the time of the submission of their application they have been operating relative demonstration scale plants at a significant production capacity (justification shall be provided in the proposal).

		<p>audiences</p> <p>Extent to which the proposed consortium own contribution will help maximising the impact of the action</p>	
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Experts will evaluate on the basis of the criteria "excellence", "impact" and "quality and efficiency of the implementation"

Unless otherwise specified in the call conditions:

(a) Evaluation scores will be awarded for the criteria, and not for the different aspects listed in the table above. For full proposals, each criterion will be scored out of 5. The threshold for Excellence and Implementation criteria will be 3, whereas for the impact criterion the threshold will be 4. The overall threshold, applying to the sum of the three individual scores, will be 11.

(b) For Innovation actions, to determine the ranking, the score for the criterion 'impact' will be given a weighting of 1.5.

Evaluation scores will be awarded for each of the three criteria (and not for each single element of the criteria). However, these elements are considered by the experts in the assessment of the criteria.

Each criterion will be scored out of 5. The scoring table is the following:

0 -	The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information
1 -	Poor. The criterion is inadequately addressed or there are serious inherent weaknesses.
2 -	Fair. The proposal broadly addresses the criterion but there are significant weaknesses.
3 -	Good. The proposal addresses the criterion well but with a number of shortcomings.
4 -	Very good. The proposal addresses the criterion very well but with a small number of shortcomings.
5 -	Excellent. The proposal successfully addresses all relevant aspects of the criterion in question; any shortcomings are minor.

4. Evaluation process

As detailed in the General Guide to the submission and evaluation process

(http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf) the evaluation process includes three phases:

Phase 1 — Individual evaluation

Phase 2 — Consensus group

Phase 3 — Panel review;

Annex 3 – Instructions for Completing "Part A" of the Proposal in the Electronic Submission Services

Proposals for this call must be submitted electronically, using the Electronic Submission Services of the European Commission accessible from the call page on the Participant Portal.

In Part A the applicant will be asked for administrative details and information on the secondments that will be used in the evaluation and further processing of the proposal. Part A constitutes an integral part of the proposal. Details of the work the applicant intends to carry out will be described in Part B (see Annex 5 of this guide).

The Electronic Submission Service provides guidance on how to complete the Part A, which includes the following sections:

- Section 1: General information about the proposal (including the abstract)
- Section 2: Data on participating organisations
- Section 3: Budget
- Section 4: Ethics table
- Section 5: Call specific questions:

Annex 4 – Instructions for Drafting "Part B" of the Proposal

This annex provides guidelines for drafting *Part B*. Part B presents all important aspects of the work planned and it will enable the experts to perform their assessment of the proposal against the evaluation criteria (see Annex 2 of this Guide).

1. General information

A Word version of the submission template can be downloaded from the Electronic Submission Services of the European Commission. Applicants must ensure that proposals conform to this layout and to the instructions given in this Guide for Applicants.

Additional information as indicated in the BBI JU annual Work Plan must be provided to determine the capacity of each participant organisation, as requested in section 4:

- A description of the profile of the people who will be primarily responsible for carrying out the proposed work;
- A description of any significant infrastructure or any major items of technical equipment, relevant to the proposed work;
- A description of any partner organisations that are not represented as beneficiaries, but who will nonetheless be contributing towards the work.

The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers). Ensure that the font chosen is clearly readable (e.g. Arial or Times New Roman).

Literature references should be listed in the dedicated paragraph 5.

Part B of the proposal carries as a header to each page the proposal acronym and the scheme. All pages should also be numbered in a single series on the footer of the page to prevent errors during handling. It is recommended to use the numbering format "Part B - Page X of Y".

2. Scientific misconduct

In line with the Horizon 2020 Rules for Participation, appropriate action will be taken against any applicants found to have misrepresented, fabricated or plagiarised any part of their proposal.

Annex 5a – Part B Template for Coordination and Support Actions

Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion for a full proposal.

 **Page limit:** For full proposals, the cover page, and sections 1, 2 and 3, together should not be longer than 50 pages. All tables in these sections must be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

If you attempt to upload a proposal longer than the specified limit, before the deadline you will receive an automatic warning, and will be advised to shorten and re-upload the proposal. After the deadline, any excess pages will be overprinted with a 'watermark', indicating to evaluators that these pages must be disregarded.

Please do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

COVER PAGE

Title of Proposal

List of participants

Participant No *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

* Please use the same participant numbering as that used in the administrative proposal forms.

Table of Contents

1. Excellence

Your proposal must address a BBI JU annual Work Plan topic for this call for proposals.

⚠ This section of your proposal will be assessed only to the extent that it is relevant to that topic.

1.1 Objectives

- Describe the specific objectives for the project²⁴, which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project (see section 2).
- Explain the industrial/economic/social/regulatory problem to overcome, that has not yet been solved / offered and can be solved / offered through your coordination and support project and how this relates to the BBI JU annual Work Plan topic;

²⁴ The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation.

- Explain also how your solution solves the stated problem

1.2 Relation to the BBI JU annual Work Plan

- Indicate the BBI JU annual Work Plan topic to which your proposal relates, and explain how your proposal addresses the specific challenge and scope of that topic, as set out in the BBI JU annual Work Plan.

1.3 Concept and methodology, quality of the coordination and support measures

- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved;
- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project;
- Describe and explain the overall methodology.
- Where relevant, describe how sex and/or gender analysis is taken into account in the project's content.

 *Sex and gender refer to biological characteristics and social/cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to http://ec.europa.eu/research/swafs/gendered-innovations/index_en.cfm?pg=home*

2. Impact

2.1 Expected impacts

 *Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.*

- Describe how your project will contribute to:
 - the expected impacts set out in the BBI JU annual Work Plan, under the relevant topic;
- Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)

2.2 Measures to maximise impact

a) Dissemination and exploitation of results

- Provide a draft 'plan for the dissemination and exploitation of the project's results' (unless the BBI JU annual Work Plan topic explicitly states that such a

plan is not required). The plan, which should be proportionate to the scale of the project, should contain measures to be implemented both during and after the project.

 *Dissemination and exploitation measures should address the full range of potential users and uses including research, commercial, investment, social, environmental, policy making, setting standards, skills and educational training.*

 Your plan for the dissemination and exploitation of the project's results is key to maximising their impact. This plan should describe, in a concrete and comprehensive manner, the area in which you expect to make an impact and who are the potential users of your results. Your plan should also describe how you intend to use the appropriate channels of dissemination and interaction with potential users.

- Explain how the proposed measures, including consortium contributions, will help to achieve the expected impact of the project.
- Explain how industry engagement in the action will contribute to the exploitation and deployment of results.

 Your plan should give due consideration to the possible follow-up of your project, once it is finished. Its exploitation could require additional investments, wider testing or scaling up. Its exploitation could also require other pre-conditions like regulation to be adapted, or value chains to adopt the results, or the public at large being receptive to your results *The approach to innovation should be as comprehensive as possible, and must be tailored to the specific technical, market and organisational issues to be addressed.*

 *You will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project's results.*

 *The appropriate structure of the consortium to support exploitation is addressed in section 3.3.*

- Outline the strategy for **knowledge management and protection**. Include measures to provide **open access** (free on-line access, such as the 'green' or 'gold' model) to peer-reviewed scientific publications which might result from the project²⁵.

 *Open access publishing (also called 'gold' open access) means that an article is immediately provided in open access mode by the scientific publisher. The associated costs are usually shifted away from readers, and instead (for example) to the university or research institute to which the researcher is affiliated, or to the funding agency supporting the research.*

 *Self-archiving (also called 'green' open access) means that the published article or the final peer-reviewed manuscript is archived by the researcher -*

²⁵ Open access must be granted to all scientific publications resulting from Horizon 2020 actions. Further guidance on open access is available in the H2020 Online Manual on the Participant Portal.

or a representative - in an online repository before, after or alongside its publication. Access to this article is often - but not necessarily - delayed ('embargo period'), as some scientific publishers may wish to recoup their investment by selling subscriptions and charging pay-per-download/view fees during an exclusivity period.

b) Communication activities

- Describe the proposed communication measures for promoting the project and its findings during the period of the grant. Measures should be proportionate to the scale of the project, with clear objectives. They should be tailored to the needs of various audiences, including groups beyond the project's own community. Where relevant, include measures for public/societal engagement on issues related to the project.

3. Implementation

3.1 Work plan — Work packages, deliverables

Please provide the following:

- brief presentation of the overall structure of the work plan;
- timing of the different work packages and their components (Gantt chart or similar);
- detailed work description, i.e.:
 - a description of each work package (table 3.1a);
 - a list of work packages (table 3.1b);
 - a list of major deliverables (table 3.1c);
- graphical presentation of the components showing how they inter-relate (Pert chart or similar).

⚠ *Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. Include details of the resources to be allocated to each work package. The number of work packages should be proportionate to the scale and complexity of the project.*

⚠ *You should give enough detail in each work package to justify the proposed resources to be allocated and also quantified information so that progress can be monitored, including by the Commission.*

⚠ *You are advised to include a distinct work package on 'management' (see section 3.2) and to give due visibility in the work plan to 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages.*

⚠ *You will be required to include an updated (or confirmed) 'plan for the dissemination and exploitation of results' in both the periodic and final reports. (This does not apply to topics where a draft plan was not required.) This should include a record of activities related to dissemination and exploitation that have been*

undertaken and those still planned. A report of completed and planned communication activities will also be required.



Definitions:

'Work package' means a major sub-division of the proposed project.

'Deliverable' means a distinct output of the project, meaningful in terms of the project's overall objectives and constituted by a report, a document, a technical diagram, a software etc.

3.2 Management structure structures and procedures

- Describe the organisational structure and the decision-making (including a list of milestones (table 3.2a));

Definitions:

'Milestones' means control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development.

- Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project;
- Describe, where relevant, how effective innovation management will be addressed in the management structure and work plan;

 *Innovation management is a process which requires an understanding of both market and technical problems, with a goal of successfully implementing appropriate creative ideas. A new or improved product, service or process is its typical output. It also allows a consortium to respond to an external or internal opportunity.*

- Describe any critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. Please provide a table with critical risks identified and mitigating actions (table 3.2b).

3.3 Consortium as a whole

 *The individual members of the consortium are described in a separate section 4. There is no need to repeat that information here.*

- Describe the consortium. How will it match the project's objectives? How do the members complement one another (and cover the value chain, where appropriate)? In what way does each of them contribute to the project? How will they be able to work effectively together?
- If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.3).

- **Other countries:** If one or more of the participants requesting EU funding is established in a country that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in the General Annex A on List of countries of the Horizon 2020 work programme referred to in the BBI JU annual Work Plan are automatically eligible for EU funding), explain why the participation of the entity in question is essential to carrying out the project

3.4 Resources to be committed

 Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the administrative proposal forms, and the number of person/months, shown in the detailed work package descriptions.

Please provide the following:

- a table showing number of person/months required (table 3.4a)
- a table showing 'other direct costs' (table 3.4b) for participants where those costs exceed 15% of the personnel costs (according to the budget table in section 3 of the administrative proposal forms)
- summary of consortium partners own contributions .
- Summary and cost of the additional investments (where appropriate)

Table 3.1a: Work package description

For each work package:

Work package number		Start Date or Starting Event						
Work package title								
Participant number								
Short name of participant								
Person/months per participant:								

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

Deliverables (brief description and month of delivery)

Table 3.1b: List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
				Total months		

Table 3.1c: List of Deliverables

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date

KEY

Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>.

For example, deliverable 4.2 would be the second deliverable from work package 4.

Type:

Use one of the following codes:

- R: Document, report (excluding the periodic and final reports)
- DEM: Demonstrator, pilot, prototype, plan designs
- DEC: Websites, patents filing, press & media actions, videos, etc.
- OTHER: Software, technical diagram, etc.

Dissemination level:

Use one of the following codes:

- PU = Public, fully open, e.g. web
- CO = Confidential, restricted under conditions set out in Model Grant Agreement
- CI = Classified, information as referred to in Commission Decision 2001/844/EC.

Delivery date

Measured in months from the project start date (month 1)

Table 3.2a: List of milestones

Milestone number	Milestone name	Related work package(s)	Estimated date	Means of verification

<p>KEY</p> <p>Estimated date <i>Measured in months from the project start date (month 1)</i></p> <p>Means of verification <i>Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype that is 'up and running'; software released and validated by a user group; field survey complete and data quality validated.</i></p>
--

Table 3.2b: Critical risks for implementation

Description of risk	Work package(s) involved	Proposed risk-mitigation measures

Table 3.4a: Summary of staff effort

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	WPn	WPn+1	WPn+2	Total Person/ Months per Participant
Participant Number/Short Name				
Participant Number/ Short Name				
Participant Number/ Short Name				
Total Person/Months				

Table 3.4b: ‘Other direct cost’ items (travel, equipment, other goods and services, large research infrastructure)

Please complete the table below for each participant if the sum of the costs for ‘travel’, ‘equipment’, and ‘goods and services’ exceeds 15% of the personnel costs for that participant (according to the budget table in section 3 of the proposal administrative forms).

Participant Number/Short Name	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		

Please complete the table below for all participants that would like to declare costs of large research infrastructure under Article 6.2 of the General Model Agreement²⁶, irrespective of the percentage of personnel costs. Please indicate (in the justification) if the beneficiary’s methodology for declaring the costs for large research infrastructure has already been positively assessed by the Commission.

Participant Number/Short Name	Cost (€)	Justification
Large research infrastructure		

²⁶ Large research infrastructure means research infrastructure of a total value of at least EUR 20 million, for a beneficiary. More information and further guidance on the direct costing for the large research infrastructure is available in the H2020 Online Manual on the Participant Portal.

4. Members of the consortium

This section is not covered by the page limit.

The information provided here will be used to judge the operational capacity.

4.1. Participants (applicants)

Please provide, for each participant, the following (if available):

- a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal;
- a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;
- a list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;
- a list of up to 5 relevant previous projects or activities, connected to the subject of this proposal;
- a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;

4.2. Third parties²⁷ involved in the project (including use of third party resources)

Please complete, for each participant, the following table (or simply state "No third parties involved", if applicable):

Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)	Y/N
<i>If yes, please describe and justify the tasks to be subcontracted</i>	
Does the participant envisage that part of its work is performed by linked third parties ⁷	Y/N
<i>If yes, please describe the third party, the link of the participant to the third party, and describe and justify the foreseen tasks to be performed by the third party</i>	
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	Y/N

²⁷ A third party that is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action. (see relevant articles Model Grant Agreement).

If yes, please describe the third party and their contributions

5. Ethics Issues

This section is not covered by the page limit.

All research activities in Horizon 2020 should respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union.²⁸ These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals.

Research ethics is of crucial importance for all scientific domains. Informed consent and confidentiality are as important for a sociological study as they are for clinical research.

All proposals considered for funding will be submitted to an Ethics Review. The Ethics Review is the core of the H2020 Ethics Appraisal scheme, which concerns all proposals and projects, and also includes the Ethics Checks and Ethics Audit that can be initiated during the project implementation.

In this context, please be aware that it is the applicants' responsibility to identify any potential ethics issues, to handle the ethics aspects of their proposal, and to detail how they plan to address them.

If you have entered any ethics issues in the ethics issues table in Part A of the proposal, you must submit an ethics self-assessment. For more details, please refer to the Ethics Self-Assessment Guidelines under Horizon 2020.²⁹

Your self-assessment must:

1) Describe how the proposal meets the national legal and ethics requirements of the country or countries where the tasks raising ethics issues are to be carried out.

Should your proposal be selected for funding, you will be required to provide the following documents, if they are already in your possession:

- The ethics committee opinion required under national law
- The document that is mandatory under national law notifying activities raising ethics 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).

²⁸ Charter of Fundamental Rights of the European Union, 2000/C 364/01. See also http://www.europarl.europa.eu/charter/default_en.htm

²⁹ The Ethics Self-Assessment Guidelines under Horizon 2020 is available on the Participant Portal

If you plan to request these documents specifically for your proposed project, your request must contain an explicit reference to its title.

2) Explain in detail how you intend to address the issues in the ethics 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, misuse use, etc).

Annex 5b – Part B Template for Research and Innovation Actions (RIA) and Innovation Actions (IA)

Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion for a full proposal.

 **Page limit:** For full proposals, the cover page, and sections 1, 2 and 3, together should not be longer than 70 pages. All tables in these sections must be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

If you attempt to upload a proposal longer than the specified limit, before the deadline you will receive an automatic warning, and will be advised to shorten and re-upload the proposal. After the deadline, any excess pages will be overprinted with a 'watermark', indicating to evaluators that these pages must be disregarded.

Please do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

COVER PAGE

Title of Proposal

List of participants

Participant No *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

* Please use the same participant numbering as that used in the administrative proposal forms.

Table of Contents

1. Excellence

Your proposal must address a BBI JU annual Work Plan topic for this call for proposals.

⚠️ This section of your proposal will be assessed only to the extent that it is relevant to that topic.

1.1 Objectives

- Describe the specific objectives for the project³⁰, which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project (see section 2).
- Explain the industrial/economic/social problem to overcome, or the business opportunity to be taken advantage of, that has not yet been solved / offered and can be solved / offered through your innovation business project and how this relates to the BBI JU annual Work Plan topic;
- Explain also how your solution solves the stated problem or avails of the business opportunity

1.2 Relation to the BBI JU annual Work Plan

- Indicate the BBI JU annual Work Plan topic to which your proposal relates, and explain how your proposal addresses the specific challenge and scope of that topic, as set out in the BBI JU annual Work Plan.

1.3 Concept and methodology

a) Concept

- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved. Identify any inter-disciplinary considerations and, where relevant, use of stakeholder knowledge;
- Describe the positioning of the project e.g. where it is situated in the spectrum from 'idea to application', or from 'lab to market'. Refer to Technology Readiness Levels where relevant. (See [General Annex G of the work programme](#) referred to from the BBI JU annual Work Plan);
- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project;

(b) Methodology

- Describe and explain the overall methodology, distinguishing, as appropriate, activities indicated in the relevant section of the work programme, e.g. for research, demonstration, piloting, first market replication, etc;

³⁰ The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation.

- Where relevant, describe how sex and/or gender analysis is taken into account in the project's content.

⚠ *Sex and gender refer to biological characteristics and social/cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to http://ec.europa.eu/research/swafs/gendered-innovations/index_en.cfm?pg=home*

1.4 Ambition

- Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious. Your answer could refer to the ground-breaking nature of the objectives, concepts involved, issues and problems to be addressed, and approaches and methods to be used.
- Describe the innovation potential which the proposal represents, clearly explaining how this would contribute to advancing beyond the state-of-the-art. Where relevant, refer to products and services already available on the market. Please refer to the results of any patent search carried out.
- Describe how the proposal covers the whole value chain (raw materials, equipment and technology suppliers and end-users);

2. Impact

2.1 Expected impacts

⚠ *Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.*

- Describe how your project will contribute to:
 - each of the expected impacts mentioned in the BBI work plan, under the relevant topic;
 - any substantial impacts not mentioned in the work programme, that would enhance innovation capacity; create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society
- Describe any barriers/obstacles, and any framework conditions (such as regulation, standards, public acceptance, workforce considerations, financing of follow-up steps, cooperation of other links in the value chain), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)
- Describe and provide an estimate of any additional investment being made as part of the industrial context of the action and which may contribute to increasing the impact and reaching the objectives of the action in particular and the BBI JU objectives in general. These are investments either at the implementation or

exploitation phase- such as investments in infrastructures, facilities, durable equipment as well as non-innovative processes by the consortium partners

2.2 Measures to maximise impact

a) Dissemination and exploitation of results

- Provide a draft 'plan for the dissemination and exploitation of the project's results' (unless the BBI JU annual Work Plan topic explicitly states that such a plan is not required). For innovation actions describe a credible path to deliver the innovations to the market. The plan, which should be proportionate to the scale of the project, should contain measures to be implemented both during and after the project.

 *Dissemination and exploitation measures should address the full range of potential users and uses including research, commercial, investment, social, environmental, policy making, setting standards, skills and educational training.*

 *Your plan for the dissemination and exploitation of the project's results is key to maximising their **impact**. This plan should describe, in a concrete and comprehensive manner, the **area** in which you expect to make an impact and **who** are the potential users of your results. Your plan should also describe **how** you intend to use the appropriate channels of dissemination and interaction with potential users.*

 *Consider the full range of potential users and uses, including research, commercial, investment, social, environmental, policy-making, setting standards, skills and educational training where relevant.*

 *Your plan should give due consideration to the possible **follow-up** of your project, once it is finished. Its exploitation could require additional investments, wider testing or scaling up. Its exploitation could also require other pre-conditions like regulation to be adapted, or value chains to adopt the results, or the public at large being receptive to your results.*

- Explain how the proposed measures, including consortium contributions, will help to achieve the expected impact of the project.
- Explain how industry engagement in the action will contribute to the exploitation and deployment of results.

-

 *You will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project's results.*

 *The appropriate structure of the consortium to support exploitation is addressed in section 3.3.*

- Outline the strategy for **knowledge management and protection**. Include measures to provide **open access** (free on-line access, such as the 'green' or 'gold' model) to peer-reviewed scientific publications which might result from the project³¹.

⚠️ *Open access publishing (also called 'gold' open access) means that an article is immediately provided in open access mode by the scientific publisher. The associated costs are usually shifted away from readers, and instead (for example) to the university or research institute to which the researcher is affiliated, or to the funding agency supporting the research.*

⚠️ *Self-archiving (also called 'green' open access) means that the published article or the final peer-reviewed manuscript is archived by the researcher - or a representative - in an online repository before, after or alongside its publication. Access to this article is often - but not necessarily - delayed ('embargo period'), as some scientific publishers may wish to recoup their investment by selling subscriptions and charging pay-per-download/view fees during an exclusivity period*

b) Communication activities

- Describe the proposed communication measures for promoting the project and its findings during the period of the grant. Measures should be proportionate to the scale of the project, with clear objectives. They should be tailored to the needs of various audiences, including groups beyond the project's own community. Where relevant, include measures for public/societal engagement on issues related to the project.

3. Implementation

3.1 Work plan — Work packages, deliverables and milestones

Please provide the following:

- brief presentation of the overall structure of the work plan;
- timing of the different work packages and their components (Gantt chart or similar);
- detailed work description, i.e.:
 - a description of each work package (table 3.1a);
 - a list of work packages (table 3.1b);
 - a list of major deliverables (table 3.1c);
- graphical presentation of the components showing how they inter-relate (Pert chart or similar).

³¹ Open access must be granted to all scientific publications resulting from Horizon 2020 actions. Further guidance on open access is available in the H2020 Online Manual on the Participant Portal.

- For RIA projects, the proposal should indicate how the developments will contribute to the creation of new biobased value chains;
- For innovation projects
 - the proposal should include a detailed business plan justified by a thorough business case (details can be provided in the Technical Annex Section 4-5). The business case should cover:
 - The business need or requirement and option to best address it;
 - Analysis of the benefits and costs of the options;
 - Recommendations regarding the preferred option;
 - Risk identification and mitigation strategy;
 - Implementation strategy.

The business plan should provide information on:

- Sales Forecast
- Personnel Plan
- Profit & Loss Statement
- Cash Flow Statement
- Balance Sheet
- A description of the business
- Applicants should demonstrate the readiness of the technology for the implementation of the pilot phase. In particular, for flagships applicants must demonstrate that by the time of the submission of their application they have been operating relative demonstration scale plants at a significant production capacity (justification shall be provided in the proposal). The proposal should include a detailed description of the existing facility/plant which will be used for the implementation of the project and/or information on the level of investment (including where relevant the description of the additional investments not funded by the BBI-JU) foreseen for the establishment of the large scale production facility- being it a new installation, a substantial modification of an existing facility, or reconversion of old or abandoned industrial facilities- where the proposed work will be carried out. For instance, the proposal could include commitment letters of the financial partners investing in the plant (Board of the company and other financiers, e.g. bank) that they would invest providing that the BBI JU project is granted.
- The proposal should include an exploitation plan stating the activities to be performed to further increase the economic viability of their process, to prove market demand or include measures to increase market demand, to address consumer perception and to evaluate sustainability;

 *Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. Include details of the resources to be allocated*

to each work package. The number of work packages should be proportionate to the scale and complexity of the project.

⚠ You should give enough detail in each work package to justify the proposed resources to be allocated and also quantified information so that progress can be monitored, including by the Commission.

⚠ You are advised to include a distinct work package on 'management' (see section 3.2) and to give due visibility in the work plan to 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages.

⚠ You will be required to include an updated (or confirmed) 'plan for the dissemination and exploitation of results' in both the periodic and final reports. (This does not apply to topics where a draft plan was not required.) This should include a record of activities related to dissemination and exploitation that have been undertaken and those still planned. A report of completed and planned communication activities will also be required.



Definitions:

'Work package' means a major sub-division of the proposed project.

'Deliverable' means a distinct output of the project, meaningful in terms of the project's overall objectives and constituted by a report, a document, a technical diagram, a software etc.

'Milestones' means control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development.

3.2 Management structure and procedures

- Describe the organisational structure and the decision-making (including a list of milestones (table 3.2a))
- Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project.
- Describe, where relevant, how effective innovation management will be addressed in the management structure and work plan.
 Innovation management is a process which requires an understanding of both market and technical problems, with a goal of successfully implementing appropriate creative ideas. A new or improved product, service or process is its typical output. It also allows a consortium to respond to an external or internal opportunity.
- Describe any critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. Please provide a table with critical risks identified and mitigating actions (table 3.2b)

3.3 Consortium as a whole

The individual members of the consortium are described in a separate section 4. There is no need to repeat that information here.

- Describe the consortium. How will it match the project's objectives? How do the members complement one another (and cover the value chain, where appropriate)? In what way does each of them contribute to the project? How will they be able to work effectively together?
- If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.3).
- **Other countries:** If one or more of the participants requesting EU funding is established in a country that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in the General Annex A on List of

countries of the Horizon 2020 work programme referred to in the BBI JU annual Work Plan are automatically eligible for EU funding), explain why the participation of the entity in question is essential to carrying out the project

3.4 Resources to be committed

⚠ Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the administrative proposal forms, and the number of person/months, shown in the detailed work package descriptions.

Please provide the following:

- a table showing number of person/months required (table 3.4a)
- a table showing 'other direct costs' (table 3.4b) for participants where those costs exceed 15% of the personnel costs (according to the budget table in section 3 of the administrative proposal forms)
- summary of consortium partners own contributions .
- Summary and cost of the additional investments (where appropriate – see table below)

Entity	Activity	Contribution to the BBI JU objectives	Estimated private investment (M€)	Estimated value public investment (M€)1	Other EU funding received

Table 3.1a: Work package description

For each work package:

Work package number		Start Date or Starting Event						
Work package title								
Participant number								
Short name of participant								
Person/months per participant:								

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

Deliverables (brief description and month of delivery)

Table 3.1b: List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
				Total months		

Table 3.1c: List of Deliverables

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date

KEY

Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>.

For example, deliverable 4.2 would be the second deliverable from work package 4.

Type:

Use one of the following codes:

- R: Document, report (excluding the periodic and final reports)
- DEM: Demonstrator, pilot, prototype, plan designs
- DEC: Websites, patents filing, press & media actions, videos, etc.
- OTHER: Software, technical diagram, etc.

Dissemination level:

Use one of the following codes:

- PU = Public, fully open, e.g. web
- CO = Confidential, restricted under conditions set out in Model Grant Agreement
- CI = Classified, information as referred to in Commission Decision 2001/844/EC.

Delivery date

Measured in months from the project start date (month 1)

Table 3.2a: List of milestones

Milestone number	Milestone name	Related work package(s)	Estimated date	Means of verification

<p>KEY</p> <p>Estimated date <i>Measured in months from the project start date (month 1)</i></p> <p>Means of verification <i>Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype that is 'up and running'; software released and validated by a user group; field survey complete and data quality validated.</i></p>
--

Table 3.2b: Critical risks for implementation

Description of risk	Work package(s) involved	Proposed risk-mitigation measures

Table 3.4a: Summary of staff effort

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	WPn	WPn+1	WPn+2	Total Person/ Months per Participant
Participant Number/Short Name				
ParticipantNumber/ Short Name				
Participant Number/ Short Name				
Total Person/Months				

Table 3.4b: ‘Other direct cost’ items (travel, equipment, other goods and services, large research infrastructure)

Please complete the table below for each participant if the sum of the costs for ‘travel’, ‘equipment’, and ‘goods and services’ exceeds 15% of the personnel costs for that participant (according to the budget table in section 3 of the proposal administrative forms).

Participant Number/Short Name	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		

Please complete the table below for all participants that would like to declare costs of large research infrastructure under Article 6.2 of the General Model Agreement³², irrespective of the percentage of personnel costs. Please indicate (in the justification) if the beneficiary’s methodology for declaring the costs for large research infrastructure has already been positively assessed by the Commission.

Participant Number/Short Name	Cost (€)	Justification
Large research infrastructure		

³² Large research infrastructure means research infrastructure of a total value of at least EUR 20 million, for a beneficiary. More information and further guidance on the direct costing for the large research infrastructure is available in the H2020 Online Manual on the Participant Portal.

4. Members of the consortium

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The information provided here will be used to judge the operational capacity.

4.1. Participants (applicants)

Please provide, for each participant, the following (if available):

- a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal;
- a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;
- a list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;
- a list of up to 5 relevant previous projects or activities, connected to the subject of this proposal;
- a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;

4.2. Third parties³³ involved in the project (including use of third party resources)

Please complete, for each participant, the following table (or simply state "No third parties involved", if applicable):

Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)	Y/N
<i>If yes, please describe and justify the tasks to be subcontracted</i>	
Does the participant envisage that part of its work is performed by linked third parties?	Y/N
<i>If yes, please describe the third party, the link of the participant to the third party, and describe and justify the foreseen tasks to be performed by the third party</i>	
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	Y/N
<i>If yes, please describe the third party and their contributions</i>	

³³ A third party that is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action. (see relevant articles Model Grant Agreement).

5. Ethics Issues

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All research activities in Horizon 2020 should respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union.³⁴ These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals.

Research ethics is of crucial importance for all scientific domains. Informed consent and confidentiality are as important for a sociological study as they are for clinical research.

All proposals considered for funding will be submitted to an Ethics Review. The Ethics Review is the core of the H2020 Ethics Appraisal scheme, which concerns all proposals and projects, and also includes the Ethics Checks and Ethics Audit that can be initiated during the project implementation.

In this context, please be aware that it is the applicants' responsibility to identify any potential ethics issues, to handle the ethics aspects of their proposal, and to detail how they plan to address them.

If you have entered any ethics issues in the ethics issues table in Part A of the proposal, you must submit an ethics self-assessment. For more details, please refer to the Ethics Self-Assessment Guidelines under Horizon 2020.³⁵

Your self-assessment must:

1) Describe how the proposal meets the national legal and ethics requirements of the country or countries where the tasks raising ethics issues are to be carried out.

Should your proposal be selected for funding, you will be required to provide the following documents, if they are already in your possession:

- The ethics committee opinion required under national law
- The document that is mandatory under national law notifying activities raising ethics issues or authorising such activities

³⁴ Charter of Fundamental Rights of the European Union, 2000/C 364/01. See also http://www.europarl.europa.eu/charter/default_en.htm

³⁵ The Ethics Self-Assessment Guidelines under Horizon 2020 is available on the Participant Portal

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).

If you plan to request these documents specifically for your proposed project, your request must contain an explicit reference to its title.

2) Explain in detail how you intend to address the issues in the ethics 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).