



UNIVERSITÀ
DEGLI STUDI
FIRENZE

PROPOSAL TEMPLATE

Page limit: 20 pages (excluding bibliography and the individual description of the research units). The reference font for the body text is Times New Roman. The minimum font size allowed is 12 points. Standard character spacing and a minimum of single line, all margins (top, bottom, left, right) should be at least 2,5 cm



FIRST PAGE

Title of the proposal:

Research unit¹:

Participant No.	Name and Surname	Department	SSD
1 Coordinator			
2 Operating unit manager			
3			

Specify the name of a permanent researcher or of a professor of I or II level involved in the coordination/participation in the project with the related SSD (see article 3 of the call):

.....

Type of project and topic to which the project refers within the Horizon Europe program, relevance of the project to the thematic priorities of the PNR 2021-2027:

.....

Main ERC panels, scientific sector (SSD) of the project:

.....

.....

Keywords (Max. 5)

.....

.....

.....

¹ The research unit consist only of temporary researchers (RTD) included in the proposal and temporary staff (research contracts) recruited with project funds.

At the project presentation stage, under this category, names (which must instead be indicated in the financial reports) cannot be indicated as it is necessary to make a public selection for the recruitment of the “research contracts”.



DESCRIPTION OF THE PROPOSAL

1. Quality (max 8 pages)

1.1 Objectives

- Describe the overall and specific objectives for the project, 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.

1.2 Relation of the project with the Horizon Europe themes and with the thematic priorities of PNR 2021-2027

- Indicate the type of project and the themes within the Horizon Europe program and within the thematic priorities of the PNR 2021-2027 to which your proposal relates, and explain how your proposal addresses the specific challenge.

1.3 Concept and methodology

- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved. Identify any inter-disciplinary considerations;
- Describe, where relevant, 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 of Horizon Europe (TRL).
- 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 general approach and methodology.
- Describe how the gender dimension is an integral part of the research, if relevant.

1.4 Ambition

- Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious, with reference to the pioneering nature of the objectives, concepts, issues and problems faced and the methodology used.



- Describe the innovation potential which the proposal represents. Where relevant, refer to products and services already available on the market. Please refer to the results of any patent search carried out.

2. Impact (max 2 pages)

2.1 Expected impact

- Describe how your project will contribute to:
 - Obtain the expected results according to the provisions of the Horizon Europe reference topic;
 - Improve the innovative capacity and the achievement of new knowledge and, where relevant, to propose innovative solutions;
 - Any other significant environmental and social impact (if not previously described)

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”;
- Show how the proposed measures will help to achieve the expected impact of the project;
- As relevant, include information on how the participants will manage the research data generated and/or collected during the project;
- 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 project.

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 different target audiences, including groups beyond the project’s own community.

3. Implementation (max 10 pages)

3.1 Work plan - Work packages, deliverables² (max 7 pages)

² Definitions:



- 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 major deliverables (table 3.1b);
- Graphical presentation of the components showing how they inter-relate (Pert chart or similar).

3.2 Research group³ (max 2 pages)

- Describe the research group a) how will it match the project's objectives, b) how do the research units complement one another;
- Include a table with the breakdown of the person months needed to achieve the project objectives (table 3.2);

3.3 Resources to be committed (max 1 page)

- Provide a brief description of the costs necessary for carrying out the project (table 3.3 and 3.4).

³ 'Work package': a group of related tasks within a project.

'Deliverable': a tangible or intangible good or service produced as a result of a project (eg. reports, publications, softwares, etc.).

³ It is specified that the individual description of the research units is foreseen in section 4.



Tables 3.1a: List of Work packages⁴

For each WP: 1 p. max

Work package No	
Work package Title	
Start month	
End month	

Objectives

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

Participant No	Man-months
1	
2	
3	

Deliverables (brief description and month of delivery)

⁴ The maximum number of Work packages for each proposal is 4.



Table 3.1b: List of Deliverables

Deliverable (number)	Deliverable name	Work package number	Participant number	Type	Dissemination level	Delivery date (in months)

KEY

Deliverable numbers in order of delivery dates. Please use the numbering convention <WPnumber>.<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

CI = Classified, information as referred to in Commission Decision 2001/844/EC

Delivery date

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



Tables for section 3.2 Summary of staff effort

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

	WP 1	WP 2	WP 3	WP 4	Total Person/Months per Participant ⁵
Participant Number					
Participant Number					
Participant Number					
Total Person Months					

Tabella 3.3: Project costs of 1 year (from 1/1/2024 to 31/12/2024)

Partecipants	A	B	C	D	Total cost of the project
1					
2					
3					
Total					

Tabella 3.4: Project costs of 2 year (dal 1/1/2025 al 31/12/2025)

Partecipants	A	B	C	D	Total cost of the project
1					
2					
3					
Total					

⁵ Specify the number of PM of the Temporary Researchers (RTD) and Research Contracts involved in the WP.



DESCRIPTION OF COST ITEMS

- A) Staff:** only costs related to finance or cofinance research contract staff in accordance with L. 79/2022, and “research fellows” in accordance with art. 22 L.240/2010. Only costs incurred up to the deadline of the project will be eligible for reporting. In no case costs for scholarships, research grants, co.co.co, co.co.pro may be exposed;
- B) costs arising from the purchase of scientific instruments and equipment,** scientific software and licenses to use scientific software, to the extent that they are used for the project;
- C) other operating costs,** such as: consumables, costs for publications (including open access), missions and participation in training and/or dissemination events, costs relating to the organisation of seminars, congresses, conferences, workshops, including reimbursements for visiting professors, provided they are supported exactly for the project and closely related to it;
- D) costs of scientific consultancy services or of scientific and technical assistance** used exclusively for the purposes of the project which, however, must not exceed 20% of the total cost of the project.

4. DESCRIPTION OF THE RESEARCH UNIT (max 1 page for each RTD)

- ✓ CV;
- ✓ Relevant publications (max 5) in the last 5 years (highlighting any publications without the participation of the supervisor of the doctoral thesis/medical specialization);
- ✓ Projects (max 5) in the last 5 years related to the theme of the proposal (describing for each project the specific role).

Please be reminded to enclose through computer application the “delibere di fattibilità” of the Departments or “dichiarazioni di fattibilità” released by the Heads of Departments of the Coordinator and participants in just one pdf document.