**AAL Programme**

**Template for Part B for Small Collaborative Projects proposals submitted to the**

**Call for Proposals AAL-2021**

Date: 06.01.2021 Version: 1

**Please note**:

* This template **must** be used to write the proposal for submission to the Call 2020 of the AAL-Programme. Please check our [website](http://www.aal-europe.eu/call-2021/) for the latest version of this document.
* The maximum page length of the proposal description is set at **20 pages** including all elements. Font type Arial should be used, with minimum font size 10, line-spacing at least 1.0 and all margins on A4 sized pages at least 1.2 cm. Failure to comply with these guidelines may result in the proposal being classified as "non-eligible" *before* the evaluation by experts. Describe an issue only once and refer to that description - if needed. All explanatory text – like this page - can be deleted before submission. **Paragraph headings should be retained**. Try to highlight important information within the text, use pictures and diagrams to explain complex issues and make sure all such figures are readable. The electronic submission tool will automatically cut off the proposal pdf-file after page 20. Consequently, any content exceeding page 20 is considered as not delivered to the AAL Programme and will not be included in the evaluation. Proposal descriptions of less than 12 pages are subject to a decision by AALA Central Management Unit (CMU) on the inclusion in the evaluation process. Please note that Letters of Intent and Declaration of Honor are to be uploaded separately from the Part B, respecting the naming convention: **Letter of Intent; Declaration of Honor**. Failure to do so will lead to the automatic blocking of your proposal.
* It is recommended to study the full Call text (including the Guide for Applicants and National Eligibility Criteria document to be found at <http://www.aal-europe.eu/call-2021/> and the template structure **before starting to write the proposal** to avoid redundancies and misplaced information. The following aspects should be prominent in all proposals: **end-user** **involvement and user challenges met, innovation and market approach**.
* The four sections of this template are:
* Section 1: “Relevance and scope”, on the state of the art, alternative approaches, methods or technologies
* Section 2: “Implementation”, on how the concepts and goals will be materialised
* Section 3: “Innovation” describing the unique aspect of the project
* and Section 4: “Expected Outcomes”, showing concrete foreseen outcomes.

* The above-mentioned sections of this template correspond to the evaluation criteria (Guide for Applicants Section 6.2) as follows: Section 1 (Relevance and scope) includes the evaluation criterion ‘Proposal fit to the Call’, Section 2 (Implementation) includes the evaluation criteria “Quality of Proposed Solution and Workplan” and “Quality of consortium and project management” , Section 3 (Innovation) includes the evaluation criterion ‘Innovation Potential’ and Section 4 includes the evaluation criterion (‘ Expected Outcomes’).
* **For each section, the Call text and relevant sections of the Guide for Applicants should be taken into account.**
* **Indicated section titles must be used**. A proposal that does not use the indicated headings will be considered as “not eligible” (decision by the AALA CMU).
* Within each section, proposers are free to follow the page length recommendations as long as the total is 20 pages maximum. The following recommendation would make sure that the proposal stays within 20 pages:
* Cover/Title/Content/Executive Summary: 2 Pages,
* Section 1: 3 pages,
* Section 2: 9 pages (incl. short descriptions of partner organisations and all work package lists),
* Section 3: 3 pages
* Section 4: 3 pages
* Excluded from the page count are documents that may be asked for, in addition, by AAL funding organisations. Such (rare) requests will be clearly indicated within the proposal submission system through which the proposal is uploaded.
* In Part B, only contact details of the project coordinator shall be given. Contact details of representatives of the remaining partner organisations shall be provided in Part A.
* “Placeholder” organisations (i.e. not identified at the time of submission) are not allowed at any time within the AAL proposal process. The inclusion of placeholder organisations will lead to the exclusion of the proposal from the evaluation process.

In case of questions, please contact the AAL CMU at [call@aal-europe.eu](mailto:call@aal-europe.eu).

**Template for Small Collaborative Projects proposal description (Part B, Call 2020)**

# Cover Page

**Application areas addressed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal full title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal acronym: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the project coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details of the coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Envisaged starting date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Similar previously submitted or ongoing projects funded by AAL or other[[1]](#footnote-1) (add one line per project):

* ---------------------------------------------------------

Market targeted by the solution:

* private consumer market
* institutionalised market

List of participants:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Participant no\*** | **Participant organisation name** | **Participant short name** | **Organisation type\*\***  *\* \* please choose among:* *END-USER -SMALL MEDIUM ENTERPRISE - LARGE ENTERPRISE -RESEARCH - UNIVERSITY - OTHER* | **Role in the project \*\*\****please choose among: USER - BUSINESS - RESEARCH* | **Country** |
| 1 (Coordinator) |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| … |  |  |  |  |  |

*\* Please use this numbering in all parts of your proposal.*

*\*\* Only one type and one role can be selected per partner. Should there be more than one type or role mentioned in the table, only the first one will be considered.*

*\*\*\** *Organizations which label themselves as end user organizations must fit into the definition as provided by the AAL Association of primary, secondary and tertiary end users (see the Call Text). This has to be reflected in the description of the partner, in the work plan and in the dissemination activities.*

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**Executive Summary**

The summary shall describe the main objectives of the proposal. After reading the summary it should be clear what is the main question that your project is going to answer.

The Executive Summary should be maximum half a page in total (no specific table is required for this section).

# Section 1: Relevance and scope

**Recommended maximum length of section 1 is 3 pages**

This section describes the objectives and insights/knowledge that you hope to obtain in your Small Collaborative Project and how you will create collaboration with end user organisations and other stakeholders.

Provide an example scenario and describe the current state of the art, the relevant products, processes or services that already exist or are already in the market as well as relevant alternative ones. Explain how your project idea differs from others already implemented or being implemented.

Clearly point out the problem and/or unsolved scientific/technical/social questions giving rise to the need for a funded Small Collaborative Project[[2]](#footnote-2).

Describe how you intend to reach out to (new) stakeholders for inclusion in (future) development of AAL solutions, build strong collaborations with end user organisations, support community building with new customers and create shared agendas.

# Section 2: Implementation

**Recommended maximum length of section 2 is 9 pages (incl. all requested listings)**

This section describes the implementation with respect to the specificities and aims of the project (2.1), project organisation, composition and quality of the consortium and work plan (2.2), Resources required for successful implementation (2.3), Risk assessment and management plan (2.4).

## 2.1 Specificities and aims of the project

Describe the qualitative and quantitative objectives of your project and explain how the proposed activities will meet the proposed goals. Also, describe how relevant end-users[[3]](#footnote-3) will be involved in the project (see chapter 11 in the Guide for Applicants) taking into consideration ethics-related aspects (see chapter 9 in the Guide for Applicants and the relevant table in the annex of the Application Form).

## 2.2 Project organisation, consortium composition and quality, work plan

Describe in short how the organisation and management structures will be set up and utilised in the project. Map the competences of the project coordinator and partners to the tasks to be performed. Describe how the capabilities and innovative potentials of consortium partners are mobilised and utilised.

Please describe the expertise of the partners and their complementarity of expertise (maximum half a page for each partner; please use the same sequence in the description as the one used on the cover page).

Briefly explain the balance of contribution between partners and the added value of the international collaboration. Please fill in the WP templates at the end of this section.

## 2.3 Resources required for successful implementation

Describe the resources needed to perform the planned tasks. If relevant, explain how supplementary resources may be included. Describe the total costs, the breakdown of the total costs, budget requests for the partners and indicate and justify major project budget positions. Please note that the AAL Association plans to organise a physical final review meeting for SCP - **travel costs should be foreseen for every project partner** (physical final review meetings will take place depending on the Covid-19 restriction measures in place by the time of the end of the project).

## 2.4 Risk and management plan

Briefly describe the risks identified in the project and how the consortium will address them. Please provide details on procedures and capabilities to prevent and abate the identified risks.

**Management Plan:** Briefly introduce the overall organisation of the activities and the work plan (tasks, sequencing, meetings and deliverables).

Individual work package (WP) description: (To be used for each work package, max. 1 page per WP) - More than 3 work packages are not advised.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WP number** |  | | **WP duration:** | | *e.g. M0 – M4* | | |
| **WP title** |  | | | | | | |
| **Participant no (lead partner first)** |  |  |  |  |  |  |  |
| **Participant short name** |  |  |  |  |  |  |  |
| **Person-months per participant** |  |  |  |  |  |  |  |
| **Objectives of the WP** | | | | | | | |
| **Description of work** (possibly broken down into tasks) including the tasks leaders and role/contribution of partners | | | | | | | |
| **Deliverables of the WP:** no, brief description and project month of delivery | | | | | | | |

*Copy this structure as many times as required (i.e. work packages are defined).*

**Work package (WP) overview lis**t

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WP no. | WP title | Lead  partic.  no | Lead  partic.  short name | Person months | Start  Month | End  month |
| *1* | *…* |  |  |  |  |  |
| *2* | *…* |  |  |  |  |  |
| *3* | *…* |  |  |  |  |  |
| … | *Add more rows …* |  |  |  |  |  |
|  | TOTAL |  |  |  |  |  |

**Deliverables overview list**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Del. no | Deliverable name | from WP no | Nature/type of deliverable | Dissemination  level  (Public or restricted) | Delivery  date  (project month) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Final report (mandatory deliverable) |  |  |  |  |
|  | *Add more rows as required* |  |  |  |  |

**Milestones overview list**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Milestone name | WP involved | Expected date (project month) | Means of verification |
|  |  |  |  |  |
|  | *Add more rows as required* |  |  |  |

**Summary overview of staff effort in person months (PM)**

*NB: consortia should be aware that partners with more than 25% of the PM cannot, in principle, be replaced (and thus the proposal cannot be reconfigured - see the Guides for applicants)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partic. no | Participant short name | WP1 | WP2 | WP3 | WP4 | WP5 | … | Total pm |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| … | *Add more rows as required* |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

Include PERT, GANTT or similar diagrams to visualise the project sequences and cycles and the interdependency of the work packages.

# Section 3: Innovation Potential

**Recommended total length of section 1 is 3 pages**

This section describes the essence and uniqueness of the proposed concept. To what extent is the solution, approach or methodology different from the state of the art? What is the possible comparative advantage or your innovation for end-users (all levels) and in the marketplace?

An analysis of the demand for the innovation to be generated by the new ideas of concepts, with the potential to create new markets should also be provided. Please provide a description on how you are going to assess the feasibility and achievability for implementation of the proposed ideas, concept or approach.[[4]](#footnote-4)

# Section 4: Expected Outcome

**Recommended total length of section 1 is 3 pages**

## 4.1 Benefit

Describe the general benefits of the project results, as well as for decision making for further development steps like RDI Projects or other (if applicable, from the perspective of the partners involved in the project) in both qualitative and quantitative terms in the following dimensions:

* strength-weakness analysis of the innovation approach
* opportunities and threats
* prospects of success for the implementation of a follow up project

## 4.2 Intellectual Property Rights management (IPR) and other legal issues

Describe IPR handling and any other legal issues (see also chapter 10 in the Guide for Applicants).

**Annex: Ethical “declaration” table**

The ethical declaration table below gives an overview of the information required to meet the needs of the Active Assisted Living Programme in this regard (see also chapter 9 in Guide for Applicants).

|  |  |
| --- | --- |
| **Ethics declaration of proposals in the AAL Programme** | **Described on page (x)**  **or “not relevant”** |
| * How is the issue of informed consent handled? How is it handled in case of users with cognitive impairments? |  |
| * What procedures does the proposal have to preserve the dignity, autonomy and values (human and professional) of the end-users? |  |
| * If the proposal includes informal carers (e.g. relatives, friends or volunteers) in the project or in the planned service-model - what procedures exist for dealing with ethical issues in this relationship? |  |
| * If the proposal includes technology-enabled concepts for confidential communication between the older person and informal and formal carers, service providers and authorities – what procedures are planned for safeguarding the right to privacy, self-determination and other ethical issues in this communication? |  |
| * What "exit" strategy for the end-users involved in the project does the proposal have? |  |
| * How are the ethical dimensions of the solution targeted in the proposal taken into account? (Brief description of distributive ethics, sustain­ability etc.) |  |

1. This part refers to projects similar to the one you are submitting – please insert a short paragraph for every project [↑](#footnote-ref-1)
2. Describe how the project intends to collaborate with end users in order to:

   Explore new ideas, new collaborations as well as new user approaches for ICT-based solutions for older adults.

   Propose proofs of concept for further development of innovative ICT solutions.

   Rapidly evaluate the business potential of available/new AAL products and

   servicesPlease note that the list above is nor mandatory neither exhaustive. [↑](#footnote-ref-2)
3. Primary, secondary or tertiary, as appropriate. [↑](#footnote-ref-3)
4. If applicable, the assessment should also take into consideration whether the proposal tackles the latest innovation areas and topics such as (for example and non exhaustive): Artificial Intelligence, Cyber Security, 5G, Big Data, IOT, Standardisation, Ethics and privacy [↑](#footnote-ref-4)