

NCIP VaVal KnowledgeStor Case Study: European Commission (EC) Horizon project proposal management

Using the examples of "PM" (2020) and "R" (2022)

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Date: May 10, 2022, updated April 2023

Content approved in June 2022 by individuals involved in the case study.

<u>Expected audiences:</u> Early career researchers (ECRs) and other researchers organizing and writing their first European-level proposals. Staff working in support services to researchers writing proposals.

Keywords: early career researchers, EU research funding, Horizon Europe project management



Table of Contents

Summary	1
What?	1
Who can apply?	8
Where to apply?	10
Why apply for EU funding?	19
When to apply?	23
But: start as soon as possible	23
Details, case study projects	25
Evolution of the idea	25
TRL	32
Approaching potential partners, summary in bullet points	41
A note on work packages	45
A word on project evaluation	47
Structure of Horizon proposals	53
Program Guide	53
PM, 2nd attempt, outline and selected screenshots	61

Summary (abstract)	61
1. Excellence	63
1.3 Concept and methodology	66
1.4 Ambition (beyond the state-of-the-art)	74
2 Impact	75
2.1 Expected impacts	76
2.3 Measures to maximize impact	76
3 Implementation	83
3.1 Work plan: Work packages, deliverables, and milestones	83
3.2 Management structure, milestones, and procedures	88
3.3 Consortium as a whole	92
R Example	93
1.1.2 State-of-the-Art and Beyond	98
1.1.3 Specific Objectives	100
1.2 Methodology	100
1.2.2 Methodological challenges	102
1.2.3 Positioning and links to other R&I activities	104
1.2.5 Gender dimension	106
1.2.6 Open science implementation and data management	106
2 Impact	106
2.1 Project's pathways toward impact	106
2.1.2 Target groups	108
2.1.3 Broader and longer-term impacts	108
2.1.4 Scale and significance	108
2.1.5 Potential barriers to achieving impact	109
2.2 Measures to maximise impact - dissemination, exploitation and communication	110
2.2.1 Dissemination and communication plan	110
2.3 Summary	111
3 Quality and Efficiency of the Implementation	111
3.1 Work plan and resources	111
3.2 Capacity of consortium and participants as a whole	114
4 References	114
A Note on EU budgets	114
Highlights from this document:	120
Final notes	121

Summary

What?

This document summarizes the Horizon Europe program, at a high level, as well as work on two proposals for European Commission (EC) Horizon grants¹, the *PM* project in two attempts (project coordinator, a Berlin partner, with PI "H" (with the author of this document leading all efforts; PM was submitted twice in 2020, once as a 10-page proposal and later as a full 70-page proposal; second attempt highly-scored [14.5/15) but not selected to be funded) and "R", just submitted in April 2022, not funded in June 2022 (CTU in Prague, project coordinator/PI). PM was submitted under the HORIZON2020 funding regime, and R was submitted under the successor program,

Horizon Europe, which will run through 2027, is the latest European R&D funding program, It was designed to focus European scientific efforts in this period around several key themes: *Excellent Science, Global Challenges and European Industrial Competitiveness*, and *Innovative Europe*. The following few pages provide highlights from the official Horizon Europe documentation. It is important for all those who are interested in applying for European funding to understand the broader political context about how funding decision-making happens, because this context is directly relevant to the writing of the "Impact" and "Dissemination/Communication" parts of research proposals, with which many researchers struggle, since these sections are evaluated from the perspective of "wise public investments" into science, with the results showing value to the taxpayers behind the scenes who, in the end, pay for the research.

https://ec.europa.eu/info/research-and-innovation/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe_en

"Horizon Europe is the **EU's key funding programme for research and innovation** with a budget of €95.5 billion.

¹ Project and other names have been made anonymous in this document.

It tackles climate change, helps to achieve the <u>UN's Sustainable Development Goals</u> and boosts the EU's competitiveness and growth.

The programme facilitates collaboration and strengthens the impact of research and innovation in developing, supporting and implementing EU policies while tackling global challenges. It supports creating and better dispersing of excellent knowledge and technologies.

It creates jobs, fully engages the EU's talent pool, boosts economic growth, promotes industrial competitiveness and optimises investment impact within a strengthened European Research Area."

As noted above, Horizon Europe has **three themes/pillars**, which funding mechanisms available for each pillar. Details (i.e., links) to information about each program are available from the main Horizon Europe webpage, which is the link directly above. Below are **important highlights** useful for those learning about European funding for the first time.

Pillar 1: Excellent Science includes:

- The European Research Council (ERC) and its offerings (including grants for researchers at different stages of their careers)
- Marie Sklodowska-Curie Actions (doctoral and postdoctoral training)
- Research Infrastructures (facilities that provide resources and services for the research communities such as major equipment or sets of instruments; knowledge-related facilities such as collections, archives or scientific data infrastructures; computing systems; communication networks)

Pillar 2: Global Challenges and European Industrial Competitiveness includes "research clusters" (with calls for proposals; the R project, for example, was submitted as part of the "Culture, Creativity and Inclusive Society" cluster) in:

- Health
- Culture, Creativity and Inclusive Society
- Civil Security for Society
- Digital, Industry and Space
- Climate, Energy and Mobility
- Food, Bioeconomy, Natural Resources, Agriculture and Environment

Non-nuclear direct actions of the Joint Research Centre

Pillar 3: Innovative Europe funds are distributed according to this structure:

- European Innovation Council (EIC; promotes breakthrough innovation with scale-up potential at the global level. It focuses mainly on breakthrough, deeptech and disruptive innovation, targeting especially market-creating innovation. Includes Pathfinder, Transition, and Accelerator funding)
- European Innovation Ecosystems (EIE; aims to create more connected and efficient innovation ecosystems to support the scaling of companies, encourage innovation and stimulate cooperation among national, regional and local innovation actors)
- The European Institute of Innovation and Technology (EIT; is an independent EU body. It increases Europe's ability to innovate by nurturing entrepreneurial talent and supporting new ideas)

<u>Pillar 2 is where thematically-based research opportunities for university PIs across</u>

<u>Europe will arise over the next few years, with detailed calls for proposals released under the auspices of each cluster.</u>

These clusters were selected for Horizon Europe as part of a strategic planning process outlined in detail at: https://ec.europa.eu/info/research-and-innovation/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe/strategic-plan_en, with primary goals until 2024 being:

- "promoting an open strategic autonomy by leading the development of key digital, enabling and emerging technologies, sectors and value chains to accelerate and steer the digital and green transitions through human-centred technologies and innovations
- restoring Europe's ecosystems and biodiversity, and managing sustainably natural resources to ensure food security and a clean and healthy environment
- making Europe the first digitally enabled circular, climate-neutral and sustainable economy through the transformation of its mobility, energy, construction and production systems

 creating a more resilient, inclusive and democratic European society, prepared and responsive to threats and disasters, addressing inequalities and providing high-quality health care, and empowering all citizens to act in the green and digital transitions"

To state once again, it is important to understand that Horizon projects are intended to fit into the context of overarching EU goals. This can be challenging for researchers not familiar with EU goals to wrap their heads around, because these goals are often very different from national and regional goals and can reflect a different cultural codex than researchers have encountered before (e.g., in terms of gender inclusion, open science philosophies, ways of viewing and interpreting environmental problematics, ethics, and related issues), sometimes leading to difficulty formulating a proposal introduction and the very important (in terms of proposal review) impact statement. However, in the author's experience, once a researcher has, through the process of reading EU proposal requirements and participating in writing a proposal for the first time, seen what this can mean, they can more-easily think about ways to "frame" their research towards the context of larger societal impact, though it still may be difficult for them to understand why such impact is so important at the EU level (i.e., how EU-funded projects have a higher set of transparency and other related expectations than national projects) and for them to write the introduction to the project as well as the impact statement and related dissemination/communication sections of a proposal. Oftentimes, in this author's experience, the scientific parts of the proposal are the easiest parts to conceive of and to write, if the scientific idea is sound. Framing the proposal requires contemplation and additional societal research (which, in fact, is recommended by the EU in Horizon Europe in the official Horizon Europe (HORIZON) Programme Guide from April 2022 (the most recent version at time of writing this report), https://ec.europa.eu/info/fundingtenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf (starting p. 19, Section 10, Social Sciences and the Humanities [SSH]). The author is mentioning this specifically because even R&D proposals will be evaluated with SSH components in mind under the Horizon Europe regime:

"SSH in the R&I chain

Under Horizon Europe, the effective integration of social SSH in all clusters, including all Missions and European partnerships, is a principle throughout the programme. The aim of SSH integration is to improve our assessment of and response to complex societal issues. Thus, SSH are a key constituent of research and innovation, especially regarding the twin green and digital transitions....

Therefore, where relevant, the R&I chain should include contributions from SSH disciplines such as sociology, economics, psychology, political science, history, cultural sciences or/and the arts.

Where relevant, applicants are also encouraged to include contributions from the SSH in a project proposal under any call, even if it is not SSH-flagged.

Evaluation

When evaluating a proposal submitted to a topic that was 'flagged' for SSH contributions, experts will first refer to the topic description to identify what the expected contributions are. With this in mind, they will evaluate the contributions from SSH in the proposal, according to the criteria.

Experts should be mindful that a successful contribution from SSH, depending on the topic, may require collaboration among various SSH disciplines and/or between SSH and non-SSH disciplines.

A proposal without a sufficient contribution/integration of SSH research and competences will receive a lower evaluation score.

Even if proposals do not belong to a topic 'flagged' for SSH contributions, they may contain contributions from the SSH disciplines, which should be evaluated with other relevant aspects of the proposal."

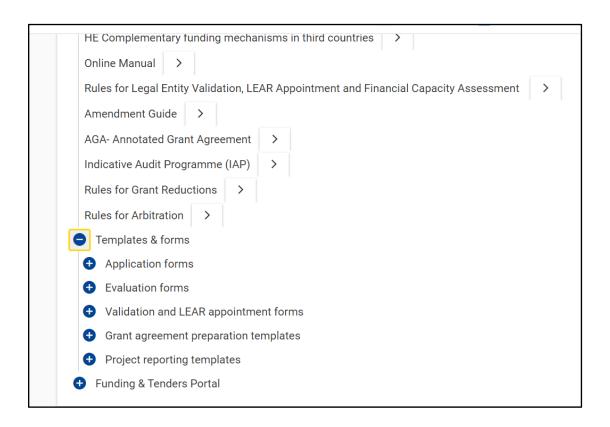
The author recommends that all potential proposal writers become familiar with the Horizon Europe programme guide before beginning to write a proposal, and she in fact re-reads these instructions prior to engagement in any potential project (including assisting with Marie-Curie proposals). While various websites and video tutorials exist for assisting with Horizon Europe

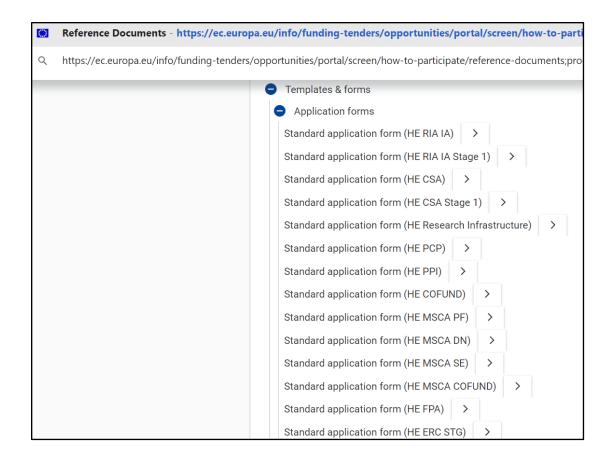
writing, in her opinion, there is **no substitute for familiarizing oneself with all the documentation**, including proposal templates, before leading a proposal writing team.

Here is the official Horizon Europe template, with instructions: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/temp-form/af/af_he-ria-ia_en.pdf

Here is the official Reference Documents page in the Funding & Tenders portal, which includes templates for each specific program in addition to other items, which I will list after the screenshot below:

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=HORIZON





Some Research and Innovation Actions (RIA) have **two-stage calls for proposals**, meaning a short proposal is submitted, with then a small group of potential grantees invited to submit a full proposal. This is what is meant in the "Templates & Forms" area of the Reference Documents library with the "Stage 1" template. With PM, we did first apply for a two-stage call, testing our coalition. While we were not called to submit a full proposal, we used a modified version of our initial idea, having formed a coalition that worked well together, for another **one-stage call** (also not funded).

Reference Documents available (follow link above for details and the templates themselves) include:

- Legislation
- Work programmes & call documents
- Grant agreements & contracts (relevant when proposals are funded/successful)
- Simplified cost decisions (descriptions of unit costs for different funding streams)
- Guidance (background information, list of eligible countries, Rules for Legal Entity Verification, special rules)

- Templates & Forms (most commonly used at the proposal stage; see screenshots above)
- Funding & Tenders Portal (just statements about portal privacy and terms)

The following section discusses the "who/where/why/when" of Horizon Europe proposals, as a short, scannable overview for the interested reader.

Who can apply?

Legal entities from the EU and associated countries can participate in Horizon Europe calls. All entities need to be registered in the EU's Funding & Tenders system,

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-search;callCode=null;freeTextSearchKeyword=;matchWholeText=true;typeCodes=1;statusCodes=31094501,31094502;programmePeriod=2021%20-

%202027;programCcm2Id=43108390;programDivisionCode=null;focusAreaCode=null;destination=null;mission=null;geographicalZonesCode=null;programmeDivisionProspect=null;startDateLte=null;startDateGte=null;crossCuttingPriorityCode=null;cpvCode=null;performanceOfDelivery=null;sortQuery=sortStatus;orderBy=asc;onlyTenders=false;topicListKey=topicSearchTablePageState (this link points to Horizon Europe calls for proposals currently open and soon to be released as of time of writing this document).

Details for registering an organization are available at: https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageld=1867802

"If you want to submit a proposal, your organisation needs to be registered in the Portal Participant Register and have a 9-digit Participant Identification Code (PIC).

If your **proposal** is **successful**, you will receive a notification and be asked to:

- provide supporting documents to confirm the administrative and legal information declared during the registration (<u>legal entity validation</u>)
- appoint a Legal Entity Appointed Representative (LEAR appointment)
- provide supporting documents to verify the financial capacity of your organisation (<u>financial capacity assessment</u>, if applicable)
- validate the bank account for payments (bank account validation, only for coordinators)."

For a Horizon project, a **coalition of institutions typically "bands together" to create and submit a proposal**. Coalition sizes vary, depending on the type of project and funding available. Some projects have **advisory boards** (not active in the project, but who attend general assembly meetings) and formalized "**letters of support**" from organizations who voice their support for a particular project. This is particularly helpful for calls requiring very broad "reach"; difficult to prove before starting a project, but an initial "supporter" network can illustrate to review panels that a **stakeholder network has already been created and can be built upon during the course of the project**, if it is funded.

A proposal discussing Horizon Europe is available for download in 22 languages, including Czech, at: https://ec.europa.eu/info/files/horizon-europe-investing-shape-our-future_en

 Slide 35 shows how Horizon Europe fits within the "universe" of other European Union funding programs.

Where to apply?

The **Funding & Tenders portal i**s where calls are announced, where proposals are submitted, and where decision letters are delivered to project proposal participants.

Typically, each consortium, while writing their proposal, finds it necessary to **create a supplementary group collaborative space**. Despite its problems with dealing with tables, Google Docs is typically used for collaborative writing, with a proposal being downloaded and edited in Microsoft Word due to its ability to handle tables properly, with a PDF uploaded into the system for calls requiring a Part B (usually the full proposal), with Part A (coalition partner details) being an online form managed directly in the Funding & Tenders portal. While no one appears to be satisfied with the use of both Google Docs and Word, at the time of writing this report, no researcher I know has found a better way to do this, because the collaborative features in Google Docs are (at the time of writing this report) better than in other tools. The author monitors several high-profile researchers on Twitter in order to monitor this situation (i.e., to see if someone finds a better way to manage this process). SK used Basecamp as an additional project management layer for PM; reasons for doing this will be outlined below. Twitter saves time for the author in terms of enabling her to monitor the overall European funding situation and general calls for proposal without having to go to individual program

week (only) as a professional information gathering tool rather than a traditional social media conversation space. This monitoring also helps the author in understanding changes in societal trends and topics.

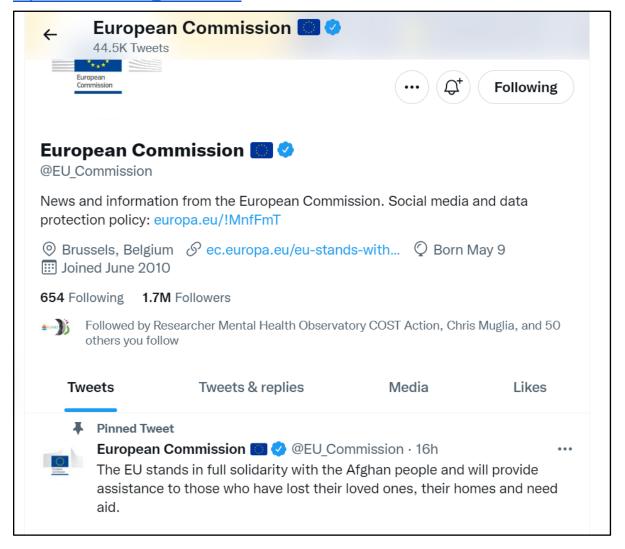
Useful Twitter resources related to Horizon Europe/European-level research (with one US addition, the National Science Foundation, useful for monitoring trends) with notes about why the author follows them together with screenshots of them for readers to easily see what kind of information is presented by the organizations.

European Research Council (ERC): to monitor ERC trends and calls https://twitter.com/ERC Research



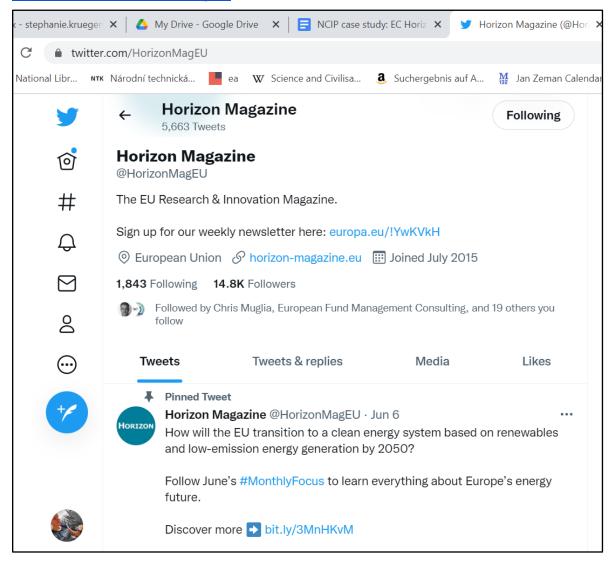
European Commission (EC): to "feel the pulse" of the EC

https://twitter.com/EU Commission



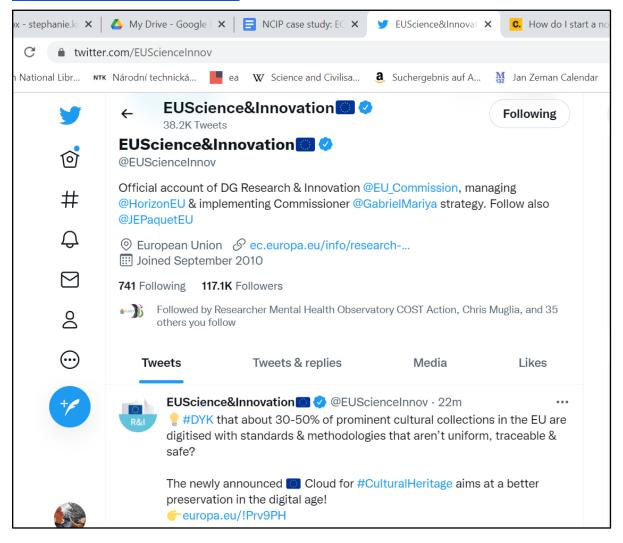
Horizon Magazine: to monitor what kind of research is funded under Horizon

https://twitter.com/HorizonMagEU



EU Science & Innovation: to see funding trends across disciplines

https://twitter.com/EUScienceInnov

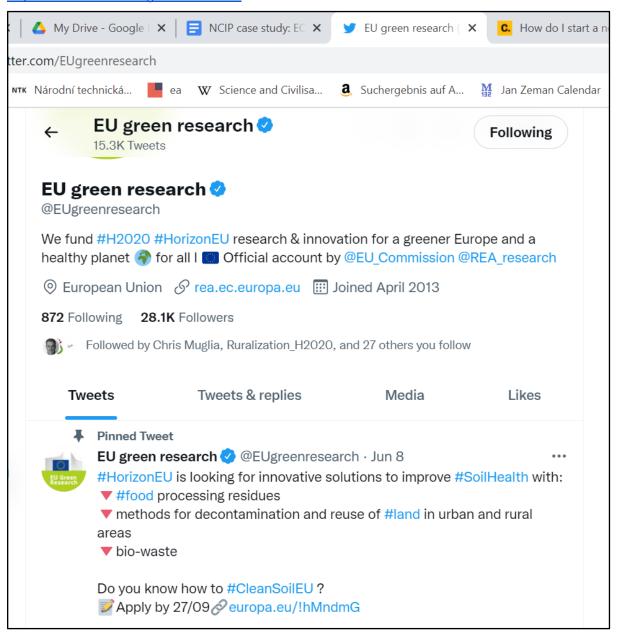


Horizon Europe: to see official announcements from the program

https://twitter.com/HorizonEU

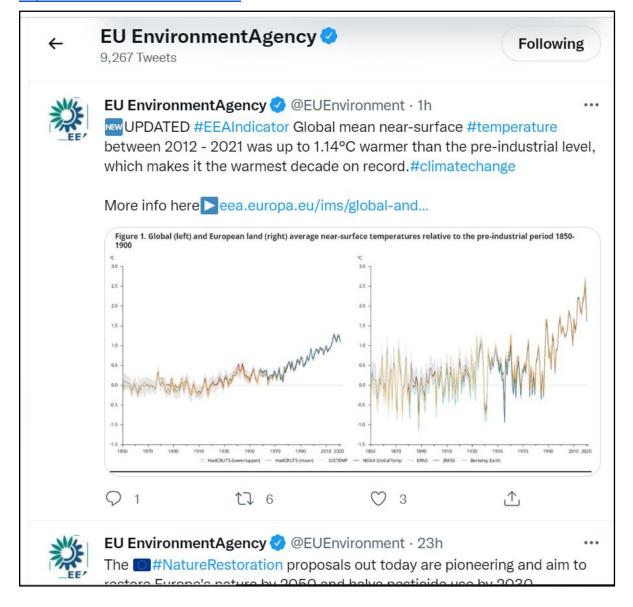


EU Green Research: to better understand what the EU considers to be "green" and to learn about new calls on topics across disciplines, since this is a main theme in Horizon Europe https://twitter.com/EUgreenresearch



EU Environmental Agency: same as above

https://twitter.com/EUEnvironment



EU Environment: to understand the Europe Green Deal

https://twitter.com/EU_ENV



EU Climate Action: same as above

https://twitter.com/EUClimateAction



EU Agriculture: to monitor technologies/trends that may require R&D solutions https://twitter.com/EUAgri



National Science Foundation (NSF/US): to see what NSF is funding

https://twitter.com/NSF



Marie Curie Alumni: to monitor former Marie Curie grantee topics

https://twitter.com/Mariecurie_alum



Why apply for EU funding?

Horizon funding is <u>supranational</u>; it enables researchers to collaborate with other researchers in their field (and, as was the case in R, researchers outside their areas of expertise), focusing on a problem area identified in the call for proposals. In Horizon Europe, many of these topics are interdisciplinary in nature, and their investigation may be difficult to fund at the national level, since national panels (as is the case in the Czech Republic) are often set up according to discipline.

In committing time to the PM and R proposals, our aims (with the author representing the CTU in Prague's aims loosely here) were to:

- Find long-term funding for doctoral students and postdoctoral researchers already
 engaged in other projects whose funding was running out or was not yet existent. One
 researcher engaged in the project, for example, will not be funded at the postdoctoral
 level if a funding stream for their work is not secured
- Learn more about EU-level projects so that CTU in Prague can become more competitive in obtaining European funding, having already established a competitive Czech-level funding set of strategies
- Provide the possibility for doctoral students and postdoctoral researchers to establish an international collaboration network and to also illustrate how such networks are created
- Open up potentially more "fun" and/or meaningful topical areas to doctoral students
 and postdoctoral researchers, with these projects not just focused on applied
 mathematics and software development (but both proposals did include disciplinarybased components).

When to apply?

Each call for proposals has a **different deadline**, which is announced in the Funding & Tenders portal.

But: start as soon as possible

Because of the need to form a coalition for most of the research (cluster) kinds of initiatives, the author recommends working on an initial proposal idea far in advance of trying to build a coalition and rushing to submit a proposal. For PM, our first attempt was rushed, with the coalition members, identified by the author, being approached by her after, together with a CTU in Prague colleague, drafting a very rough 1-page proposal idea. The author located potential coalition members through her personal network of colleagues and by "cold" emailing prominent researchers in the area of investigation. This work took approximately one month, and several video meetings took place throughout this process to discuss the idea with colleagues and to determine our "match" for attempting this kind of project. Ideally, a coalition would be built much

earlier in order to refine the proposal idea, identify the best appropriate coalition partners, and hold budget discussion meetings far in advance of proposal submission. Due to day-to-day working realities, this advance planning often does not happen, and coalitions are often formed in a rushed manner, leading to stress for the core proposal submission team in gathering content from potential partners and holding important budget discussions to close to the submission deadline. Additionally, potential partners not experienced with EU grant proposal writing require training in the midst of proposal writing, which is not easy (though not impossible) to schedule and perform when proposal submission deadlines are looming.

The following screenshot illustrates a snippet of a "cold" email to a potential partner for PM, cropped to remove identifying information of the email recipient, an early career researcher in Germany (originally from Italy) who ended up playing a key role in writing the first PM proposal attempt with the author:



For brevity, please note that through the rest of this report, the author will be identified by her initials, SK.

Notes on rushed timing, PM Attempt #1

The timeline for PM's attempt #1 was as follows:

- September/October: Discussions with colleague at CTU in Prague ("J") regarding idea
- November: SK researches potential calls for proposals that fit the idea on the EU portal, identifying a short list for J to review and discuss. SK drafts a story idea and a one-page idea for circulation to potential partners
- <u>December</u>: Having identified a call with J, SK reaches out to potential coalition members and schedules video calls with them. As a follow-up, she creates a project outline based on the discussion. She then, over the end-of-year holidays, she writes a first draft for the proposal idea (10 pages) for the project partners to review and edit
- <u>January</u>: Editing of the 10-page Stage 1 proposal draft in GoogleDocs. Doing this right after the end-of-year holidays (i.e., four weeks of collaborative editing after she

completed the draft before proposal submission) was not ideal. J, at this time, took on creating a project space in the Funding & Tenders portal and assumed the role of PI for purposes of the project. We had a solid idea for the project, but needed to refine the concept to better in this final month in terms of scientific details SK could not create to match the call for proposals. This led to a rush leading up to the submission deadline.

- February: Project proposal submission by J.
- May: Notification about funding decision and scoring.

SK will provide more details about this case below.

To reiterate: finding appropriate coalition partners (and advisory board members and other supporters, for some proposals) takes time, much longer than many first-time proposal writers think it will. Some partners are not experienced with EU project proposal writing, so it is good to have time to educate them prior to the rush to meet deadlines. In PM, SK did a lot of this work, together with her senior colleague in Berlin, PI "H", for the second attempt, and project management, in terms of process and coalition (mostly built already from the prior attempt), went quite smoothly for the second attempt proposal, despite numerous partners and supporters for SK to manage. While the process went well, communication with coalition members was constant and time-consuming for SK. She additionally identified researchers she would like to work with in advance, approaching them with "cold" emails about the initial idea, sometimes being sent to other possible partners, having video calls with them, and so on. This kind of communication, in order to do it professionally and properly, takes time, and there is no way around it. For the R project, the core coalition had difficulties finding one partner for a certain aspect of the call, and also one core coalition partner did not confirm their participation until very late in the proposal writing timeline. This made it unclear, in fact, whether the proposal would be able to be submitted or not on time, right up to two weeks prior to the submission deadline, and this led to difficult conversations with some partners about meeting deadlines and so on. It also made budget conversations very rushed; these conversations are also very important and can lead to some negotiation because funding amounts can be sensitive to some partners. The way in which Horizon proposal budgets are structured requires a clear definition of work packages and deliverables and well as the final set of partners so that the budget can be calculated in the correct way and included in the proposal. Without this, it is impossible to submit an EU proposal.

Details, case study projects

(PM, idea created by SK and J, CTU in Prague)

Evolution of the idea

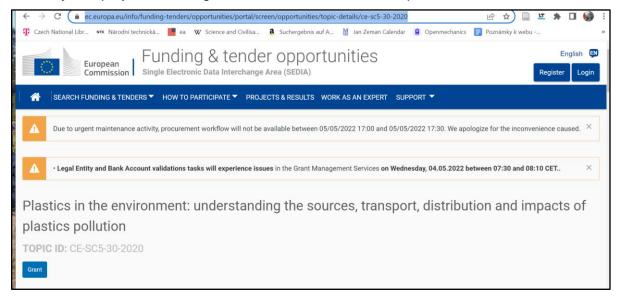
PM was the brainchild of SK and J, both of whom love spending time in the water, swimming or surfing. They noticed that in recent years, the amount of plastic waste encountered both on beaches and in the water (in Italy and Croatia) has notably increased. Funding for one of J's projects, related to images, was coming to an end, and we were exploring options for funding the project in the next stages of its development. We were wondering if there would be a way to track the movement of plastic from land to the sea, including using drones. J asked SK to investigate funding possibilities on the Funding & Tenders portal, and she identified one call, involving plastics-related data, that appeared to be a good match for our idea.

The call SK selected was "Plastics in the environment: understanding the sources, transport, distribution and impacts of plastics pollution TOPIC ID: CE-SC5-30-2020" (https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/ce-sc5-30-2020). Below are screenshots of this call so that SK can discuss and analyze for readers the various aspects of a call.

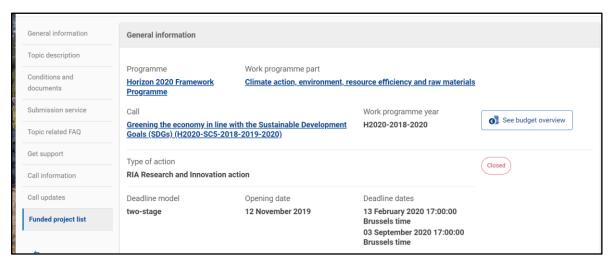
Reading the full call text is crucial to considering the project idea, possible coalition members, and (if the project is not funded), learning about what project(s) actually was(were) funded in the end. While this advice seems obvious, in recent experience, SK has noticed that many researchers surprisingly neglect reading the call for proposal text in detail, leading to wasted meetings and time in terms of drafting a properly-formed proposal that addresses all aspects of the call (often because aspects of the call may involve conducting some research beyond the area of expertise of a coalition member).

Screenshots below are followed by their description and SK notes.

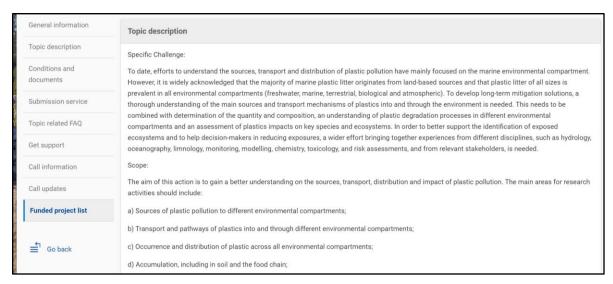
Anatomy of a project call using CE-SC5-30-2020 as an example



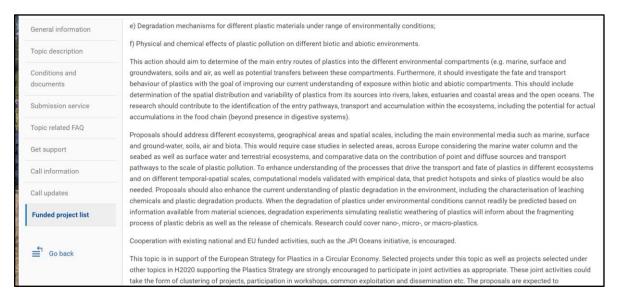
Here you can see the title of the call. You can also see the topic ID number. This information is used later in the project proposal itself, and it is needed for sharing information about the call with potential coalition partners who wish to read it in full detail.



General information about the call is provided next. Most importantly here is the "deadline model"; in this case, one can see it was a two-stage call, meaning a shorter proposal was used for screening in Stage 1, with only selected projects being asked to submit a detailed Stage 2 proposal. One also sees the date the call opened and its deadlines for Stage 1 and Stage 2.



The "specific challenge" is the detailed problem the call for proposals should address. It provides notes about the disciplines to be included in a proposal coalition, and the "scope" provides a list of areas any proposed solution should address.

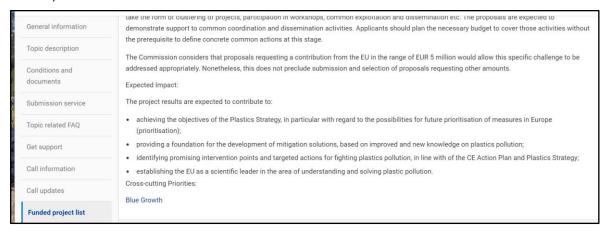


Additional details are provided, and **proposal writers must take these into account and address every point**. The topic description becomes very important when deciding whether a call is the right fit for a project idea, and later along the road, for making sure the proposal text addresses all aspects of the call and that appropriate coalition partners are identified. It is crucial to read through the call multiple times prior to starting work on the proposal itself, particularly if one is writing the proposal and describing the idea to potential coalition members.

This particular call for proposals mentions **specific initiatives**, **which should be referenced in the final proposal**. If a researcher is unfamiliar with the terms mentioned, they should look them up and become familiar with them. In this case, things to become familiar with were:

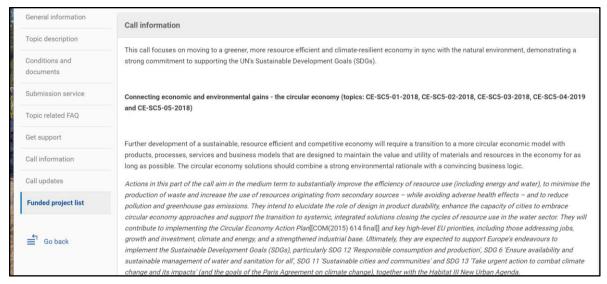
- JPI Oceans initiative: https://www.jpi-oceans.eu/en
- European Strategy for Plastics: https://environment.ec.europa.eu/strategy/plastics-strategy_en

A proposal's introduction and impact sections are typically places where such details can be discussed (in, for example, tabular form, with the ties to such initiatives noted, including specific details).



Here, the anticipated budget for the project proposal is outlined together with a guide to the kind of impact the proposal should address. The "impact" section of the proposal must ideally address every aspect mentioned.

An additional priority is also reference here, Blue Growth (https://s3platform.jrc.ec.europa.eu/blue-growth). Proposal writers must be familiar with this, at least superficially.



Notable about this screenshot is the specific **high-level emphasis on the United National Sustainable Development Goals (SDGs)**, which are still not readily understood by many researchers and coalition partners, in SK's recent experience.

There are 17 SDGs, and familiarity with them will strengthen proposal competitiveness in the Horizon Europe rounds since they tie into the overarching Horizon Europe themes. Read more at: https://www.undp.org/sustainable-development-goals; summary of the purpose of the goals from this website is provided directly below together with a listing of the goals themselves. Visit the website for more details about each goal.

"The Sustainable Development Goals (SDGs), also known as the Global Goals, were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity.

The 17 SDGs are integrated—they recognize that action in one area will affect outcomes in others, and that development must balance social, economic and environmental sustainability.

Countries have committed to prioritize progress for those who're furthest behind. The SDGs are designed to end poverty, hunger, AIDS, and discrimination against women and girls.

The creativity, knowhow, technology and financial resources from all of society is necessary to achieve the SDGs in every context."

The 17 SDGs:

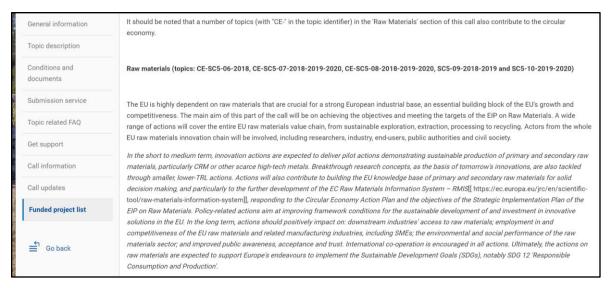
- No poverty
- Zero hunger
- Good health and well-being
- Quality education
- Gender equality
- Clean water and sanitation
- Affordable and clean energy
- Decent work and economic growth
- Industry, innovation, and infrastructure
- Reduced inequalities
- Sustainable cities and communities
- Responsible consumption and production
- Climate action
- Life below water
- Life on land
- Peace, justice, and strong institutions
- Partnerships for the goals

Furthermore, this section of the call for proposals specifically refers to the EU's Circular Economy Action Plan, and thus, researchers should be at least superficially aware of this plan, since it is mentioned in many Horizon Europe calls for proposals. This link provides a brief summary of the plan, with an additional link to the plan itself:

https://ellenmacarthurfoundation.org/circular-examples/the-eus-circular-economy-action-plan

The Habitat III Urban Agenda is also a reference, and those interested in its overarching concepts should refer to: https://habitat3.org/the-new-urban-agenda/.

"The New Urban Agenda represents a shared vision for a better and more sustainable future. If well-planned and well-managed, urbanization can be a powerful tool for sustainable development for both developing and developed countries."



Again, additional details are provided, which ideally should be addressed in the proposal.

Proposal writers, prior to beginning writing, should review all the acronyms listed and think about how any of the details could be incorporated into the proposal, even if (as was the case here) ties to the actual challenge are tenuous.

Acronyms listed here can typically be found by using a search engine (e.g., a search for "crm metal" in Google).

TRI

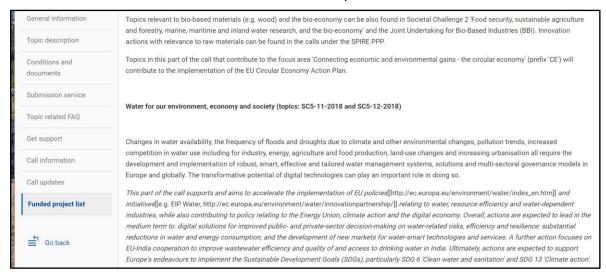
Very important in the context of Horizon Europe proposals is the acronym "TRL", which stands for "technology readiness level." TRL levels are typically listed in proposals. This page, https://enspire.science/trl-scale-horizon-europe-erc-explained/, provides a concise TRL overview in relation to Horizon Europe:

- TRL 1 Basic principles observed
- TRL 2 Technology concept formulated
- TRL 3 Experimental proof of concept
- TRL 4 Technology validated in lab
- TRL 5 Technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)
- TRL 6 Technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)

- TRL 7 System prototype demonstration in operational environment
- TRL 8 System complete and qualified
- TRL 9 Actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space)

"Horizon Europe has selected the TRL scale as an indicator to better position the requested projects in the program (as expressed in the Horizon Europe annual work programs). The TRL, as a unified scale, enables applicants and reviewers to align with the expectations of the EC in this context. For example: a higher TRL in the call text clearly means that the EC is looking for a more applicative solution in the scope of the project. Alternatively, a lower TRL in the call text indicates an expectation for a more basic research project, and so on..."

Follow the link above to read more on this crucial topic.

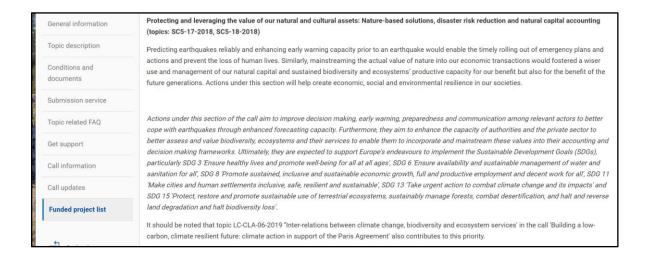


This screenshot (above) simply continues the further details and ties to other European initiatives, as does the one below. If you cannot read the screenshot text due to its size, simply zoom in on the text to read on the images.

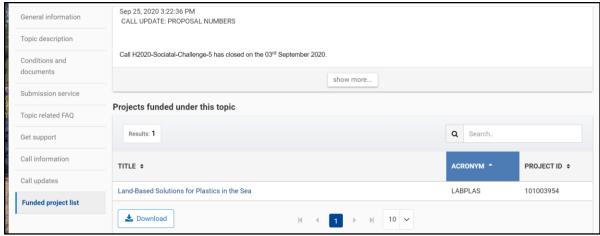
Innovating cities for sustainability and resilience (topics: SC5-13-2018-2019 and SC5-14-2019) Topic description Most of the challenges Europe is facing today, such as climate change, water and waste management, health, social cohesion and immigration, have a Conditions and strong urban dimension. However cities are also hubs of technological and social innovation, the places where capital investments, high productivity and documents high-skilled jobs are located. In this sense, cities not only contribute and are exposed to global challenges but they are also key players in providing Submission service Actions in this part of the call have the medium-term objective of enabling cities to design and implement transition pathways to becoming inclusive, Topic related FAQ resilient, sustainable, low-carbon and resource efficient by enhancing their innovation capacity and enabling them to act as hubs of innovation. Further actions aim to strengthen the sustainability of urban areas globally, and particularly in China and CELAC countries. Ultimately, they are expected to support Get support Europe's endeavours to implement the Sustainable Development Goals (SDGs), particularly SDG 11 'Sustainable cities and communities' and SDG 3 'Ensure healthy lives and promote well-being for all at all ages', together with the Habitat III New Urban Agenda, and the EU Urban Call information Agenda[[https://ec.europa.eu/futurium/en/urban-agenda]]. Call updates It should be noted that topic CE-SC5-03-2018 'Demonstrating systemic urban development for circular and regenerative cities' in this call also contributes Funded project list

Protecting and leveraging the value of our natural and cultural assets: Earth observation (topics: SC5-15-2018 and SC5-16-2019) General information Topic description The Commission, together with the European GEO nations, is committed to implementing GEOSS in line with the new GEO Strategic Plan 2016-2025 and to developing an approach towards GEOSS for the European region (supporting the EuroGEOSS initiative of the European GEO caucus([For information on the European GEO caucus, please see the GEO High-Level Working Group at: http://ec.europa.eu/transparency/regexpert/index.cfm? documents do=groupDetail.groupDetail.groupDetail&groupID=1781&news=1&mod_groups=1&month=09&year=2017]]) that facilitates and steers national contributions while accelerating the use of GEOSS resources. At the same time, the capacity to observe the planet is evolving rapidly, leading to higher volumes of and more Submission service diverse data flows produced at European and national level by private and public operators (including from citizens) Topic related FAO Actions in this part of the call aim to capitalise on these trends, in collaboration with the Copernicus programme, to develop new mass-market applications for businesses, citizens and public authorities. Overall, actions are expected in the medium term to stimulate growth and jobs in Europe in the Get support context of the digital economy (through open innovation) and to lead to better informed decision-making in environmental policy and management and in disaster management. Actions will also contribute to implementing EU space policy and to international agreements such as the 2030 Agenda for Call information Sustainable Development, particularly Sustainable Development Goals (SDGs) 9 'Industry, innovation and infrastructure, 11 'Sustainable cities and communities', 13 'Climate action, 14 'Life below water' and 15 'Life on land' Call updates It should be noted that topics addressing Earth observation can also be found in other parts of the Horizon 2020 Work Programme 2018-2020, notably: Funded project list • in a dedicated part of the call 'Space 2018-2020' (H2020-SPACE-2018-2020) in the Work Programme part 'Leadership in Enabling and Industrial Technologies - Space · certain topics in the call 'Blue Growth' (H2020-BG-2018-2020) in the Work Programme part 'Food security, sustainable agriculture and forestry, marine, € Go back maritime and inland water research and the bioeconomy' • the EIC Prize 'Early Warning for Epidemics' in the Work Programme part 'Towards the next EU Framework Programme for Research and Innovation: European Innovation Council (EIC) Pilot

Additional useful details are provided here, with more ties to European initiatives a proposal writer should look up and be aware of, as is the case with the final three detail screenshots below.



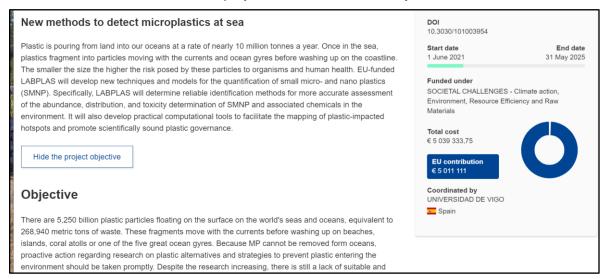




PM was not funded in this round (will discuss that below), but following the link to the "Funded Project" list (in this case, one project was funded) takes one to CORDIS, the EU research results database (https://cordis.europa.eu/):



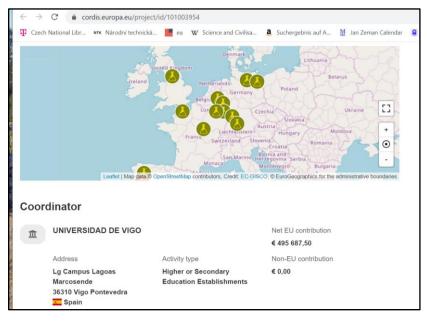
You can see the full name of the project funded and its acronym.



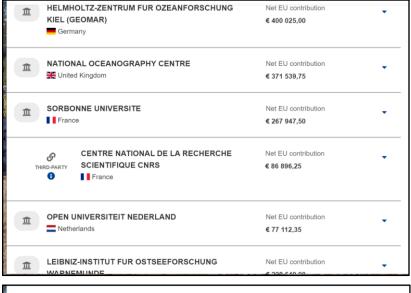
Here you see the summary of the funded project, its coordinator, and primary objectives.

validated analytical methods for detection and quantification of small micro- and nano plastics (SMNP) evidencing a huge obstacle for large-scale monitoring. There is also a lack of hazard and fate data which would allow their risk assessment. LABPLAS is a 48-months project whose vision is creating capacities (sampling, analysis and quantification techniques, new materials and new models) to evaluate rapidly and precisely the interactions of plastics with the environmental compartments and natural cycles leading to the development of effective mitigation and elimination measures, as well as, making management decisions. It will assess reliable identification methods for more accurate assessment of the abundance, distribution and toxicity determination of SMNP in the environment, giving the opportunity of new developments of cutting edge technologies. It will also develop practical computational tools that up-scaled should allow European agencies to map plastic-impacted hotspots. The project will have a multi-actor approach, creating scientific knowledge with a partnership of scientists, technicians, research organizations and enterprises, working together towards the recognition at different levels (society, industry, policy) of the main issues (sources, potential biodegradability, ecotoxicology, ingestion, environmental assessment) related to the presence of plastics in ecosystems. Fields of science social sciences > economics and business > economics > sustainable economy natural sciences > biological sciences > marine biology natural sciences > earth and related environmental sciences > environmental sciences > pollution

Finally, you can see what institutions were funded as part of the project coalition, their locations across Europe, and links to additional details for each institution. Note here that several coalition partners are from well-known research organizations such as Helmholtz, the UK's National Oceanographic Center, the Sorbonne, and BASF (a corporate partner).

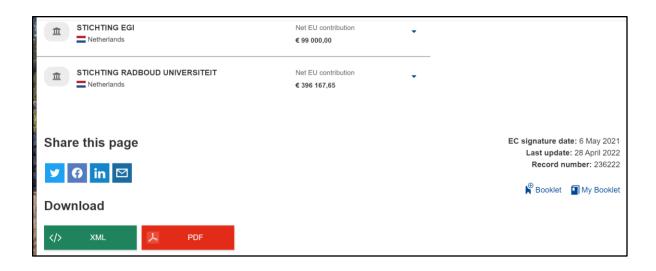


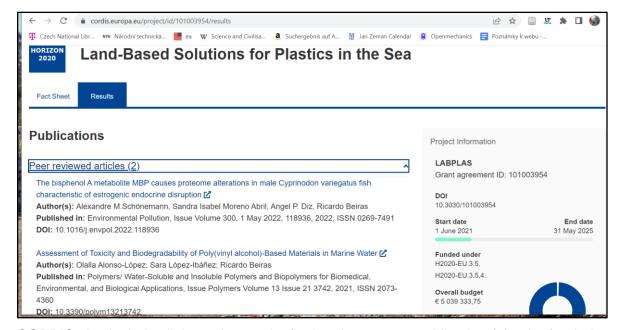






The project National Centre for Information Support of Research, Development and Innovation with the identification code MS2101 is implemented with the support of the Ministry of Education, Youth and Sports. **Page 39**





CORDIS also includes links to the results (in the above case, publications) for the funded projects.

Projects funded in PM's second attempt (one-stage call/full proposal) are listed here: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/lc-gd-10-3-2020. In that case, none of the funded projects were, in the end, related to plastics.



Building and managing the PM coalition, first attempt, results

- 13 partners, 6 countries
- Coordinator: CTU in Prague, PI J, Manager SK
- 10-page Stage 1 proposal (no budget details required in this case)
- Not invited to Stage 2, but excellent impact score (4 from 5) and "good feelings" about how we worked together as a coalition



The above is a list of partner countriess in our first attempt coalition (institutions not included to maintain privacy). Very important: **Partners should be listed in the order they were entered into the Funding & Tenders portal by the PI**.

Building and managing the PM second attempt coalition, results

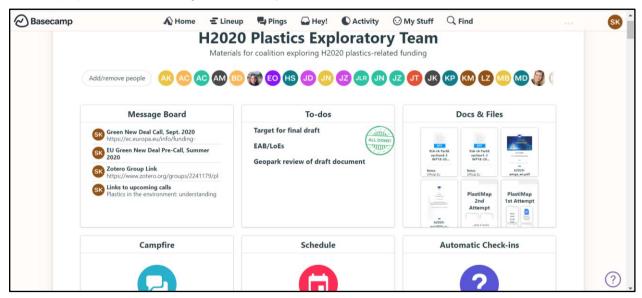
- 19 partners in 7 countries
- Advisory board: 7 members, including a UNESCO representative
- 54 letters of engagement (schools, non-profits, municipalities)
- Coordinator: Berlin partner (including PI), SK co-manager for proposal creation

- 70-page one-stage proposal (longer than Horizon Europe, since this was still an H2020 call) plus
- 14.5 from 15 possible points, but not funded

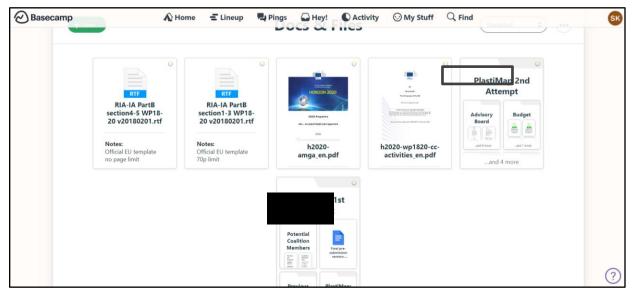
Approaching potential partners, summary in bullet points

- Web search: Identify researchers from the literature who are leaders in their fields.
- "Cold" email with one-page summary of idea: As mentioned above. SK highly
 encourages this and the worst that can happen is that someone does not respond;
 typically, other researchers are nice. Very important is to write an email subject line that
 does not look like spam/something that is substantive.
- <u>Video call</u>: Meeting with researchers about the project idea, the deadline for the proposal, expected engagement in project proposal writing and in the project itself, and (if it's possible) anticipated budget plans.
- Gather PICs in the Funding & Tenders portal: This is required in order to enter coalition member details into the portal.
- <u>Create project in Funding & Tenders portal</u>: This must be done by the PI using the guidelines from their institution.
- Partners confirm participation: Once the PI/manager enters information about the project into the portal, coalition partners will be notified, and they must confirm their participation in the project proposal.
- Weekly calls prior to proposal deadline to review outstanding issues: Typically related to clarifying WPs, KPIs, milestones supplemented with calls between partners who will be working together in a WP, if needed: this was very important for the three proposals discussed in this case study. Weekly calls may not be needed until the end of the proposal writing stage, if the "core" project team members are organized and efficient, but they can be helpful in the end to remind participants about deadlines and their roles.
- Project management space: Because coalitions cut across institutions, it is helpful to use a collaborative space for storing documents and other materials related to the project on Google Drive, Basecamp, or other similar tools. At present, no tool is perfect for this, but the tools mentioned and illustrated in the screenshots below do work. For both PM attempts, SK used Basecamp to link out to Google and other documents. No one used its collaborative discussion features in Basecamp, but it was helpful to me in making sure we were on track in terms of proposal writing and later as an archive for others

writing European projects at CTU in Prague and for myself in assisting others with their projects. For R, Google Drive (only) was used.

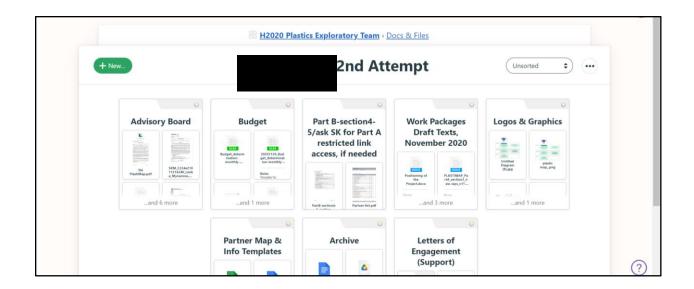


Screenshot: Basecamp landing page

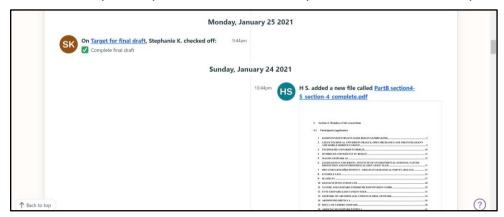


Screenshot: Basecamp folder, "docs & files" (SK's name/not ideal organization or nomenclature, but it worked fine)

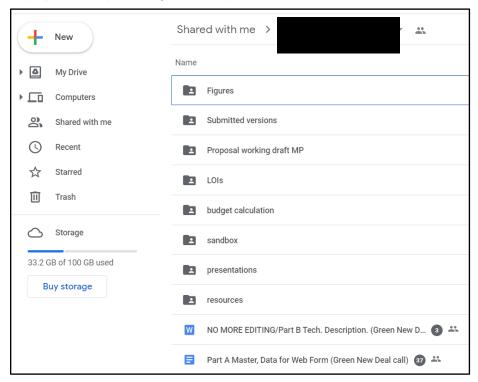
PM 2nd attempt subfolders:



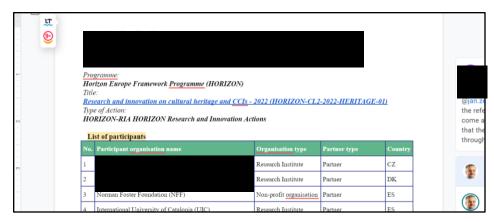
PM 2nd attempt: Sample notifications about uploaded files in Basecamp:



R project: Sample Google Drive space:

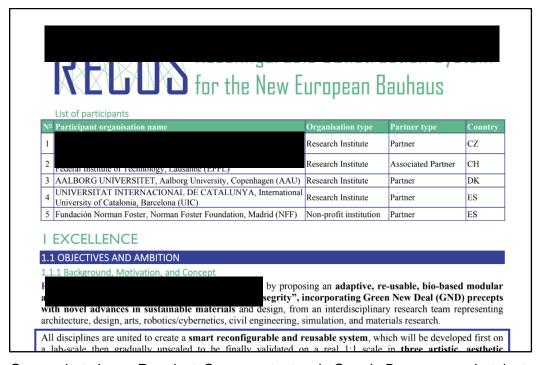


 Google Doc collaborative text (set up using appropriate template): Google Docs is currently the best tool to use for collaborative document editing, though it has limitations such as unsophisticated table building and so on (Word and Excel are better than the Google tools at present). Because of this, proposals are often refined together in Google Docs and then downloaded at the end into Word for final clean up and preparation.



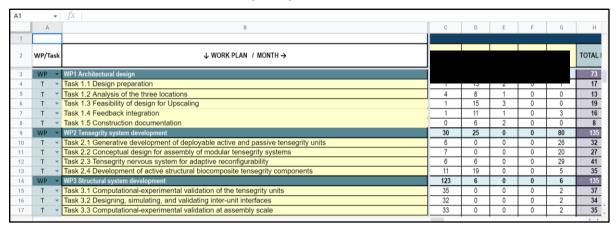
Screenshot: R: Sample collaborative editing document (cropped for privacy)

 Word version at the end: As noted above, Word is currently used for many proposals in preparing the final proposal document, due to its ability to handle tables, margins, and other related document preparation options. PDF versions are typically uploaded into the Funding & Tender portals (i.e., Word file converted into PDF form).

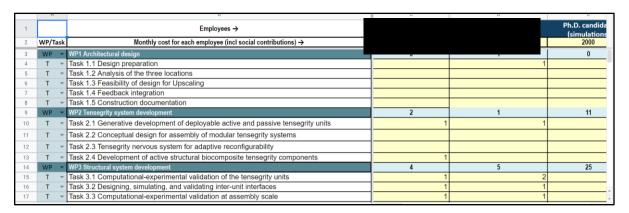


Screenshot above: R project: Same content as in Google Docs screenshot, just with final polished formatting and so on.

 EU budget tables: Calculation of budgets per the Horizon Europe instructions is a necessary but tedious part of the proposal preparation process. I will go into details about key terminology regarding EU budgets later in this report. Directly below are several screenshots illustrating budget calculations.



R project: Sample Gantt chart generated from Excel template created by colleague in coalition.

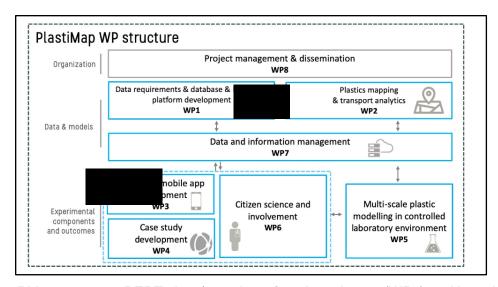


R: Sample spreadsheet used to calculate overall numbers for CTU in Prague.

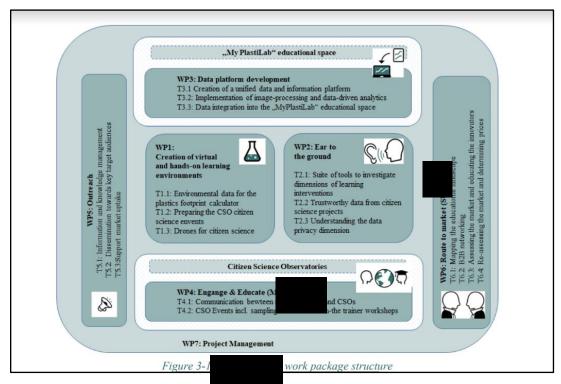
A note on work packages

Without clearly-defined work packages, it is impossible to build a proposal budget. Thus, work packages should be clearly defined by project partners as early as possible in the proposal conception and writing process to make all work downstream easier and to avoid endless discussions about work package content. The more clearly the project "core" managers can define the work packages, the better the project proposal preparation process will flow. For PM, both attempts, we had a clear idea of what our work packages should be and SK, in fact, outlined these and found partners based on the initial concept. However, for R, WPs were still being clarified several weeks prior to proposal submission (in fact, two partners did not join the coalition formally until right about that time, very late in the process), and it made final preparation of the proposal more stressful than it had to be.

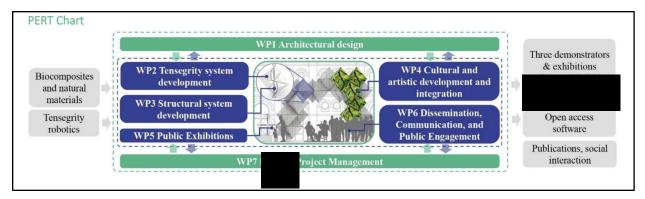
The project National Centre for Information Support of Research, Development and Innovation with the identification code MS2101 is implemented with the support of the Ministry of Education, Youth and Sports. **Page 47**



PM 1st attempt: PERT chart/overview of work packages (WPs) and how they fit together.



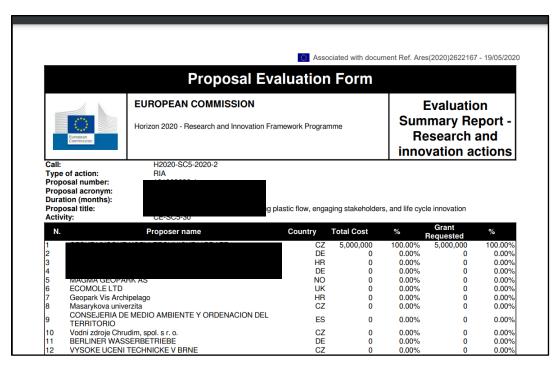
PM 2nd attempt: WP structure in rancier format.



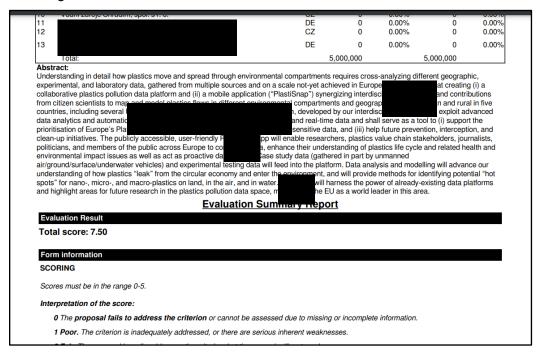
R project: PERT chart/overview of WPs.

A word on project evaluation...

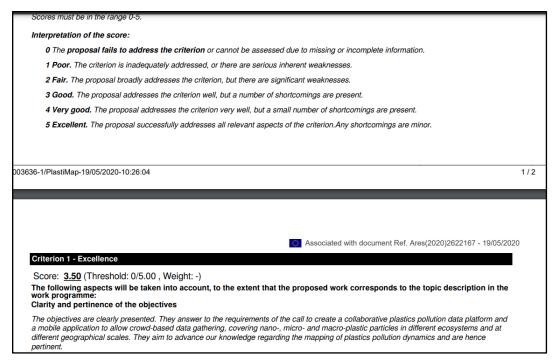
Below are annotated evaluations for both PM attempts and the R attempt. Becoming familiar with how projects are typically evaluated is helpful for proposal writers, because one can consider feedback from prior proposals and use this feedback to enhance the next proposals one is engaged in. Quality of the evaluation comments differs from reviewer to reviewer, but (as in journal article writing), reviewers typically point out relevant points. It is important to note that due to high competition for EU funding in recent years, even very highlyscored proposals may not be funded (as was the case in the PM second attempt/14.5 from 15 possible points but no funding). Decisions about funding beyond scoring are not currently transparent, and it may be possible that some politics are involved at the final stage. For this reason, in SK's experience to date, one can never know the final outcome for even a wellconceived and well-written proposal. That said, the learning gained through the process is worth the time investment, at least when attempting one's first few project proposals. SK notes that in many ways, the proposal writing experiences to date did change her life for the better, in terms of knowledge, the opportunity to work with talented colleagues, and the ability to make it easier for early career researchers to be prepared for the process so that it is easier for them. These rewards cannot be quantified easily.



Note here that no budget was included in the Stage 1 proposal, just an overall budget sum at that stage.

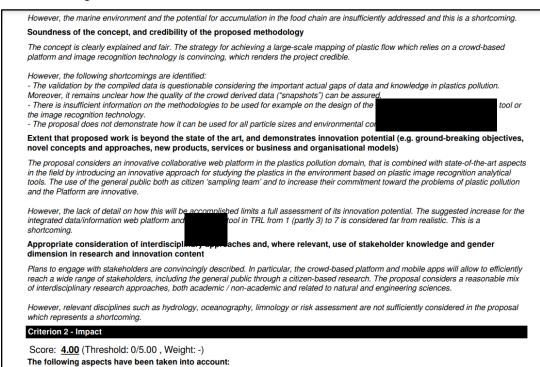


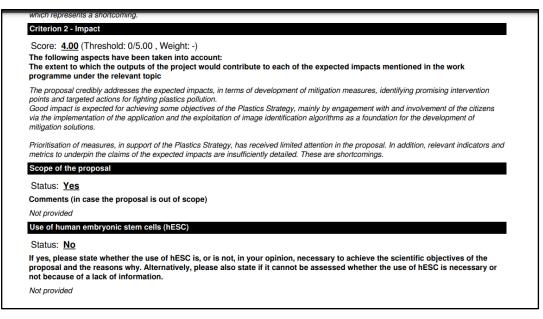
Here the total score is provided; in this case, 7.5 from a possible 10.0.



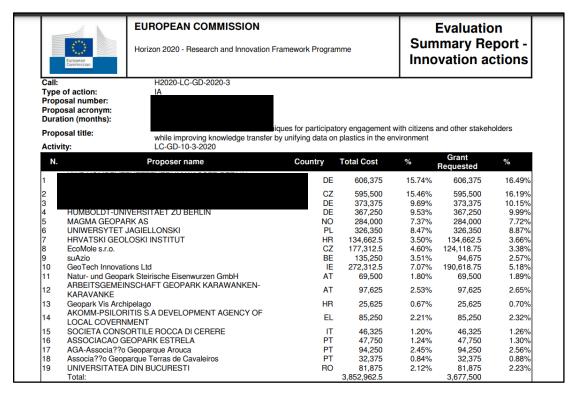
The scoring scale for each section is listed here, together with a description of how reviewers score.

Comments from the reviewer about scientific shortcomings, in their opinion, are listed in text form following the score itself.





PM 1st attempt: Additional scoring details.



PM 2nd attempt: List of coalition members with budget percentages.

PM 2nd attempt: total score 14.50/15 possible.

- 3 Good. The proposal addresses the criterion well, but a number of shortcomings are present.
- 4 Very good. The proposal addresses the criterion very well, but a small number of shortcomings are present.
- 5 Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Criterion 1 - Excellence

Score: 5.00 (Threshold: 3/5.00, Weight: -)

The following aspects will be taken into account, to the extent that the proposed work corresponds to the topic description in the work programme:

Clarity and pertinence of the objectives

Soundness of the concept, and credibility of the proposed methodology

Extent that 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 and gender dimension in research and innovation content

The main goal and the specific objectives of the proposal are clear, specific, measurable, and fully aligned with the scope of the call. The proposal convincingly demonstrates how the proposed extension of a plastics environmental footprint calculator would enable citizens to monitor their impacts on the environment. The citizens' collection of information to facilitate behavioural change and reduce the environmental footprint is addressed in a novel way (e.g., plastics data, information, and modelling platform, easy sampling techniques, and unmanned aerial sampling vehicles).

The proposed concept, built on the idea of "changing the understanding of the dynamics of plastic pollution flow in the environment", is original and sound. The suggested methodology is pertinent and credible to deliver on the specific objectives of the proposal. Grouping work packages into activity streams to ensure the development of the proposed outcomes is a strength of the proposal

The approach to data interoperability (including open data, standards, and software) is compelling. A sound data management plan is presented.

The proposal shows credible innovation ambition building on the state-of-the-art and existing citizen science initiatives, including the etworks. The approach to integrating marine litter data from various sources and establishing i stic ing and monitoring in the environment is highly ambitious and well beyond the state-of-the-art. chno levels to the proposed project outcomes is positive.

The proposal convincingly aims to empower a broad range of citizens and other stakeholders across Europe and beyond in an open, iterative, bottom-up, and transparent decision-making process to observe, monitor, and learn about the environmental impacts of plastic pollution including a compelling component in education.

The proposal is notably well documented scientifically. The consideration of RRI (Responsible Research & Innovation) as a cross-cutting priority is an asset. The aspect of gender balance is particularly well taken into account. The proposal sensibly considers the gender dimension.

PM 2nd attempt: excellence score and comments.

Criterion 2 - Impact

Score: 4.50 (Threshold: 3/5.00, Weight: -)

The following aspects will be taken into account:

The extent to which the outputs of the project would contribute to each of the expected impacts mentioned in the work programme 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

Quality of the proposed measures to:

- 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

The project outcomes will contribute significantly to all of the expected impacts of the call.

The proposal demonstrates the development and strengthening of citizen science initiatives in a convincing way, including collecting environmental and socio-economic data, citizen sampling events, interaction through educational and shareholder networks, and gamification components.

The proposal appropriately envisages better monitoring of the environment by data originating from various platforms. The proposal also plans in a compelling way to expand the role of citizens in collecting data, complemented by independent new scientific observations.

Providing personalized information to citizens and consumers about their environmental impact to allow behavioural change is demonstrated convincingly. Personalized information concerning hidden sources (e.g., in wastewater) is also planned to be provided for the plastic footprint calculation to show the environmental impact from elements that are not visible at first sight. These data will allow citizens to estimate their contribution to plastics pollution and monitor the trends in their plastic footprint.

The proposal appropriately recognizes that knowledge influences behaviour. The project outcomes are expected to contribute to behavioural changes, both directly and with the active support of many associated partners involved in the project. However, how concrete and targeted advice will be given to citizens is not sufficiently elaborated. This is a shortcoming.

A strength of the proposal is the inclusion of additional impacts with key performance indicators (KPI), e.g., broad-scale cooperation with businesses, civil society organizations, public authorities, and existing initiatives. Another positive aspect of the proposal is the desire to increase scientific literacy by involving citizens in data production for the first time through this project.

A missing draft communication plan is a minor shortcoming of the proposal. However, essential elements of a communication plan are given as KPIs, e.g., target numbers for followers on social media and websites, which is positive.

The proposal adequately describes the dissemination strategy and activities with a comprehensive list of target audiences, objectives, channels, and tools. The tailoring of exploitation channels and measures to the identified targets is not sufficiently addressed, which is a minor shortcoming. Dissemination targets including the quantitative information are adequately provided.

PM 2nd attempt: Impact score and comments.

Criterion 3 - Quality and efficiency of the implementation

Score: <u>5.00</u> (Threshold: 3/5.00 , Weight: -)

The following aspects will be taken into account:

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

Appropriateness of the management structures and procedures, including risk and innovation management

Complementarity of the participants and extent to which the consortium as a whole brings together the necessary expertise Appropriateness of the allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfil that role

Work is broken down into seven interacting work packages (WP) logically and usefully reflecting the concept of the proposal. The proposal provides an excellent overview of the relation of the WPs to the objectives. Inter-linkages on WP and task levels are clearly explained and illustrated. Dedicated WPs address project management and dissemination, which is positive. The WPs contain clearly described tasks divided into sub-tasks (activities). The connections of (sub)tasks to other (sub)tasks, deliverables, and milestones are clearly described. The planning of resources plausibly corresponds to the effort and outcome of each WP.

The proposal demonstrates an excellent management structure where the various management bodies' roles are identified, and their interaction is explained in sufficient detail. The governance structure is suitable for ensuring success and for adapting to emerging challenges and risks.

Major implementation risks are very well described, and proposed mitigation measures are suitable.

The consortium brings together complementary participants across disciplines of interest, and the proposal well illustrates the details of the expertise the partners bring in. There are no dispensable redundancies.

Resources allocated to the beneficiaries are justified concerning the tasks they plan to perform. No partner without a well-described role or lack of sufficient resources is identified.

Scope of the proposal

Status: Yes

Comments (in case the proposal is out of scope)

Not provided

Operational Capacity

Status: Operational Capacity: Yes

If No, please list the concerned partner(s), the reasons for the rejection, and the requested amount.

Not provide

Exceptional funding of third country participants/international organisations

PM 2nd attempt: Quality and efficiency score and comments.

R evaluations were made available in August 2022; the project received 11.5 from 15 points possible and was not funded. Here is a note from the PI summarizing the evaluation:

We were the most convincing in the Quality and efficiency of the implementation section (4.5 out of 5), in which the referees only lacked clearly defined ways to ensure an interdisciplinary discussion. The second best criterion was Excellence (4 out of 5), where the main points of critique revolved around the more active participation of citizens, involvement of local artists, and more concrete steps in the gender dimension. Finally, in the Impact criterion, we just passed the three-point threshold, as the referees missed a more concrete description of socially driven and regulatory impacts, scalability toward other EU locations, and dissemination towards the target groups. In addition, the referees pointed out several minor shortcomings.

Structure of Horizon proposals

Program Guide

The Program Guide linked at the beginning of this report is the "bible" for proposal writers. It contains details about what should be in each part of the proposal (typically, for research proposals, there is a Part A and a Part B).

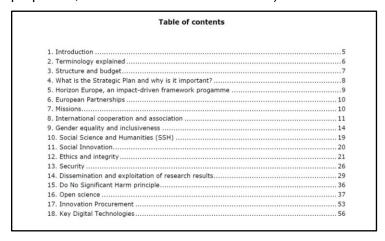


Table of Contents, Horizon Europe Program Guide

AC	Associated country/countries associated to Horizon Europe
ERA	European Research Area
ERC	European Research Council
EIC	European Innovation Council
EIT	European Institute of Innovation and Technology
FP	HE Framework Programme
FR	EU Financial Regulation
GA	Grant agreement
HE	Horizon Europe Programme
IP(R)	Intellectual property (rights)
JRC	European Commission Joint Research Centre
KIC	Knowledge and innovation community
MFF	EU's Multi-annual financial framework
MS	EU Member State(s)
MSCA	Marie Skłodowska-Curie Actions
os	Open science
NCP	National contact point
PCP	Pre-commercial procurement
PPI	Public procurement of innovative solutions
RRI	Responsible research and innovation
SMEs	Small and medium-sized enterprises
SP	HE Specific Programme
SSH	Social sciences and humanities
WP	EU work programme

Abbreviations used, Program Guide.

Potential applicants are invited to read the call documentation on the topic page in the Funding & Tenders Portal ('Portal') carefully, and in particular this Horizon Europe Programme Guide, the General Annexes, the EU Funding & Tenders Portal Online Manual and the EU Grants AGA — Annotated Grant Agreement. These documents provide clarifications and answers to questions relating to preparing the proposal:

- the Programme Guide provides:
 - detailed guidance on the structure, budget and political priorities and other relevant background of the Horizon Europe programme relevant for preparing the proposal
- the General Annexes outline the:
 - admissibility and eligibility conditions, and the criteria for financial and operational capacity and exclusion (Annexes A-C)
 - award criteria, mandatory documents and evaluation procedure (Annexes D-F)
 - o legal and financial set-up of the grant agreements (Annex G)
 - specific conditions applying to actions which include pre-commercial procurement or procurement of innovative solutions (Annex H)
- the Online Manual outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal and recommendations on preparing the proposal1
- the AGA Annotated Grant Agreement contains:
 - $_{\odot}\,$ detailed annotations on all the provisions in the grant agreement to be

Introduction, Program Guide, with notes about where to find additional helpful resources.

To illustrate how the structure can look like using the three case study examples (PM1, 2, and R), the following lists make the structure of the proposals explicit. They were based on the program instructions and the official Horizon Europe templates and checked by experienced European grant writers/researchers (in Germany for PM, in Switzerland for R). Where we as proposal writers, even the experienced ones, had questions, we directed our questions to the official National Contact Points for our areas of investigation.

For the Czech Republic, Technology Centre CAS is host to all National Contact Points (NCPs). Check the EU Funding & Tenders portal for information on the latest contacts for different areas and funding schemes; as of writing, here are the NCPs for all areas related to Horizon: https://ec.europa.eu/info/funding-

tenders/opportunities/portal/screen/support/ncp;sortQuery=country;countryGroups=MS;countries=20000872;functions=All%20Functions,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19

Sections in PM attempt 1 proposal (total=10 pages):

Title

Summary (abstract)

- 1 Excellence
- 1.1 Objectives
- 1.1.1 Introduction
- 1.1.2 Motivations
- 1.1.3 Scientific and technical objectives
- 1.2 Relation to work programme
- 1.3 Concept and approach
- 1.3.1 Overall concept
- 1.3.2 Positioning the project
- 1.3.3 Links to other research and innovation activities
- 1.3.4 Overall approach and methodology
- 1.4 Ambition
- 1.4.1 Beyond state-of-the-art and ambitions
- 2 Impact
- 2.1 Expected impacts

This outline, and the initial concept, formed the basis of the next "concept document" created for the second attempt. This concept document was edited and circulated to potential partners prior to proposal writing began. Creating this document can save time for project proposal managers and, if it's clearly written, can save the entire coalition team time in terms of meetings, particularly in defining work packages, which are crucial (as noted above) to defining the project budget and completing the proposal on time and with minimal stress/pain for all involved.

Screenshots of the PM concept document are included directly below.

Information about the call

LC-GD-10-3-2020 Enabling citizens to act on climate change, for sustainable development and environmental protection through education, citizen science, observation initiatives, and civic engagement

<u>Sub-topic 2</u>: Enabling citizens to act on climate change and for sustainable development through better monitoring and observing of the environment and their environmental impacts

Important dates

Innovation Action (non-profit [i.e., NGO/educational] funding rate 100%; commercial partners/SMEs 70%)

(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.)

Call – Building a low-carbon, climate resilient future: Research and innovation in support of the European Green Deal

3 to 5 mio.

Full proposal (one-stage)

Submission: 26th January 2021 5 pm Brussels time

Page limit: 70 p for sections 1 to 3

For same scores & decision for funding: First Impact, then Excellence; Impact weighted with 1.5; else: Budget given to SMEs

Annotation: Initial page lists name of call, kind of action, funding amount recommended as framework for project team, and other important details.

X · I · I · I · 2 · I · 3 · I · 4 · I · 5 · I · 6 · I · 7 · I · 8 · I · 9 · I · 10 · I · 11 · I · 12 · I · 13 · I · 14 · I · 15 · I · 16 · 🚉 · 1

Budget given to SMEs

Scope and Impacts (call text)

This last call under Horizon 2020 differs in important respects from previous ones. Given the immediacy of the twin challenges it addresses, it aims for clear, discernible results in the short- to medium-term, embedding them in a perspective of long-term change. Interventions are more targeted, resulting in fewer, but at the same time larger and more visible, actions, with a focus on rapid scalability, dissemination and uptake. [...]

As spelled out in further detail just below, the call is broken down into eight principal areas – reflecting the structure of the European Green Deal –, each comprising one to three broad, thematic topics. Alongside these eight core areas, the call features two supporting areas, on knowledge systems and research infrastructures and citizen engagement, respectively.

Area 10: Empowering citizens for the transition towards a climate-neutral, sustainable Europe

The European Green Deal communication stresses that the transition towards sustainability must be just and inclusive, put people first and bring together citizens in all their diversity. This calls for citizen engagement and social innovation in all areas of the Green Deal. This also requires ambitious crosscutting actions to engage and empower people and communities and to support behavioural, social and cultural changes wherever this is most needed for a fair and inclusive transition, leaving no-one behind. Such actions must address change at the collective level through participatory processes and experimental research on behavioural, social and cultural change; and at an individual level by empowering citizens as actors of change, including through the co-creation of R&I contents.

The area comprises the following topics:

10.1. European capacities for citizen deliberation and participation for the Green Deal

Annotation: Key information from call text so that partners don't have to visit the website as an additional step, as in the following screenshots as well.

10.2. Behavioural, social and cultural change for the Green Deal

10.3. Enabling citizens to act on climate change and environmental protection through education, citizen science, observation initiatives, and civic involvement

Specific challenge

- Active role of citizens and their direct involvement
- Address climate change and human activities harming the environment on land, air and sea
- Changes in citizen's and consumer's behaviours towards more sustainable patterns through
 education, awareness raising, citizen science, observation and monitoring of their
 environmental impacts, civic engagement and social innovation.
- Strengthening environmental awareness of the young generation
- Citizen science as a tool, covering a range of different levels of participation, from raising
 public knowledge of science, encouraging citizens to participate in the scientific process by
 observing, gathering and processing data, right up to setting scientific agenda and coDesigning and implementing science-related policies.
- Raise awareness, provide new tools and data for environmental monitoring, covering a broad European geography.

Subtopic 2:

- Involve citizens in climate- and environment-related issues and domains, such as biodiversity, marine and freshwater pollution, water scarcity and sustainable transport and food production
- Broad scale, cooperation with business, civil society organization, public authorities, existing initiatives
- Engage and empower citizens and consumers with concrete tools to monitor [...] and to reduce their [...] environmental footprint
- Include development of devices (low cost sensors, consumer apps, wearable sensors)
- Take into account interoperability and exchange of future and existing data (> image library)

reduce their [...] environmental footprint

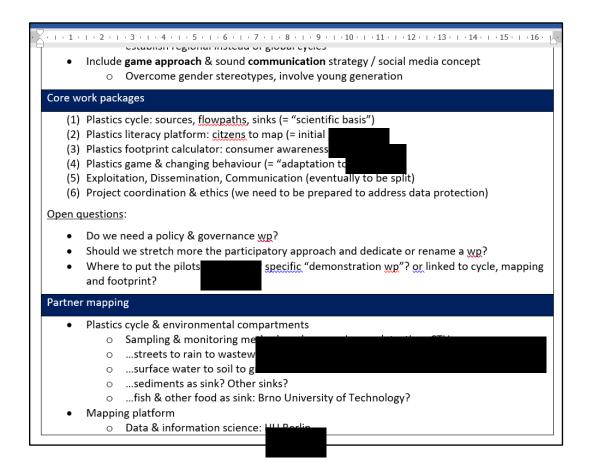
- Include development of devices (low cost sensors, consumer apps, wearable sensors)
- Take into account interoperability and exchange of future and existing data (→ image library)

Expected Impact

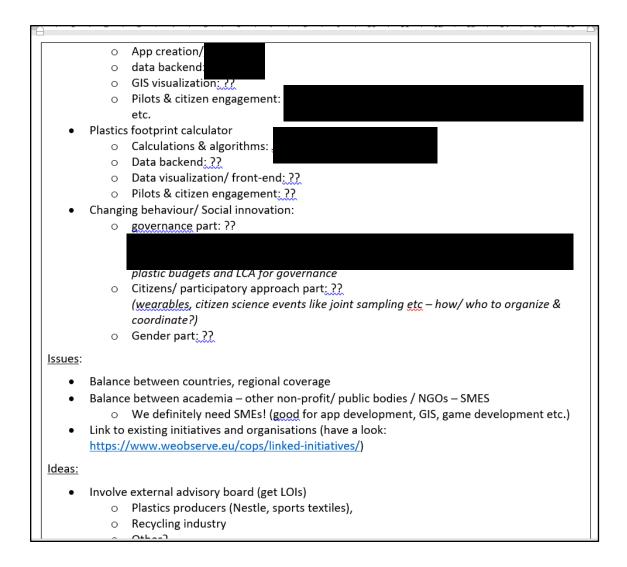
- Development or strengthening of citizen science initiatives to engage citizens in the active collection of environmental and socio-economic data through individual new or improved devices;
- Provision of personalized information to citizens and consumers about their environmental impact:
- Better monitoring of the environment (land, sea, air, etc.);
- Behavioural change processes on the part of citizens, consumers and communities towards
 more sustainable patterns in reducing their carbon and environmental footprint, changing
 their consumption and lifestyle choices to achieve goals of a climate-neutral, sustainable
 Europe through concrete and targeted advice.

Cross-cutting priorities

- RRI (Responsible Research & Innovation)
- Blue Growth
- Open innovation



Annotation: Key work packages as envisioned by proposal writing team leaders (in this case, H and SK). Questions for potential coalition partners/key coalition team members. Initial thoughts about potential consortium leaders.



Annotation: More thoughts about potential coalition/team members as high-level strategic positioning for the project.

Datatice perweet academia - other non-profit/ public podies / 1900s - Sivies We definitely need SMEs! (good for app development, GIS, game development etc.) • Link to existing initiatives and organisations (have a look: https://www.weobserve.eu/cops/linked-initiatives/) Ideas: Involve external advisory board (get LOIs) Plastics producers (Nestle, sports textiles), Recycling industry Other? Get LOIs Covenant of Mayors o Environmental NGOs Most important (from the Info Day) Build on existing research Seek synergies to sister projects • Explain very well progress beyond state-of-the art & TRL at start & end of the project Impact and budget share among academia & SMEs are most relevant Develop good graphics to explain concept etc. Use existing data (Copernicus etc.) Choose pilots based on representativeness, explain scope and scale

Annotation: Very important notes from lead proposal writing team leaders (HS and SK, in this case).

PM, 2nd attempt, outline and selected screenshots

Summary (abstract)

The summary/abstract is typically bounded by a word/character limit, which one must check in the appropriate call documentation for the Horizon round. The summary/abstract should provide a clear picture of the project accessible to both specialists and non-specialists, if the call is interdisciplinary in nature, and leave an impression on the minds of readers that is clear and which leads the proposal reviewers to be interested in reading more in the proposal itself (i.e., it should stand out from the stack of proposals the project reviewers must go through).

In the example below, we highlighted key points in bold and color to try to "spur the interest" of proposal reviewers and to keep they key aspects of the proposal in their minds.

Summary coalition of citizens, local governments, and municipalities (under The organizations, a mixture of local governments/municipalities, nonpro and researchers, will systematically focus on two areas mandated by EU Waste Direct 2018/85 at regional and municipal implementation levels: (i) plastic waste prevention through continuous communication and education, ranging from micro- to macroscales, and (ii) monitoring and assessing of local progress in the implementation of "top-down" re-use and recycling directives. To improve continuous communication and education at a grassroots level across the EU, the eam will create citizen science learning environments ("Citizen Science Observatories", CSC engage, and facilitate behavioural change. Virtual and practical learning tools employed will in n source litter mapping mobile application already field-tested by thousands of individuals in 80 countries (ii) a plastics environmental footprint calculator, and (iii) a virtual, personalized lab book extension of Memowl), developed hand-in-hand with citizens, uniting data, the calculator (inc imponents), and educational content for learners of all ages. Open learning content components will be shared with Google Classroom (up to 100 million users), Quizbank from Moodle (240 million users/250 countries), and other online educational tools. Hands-on learning will take many forms, including (iv) international school, university, and corporate data collection competitions and sampling events (including use of drones) facilitated by scientists for citizens, who will contribute their sampling data to the platform. This consolidated platform will make it easy for citizens and various stakeholders to visi se their data and will serve as a model for (v) an effective, broad-scale, technologically-ground-breaking **public educational paradigm** and (vi) an **early warning reporting** and citizen engagement tool for municipalities to remedy problematic locations (e.g. responding to drug-related paraphernalia, illegal dumping, and overflowing bins), thus producing data that can potentially inform and evaluate changes in EU policy. Surveys, interviews, and focus groups will probe the effectiveness of activities, shedding datadriven light onto the particularly thorny questions of (a) if heightened individual awareness about the spatial distribution of plastic pollution leads to substantive behavioural change and collective action and (b) what differences exist across national, local, temporal, and demographic boundaries (particularly useful to policymakers). The initial set of 10 CSOs in 7 countries will facilitate engagement with over 100 schools, >150 governmental bodies, at least half a million itors from over 30 countries (with global dissemination spanning 44 countries) and a proothers. A worldwide call for "CSO replicate ike place during the project, where initial CSOs will share best practices with replicators and the wider public, facilitating knowledge sharing around the globe. will serve as a model for developing agile approaches to citizen science, waste prevention, d behavioural change that are maximally inclusive, firmly rooted in science and developed

citizens across Europe and beyond its borders.

1. Excellence

1.1 Objectives including specific objectives measurable with Key Performance Indicators [KPIs])

The "Excellence" section should illustrate how the project will specifically meet the objectives of the call and additionally show that the project team is uniquely qualified to perform the work laid out in the project work packages. The following screenshots illustrate how we tackled this challenge in PM.

First, we created "specific objectives" that tie back to KPIs we introduce later in the text. These specific objectives were created after careful reading of the call instructions.

Objectives (SO) measured against quantifiable Key Performance Indicators (KPIs) to be introduced in section 2.1: SOI Develop, demonstrate and ensure transferability of a suite of innovative virtual learning environments (VLEs) intended to raise awareness and change behaviours for users young and old, facilitated by creation of a consolidated plastics data and information platform with an additional focus on water (including stormwater and wastewater) and soil. Includes developing a missing data collection experience to develop and harness unprecedented human data collection capacity, educating citizens about GDPR, privacy issues related to their contributed data, and related issues. (KPIs 1, 2, 4, 9, 11, 13, 22, 23) 35 Alcock, I., White, M. P., Pahl, S., Duarte-Davidson, R., & Fleming, L. E. (2020). Associations between pro-environmental behaviour and neighbourhood nature, nature visit frequency and nature appreciation: Evidence from a nationally representative survey in England. Environment international, 136, 105441. doi: 10.1016/j.envint.2019.105441 36 http://www.unesco.org/new/en/natural-sciences/environment/earth-sciences/unesco-global-geoparks/ 37 https://unesdoc.unesco.org/ark:/48223/pf0000247741?posInSet=30&queryId=7ad25c6e-0e14-4e67-8cc4-5b29eefe7d7c PLASTIMAP - Part B section 1-3 Page 6 SO2 Facilitate transfer of knowledge and exchange of best practices for observing, monitoring, and learning about plastics pollution at Citizen Science Observatories (CSOs), initially 10 n 7 countries with 10 additional global replicator sites to be recruited worldwide and s piect, through

open educational materials. Includes an "alternatives" guide on how to av guides to deal with common problems, and ways to better-estimate volume/weight considerations. (KPIs 5, 9, 11, 13, 22, 25-35) SO3 Map the plastics cycle together with citizen scientists in a way that is accessible and understandable to citizens, consumers, producers, and other stakeholders using the latform. The will map (i) origins of macro- and microplastics in the environm s and flow pa ferent here the cycl compartments (waste/wastewater, water, soils, food, drinking od to consumer), (KPIs 1, 2, 5, 13-18, 24) SO4 Engage and education citizen scientists in hands-on learning by developing simple sampling techniques

which can be used to observe and monitor plastic pollution at CSOs. As society begins to increase its capacity to collect data, these sampling methodologies will evolve. (KPIs 5, 6, 7, 14, 15)

consumer). (KPIs 1, 2, 5, 13-18, 24)

SO4 Engage and education citizen scientists in hands-on learning by developing simple sampling techniques which can be used to observe and monitor plastic pollution at CSOs. As society begins to increase its capacity to collect data, these sampling methodologies will evolve. (KPIs 5, 6, 7, 14, 15)

SO5 Empower citizens with the tools to create evidence-based knowledge and communicate with municipalities about local situations, hotspots, and trouble areas for plastic waste at CSOs and CSO Replicators, informing necessary requirements for an early warning system about plastics pollution for local municipalities, product developers, and other stakeholders engaged in the plastic waste life cycle. (KPIs 1, 2, 4-7, 11, 13-15, 23)

SOG Reduce fragmentation of data regarding plastic pollution and bridge the gap between data gathered by citizen scientists and scientists by integrating data together on one platform, leading towards enhanced interoperability, future standards development, and accelerated open innovation. (KPIs 10, 11, 13, 23, 36-39)

SO7 Improve our understanding of demographic differences (including age, gender) in awareness about pollution issues and changes in littering behaviour across local, regional, cultural, and national boundaries, facilitating more nuanced understanding by governments about the complexity of communicating top-down EU directives and meeting goals for some EU member states, regions, or municipalities. (KPIs 11, 12, 13, 22, 24)

SO8 Foster public involvement and counteract false information campaigns circulating about science³⁸, scientists, and the Green New Deal by actively, continuously communicating and disseminating information showing citizen scientists across Europe actively engaged in scientific activities. Concurrently working to counter gender and other stereotypes (e.g. "cleaning women", "women in science"). (KPIs 2, 3, 4, 9, 11, 13, 22, 26-34)

SO9 Create a network for long-term cross-regional, cross-national local municipality collaboration across Europe for plastics pollution-related issues. (KPIs 3, 12, 25-39)

SO10 Improve citizen involvement in plastics (and other kinds of waste) pollution-related governmental decision making by making it possible for them to monitor, report, and communicate with local authorities about local issues and problems via platform, and developed tools while concurrently making it easier for citizen makers, and other stakeholders to find, access, and reuse 9, 13, 25) trustworthy plasti

SO11 Create new research opportunities. Litter mapping is a relatively new and largely unexplored field of geographic information science, with traditional sampling methods now able to be supplemented by data collected by mobile (and other) devices by anyone, not just trained scientists. Only by empowering citizens to use their existing devices and share data can we transform our understanding of plastic pollution from a largely marine-related issue to a hyper-local one. This will open up an unexcavated source of research topics on sustainable litter management in various local and regional contexts. We will be able to test and iteratively build on society's capacity to produce data. (KPIs 3 6-8 10 12 13 16-21 24 31-39)

1.2 Relation to the work program (response, via proposed project, to aspects of the call, including "cross-cutting" priorities as mentioned in the call text and EU "open innovation" concepts)

In the following screenshots, you see how we handled responding to these EU priorities, emphasizing innovation because had the project been funded, it would have been in the Innovation category.

Table 1-1: Scopes, challenges and expected impacts of sub-topic 2, cross-cutting priorities and how addresses these challenges for plastics pollution issues and domains

Involve citizens in climate- and environment-related issues and domains, such as biodiversity, freshwater pollution, water scarcity and sustainable transport and food production.

Domain: Global plastic pollution

<u>Citizen Involvement</u>: Citizen Science Observatories (CSOs), CSO Replicators, Associated Partners, OpenLitterMap community, general public (e.g. tourists visiting Geoparks, includes participatory development of innovations and content open to any interested stakeholders).

<u>Citizen involvement and litter mapping</u>: Unlike biodiversity mapping and climate change mitigation, litter mapping has a remarkably low barrier to entry with immediately visible effects. Litter is ubiquitous and easily identifiable, which are important characteristics that enable litter mapping to an important catalyst for the development of citizen science. Litter mapping activities in the project will give many people their first introduction to mapping, scientific participation, and data can be considered as a considered considered and across borders, and solve urgent problems.

<u>Citizen involvement and sampling</u>: While macroplastics are directly visible in many environmental settings and can be spotted and mapped with the naked eye (or smartphone camera), the degradation of microplastics into smaller and smaller fragments puts such plastic waste "out of sight" from plain view. Citizens will be involved in water and soil sampling, making them aware of the amount of microplastics particles spread in our environment but hidden from view. Together with "making the invisible visible again" with easy-to-use sampling methods, citizen scientists will also be educated about the sources of microplastics and how they can be avoided (or at least reduced) by individual daily decisions.

<u>Citizen involvement and data platform</u>: Citizens will be able to co-develop and conduct individual (via "MyPlastiLab") and community monitoring (via co-creation of the early warning report and collaborative development of other solutions) that thus, with contributions from Europe and beyond, have the potential to fundamentally change our understanding of plastic leakage and flows in the environment to date.

Related WPs: 1, 2, 4, 5

Development or strengthening of citizen science initiatives to engage citizens in the active collection of environmental and socio-economic data through **individual new or improved devices**./Include development of devices (low cost sensors, consumer apps, wearable sensors)

Developing and improving citizen science data collection experience: collection experience necessary for harnessing the largely untappe ill develop a superior data tizen science. Using the

Cross-Cutting Priorities RRI (Responsible Research & Innovation³⁹) vas conceived to embody the tenets of RRI, "Science with and for Society," via: agement: Virtual and hands-on learning environments (CSOs, CSO Replicators) with a particular emphasis on empowering people to share data for the first time; participatory tool development through iterative online and offline forums; social media engagement and challenges; compelling storytelling about participants, projects, and plastics journey; and various online and offline events including litter picks, litter mapping marathons, local, regional and international community and school data collection competitions ("COVID-resistant": virtual takes over when in-person events are not possible); production and creation of high-quality information accessible to broad publics. Open access: All scientific publications, data, code, and reports will be published openly with scholarly publishers or under various open source licenses including Open Database, GPL, and Creative Commons licenses40. Open educational materials shared broadly at scale. strives to balance teams, to work against gender stereotypes, and to support both men Gender and wo balance issues. Project surveys and interviews will include gender issue components. leader board has an anecdotal 50/50 male: female split. Non-binary urrently unknown to have used the software, indicating a possible participants or those of ot area of investigation. Ethics: Self-check conducted against H2020 ethics guidelines⁴¹ (Part B, Section 5), for work with humans, personal data. Although we want to facilitate as much open data as possible, there are exceptions and limitations. To use OLM as an example, private user information is not included in downloads, and some data types like drug-related paraphernalia have significant ethical implications (due to its relationship with homelessness). Drug-related data is licensed to health authorities who can make a locally informed decision about the openness and availability of this data in a local context. 42 Science education: This is a key component of vith its virtual and hands-on learning environments and emphasis on citizen science act duce citizens to data collection for the first time, the scientific method, critical thinking, and analytical techniques and concepts. Related WPs: 1, 2, 4, 5, 6 Blue Growth⁴³ s not specifically focused on maritime development and contributions to the Blue Economy, but built with contribution to the Blue Economy in mind and incorporates many aspects of Blue es, most notably possible contributions to sustainable aquaculture, coastal tourism, and marine knowledge (maritime spatial planning or integrated maritime surveillance are beyond the scope of

1.3 Concept and methodology

This section included the following: the project idea "in a nutshell," the positioning of the project in terms of future "innovation" outputs, research outposts ["citizen science observatories"], specific/quantifiable outreach targets, partner capacities/expertise, work package division/methodology, barriers to expected outputs, and gender dimensions of the project. SK created the concept of the citizen science observatories, and this idea was embraced warmly by the project coalition.

We had been advised that we should create the "story in a nutshell" as a kind of "elevator pitch" for the project, but I don't think this is absolutely necessary, though can help project teams in the early stages to understand what everyone is working towards.

The following two screenshots illustrate how we tied project outcomes to specific, concrete forms of innovation.

Positioning of the Project On the "idea to application" spectrum, ill deliver several innovations, both Virtual Learning Environment (VLE) and Hands-On I nment (HLE) innovations: (i) the integrated data and modelling platform, with creation of "MyI al lab book (extension of Memowl), and plastics pollution early warning system for governments (extension of Memowl, for some components); (ii) the extension of an opensource mobile pollution image monitoring and classification application ("app") tied to geographic data with particular focus on its unique gamification proposition and object detection potential; plastics footprint calculator that, unlike other calculators known to the project team, will include earch from the domains of stormwater and wastewater management and their contributions to microplastics in the environment; (iv) an easy-to-use sampling and sample preparation technique yielding the potential to distinguish plastics from other sample content material and to be readily applicable in citizen science, and (v) drones equipped with simple sampling devices. Prototypes shall be demonstrated in relevant environments (TRL6) and tested at CSOs with real end users. solutions have a broad range of initial maturity (TRL 4-9), thus some innovations have already been nt environments or built upon existing solutions while others will have to demonstrate their potential field condition ambitiously aims to deliver fully qualified systems demonstrated in operational environments and ket (TRL 7 to 9; see Table 2-2 for detailed TRL improvement and section1.3, Barriers). Table 1-2: VLE Innovations Virtual Learning Environments (VLE, with TRL at start/at end) AI and MI GIS Integrated data and modelling platform, including "MyPlastiLab" and quiz integration with Google Classrooms, Moodle, Wikimedia, other X large (hundreds of millions of user) environments (TŘL (4/7)

ittercoin

X

X

X

X

X

X

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X

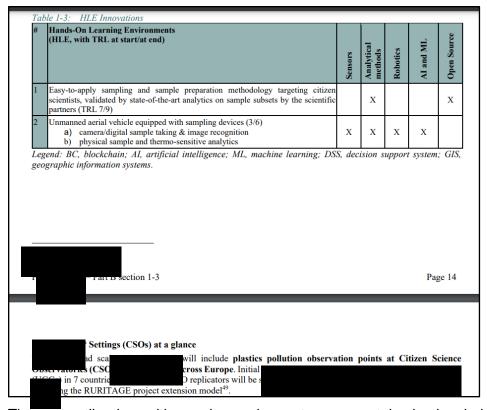
X

Plastic mapping and classification app

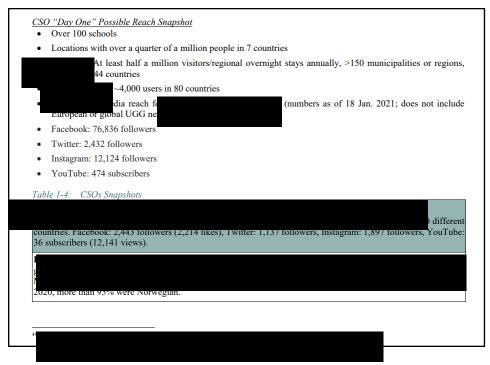
Plastics environmental footprint calculate

Early warning system for governments (3/6)

rewards (TRL7/9)

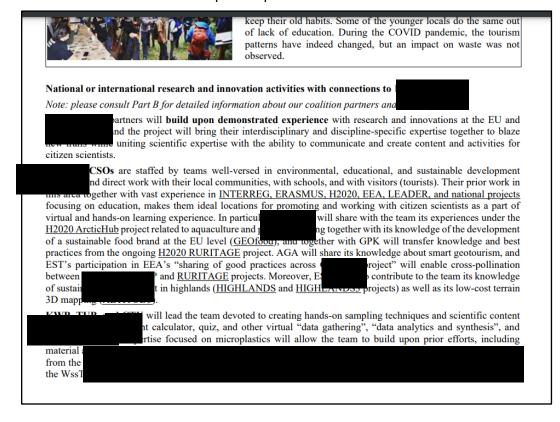


Then we outlined our citizen science observatory concept, having in mind <u>a part of the call that emphasized the broadest reach possible</u>. We did our best to reflect Europe in terms of geography and planned inclusiveness of different segments of society, not only scientific researchers. Photos from the partners were included to hammer this message home.



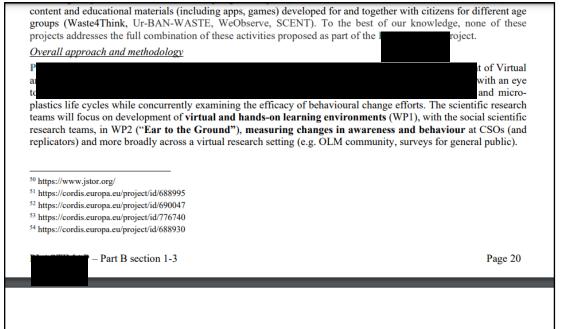


A required part of these proposals are descriptions of how the project teams will tackle the project challenges appropriately. Here you see narrative descriptions of how the project teams would have worked based on prior expertise.



cularly marine litter in coastal owledge of waste mapping and to the equipping of sampling devices to drones. CTU team members will also contribute to the team its specialized expertise in international project coordination, communication, and the financial sustainability of large-scale academic learning tools based on prior team member experience with American nonprofits and foundations, including the Ford Foundation (India, Pakistan, Sri Lanka; JSTOR⁵⁰ launch, nil to millions of users in one day), the John D. and Catherine T. MacArthur Foundation (Russian Federation and Belarus academic/media literacy and scholarly publishing training), and the Andrew W. Mellon Foundation (Central/Eastern Europe and South Africa academic/media literacy). The lead for ighly experienced in extraction and evaluation of scientific data, ine learning and proprietary software development. Its involvemen ety Authority (EFSA) and the European Chemicals Agency (ECHA) range from comprehensive literature reviews for the risks of nanomaterials as pigments to data extraction from human and animal toxicity studies on Bisphenol A (BPA) to the risk assessment of RNAi-based GM plants to a tool to help its scientists extract data from literature relating to plant and animal health. Work conducted for the EU Science Hub's Joint Research Centre included a review of non-animal methods in use for biomedical research (respiratory tract diseases and breast cancer, immunogenicity testing for advanced therapy medicinal products, autoimmune diseases and immune oncology models). vill conduct quantitative and qualitative analysis and guide participatory development and ach) activities, transferring knowledge from MINDtheGEPs (developing gender equality orans), COS1 (critizen science to promote creativity, scientific literacy, and innovation throughout Europe), SERVICES (social-ecological research and technological innovations for improved integration of cultural ecosystem providing insight into national and regional waste- and plasticservices in participatory planning processes). related initiatives (interdisciplinary perspecti circular economy of plastic; linking systems, perspectives and disciplines for active biodiversity governant improvement of effectiveness of municipal waste management in Jordanow municipality through education and information activities regarding selective waste recycling and risk of incineration of waste and the improvement of effectiveness of municipal waste management in Association of Municipalities of Wisłoka Water Catchment will build upon prior experiences in work funded by the US National Science Foundation and the Aust Regarding long-term sustainability planning for developed du (not yet involved in EU- or nationally-funded research projects) will apply its market services, having completed over a thousand projects with the goal of shaping the future by means or providing us ful data and much valued insights - and deploying this information to deliver strategic guidance. Focused on life science and sight into markets regarding health and safety, beyond startbiotechnology mark

As noted above, descriptions of the work packages are crucial and very closely observed by proposal reviewers. They also aid project managers, if the project is funded, in making sure the project develops according to what was promised in the proposal, including on-time delivery.



WP2 will also ensure creation of appropriate standards and ethical and privacy policies (essential for the qualitative and quantitative analysis to be conducted in WP2 and creation of the data platform, WP3), WP3 will focus on the development of the consolidated data platform (including open researcher API). Being essential to the awareness-building and behavioural change components of this project, communication, dissemination, and exploitation activities will be grouped into three areas of effort: "Engage & Educate" (WP4), in which the CSOs will promote project activities and recruit participants for learning events and activities, acting in a "Train-the-Trainer" capacity for some efforts; "Outreach" (WP5, including development and maintenance of the project website, social media outlets, in-person or virtual events, and day-to-day "steady stream" communication activities), and "Route to Market" will include analyses of how to exploit and commercialise the results of PLASTIMAP

For each work package, we talked about our goals and our approach to the proposed efforts.

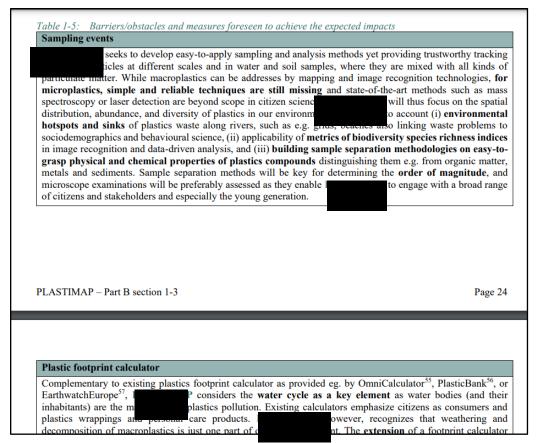
Work packages at a glance

Work package #1: Virtual and Hands-On Learning Environments (VLEs and HLEs)



aims to raise awareness of the plastics life cycle leading to drastic changes in littering behavi rest to track microplastics and plastic waste in various environmental compartments (with a focus o ils) shall be triggered in playful ways in Virtual and Hands-On Learning Environments. A major goal of the Virtual Learning Environments (VLEs) is to bring citizens and other stakeholders together will thus make the link to existing litter with information about plastics in their environment mapping approaches—while having the olved as a partner—and deliver its own vious projects will feed into the scientific imaging and mapping technologies. Data mapping of content regarding flow of plastics from streets to rain to wastewater and surface water bodies, surface water to soil to groundwater, sediments and other potential sinks. The data and models developed will be included in the "MyPlastiLab" educational space to be created in WP3. Hands-On Learning Environments (HLEs) will bring together scientists and citizens in sampling events in the Citizen Science Observatories (CSOs, WP4) and cutting-edge drone sampling techniques to quickly and semi-automatically monitor and quantify levels of pollution in hardly accessible regions will be designed and used to trigger citizen's awareness of anthropogenic behavioural habits on environments normally hidden to their naked eye.

Approach: rill build upon and extend existing litter mapping projects and plastics footprint calculators ation via the mobile application will be complemented with images from (i) open data such as web-cameras in authorities or private entities for touristic purposes or earth observation repositories and (ii) own urguar samples" taken with unmanned aerial vehicles (UAVs). UAVs will be designed in the course of the project to take digital and physical (water and soil) samples. Literature and data and experience from previous projects will be used to add behavioural routines to plastics footprint calculators beside classical consumption patterns targeting especially the water cycle. This will include, among others, road transportation, usage of cosmetics, washing of different fibres and will yield mass balances of microplastics released to the environment with stormwater and wastewater. Agile participatory development mechanisms will be implemented and will involve creation of user scenarios (development of user scenarios/ mock-ups for development team) and testing scripts for the CSO co-developers. Scientific and grey literature as well as own reference projects will be further used to identify sampling methods and techniques involving simple approaches and easy-to-acquire materials to be used in citizen science sampling events within the CSOs (WP4). Emphasis will be on easy handling of sampling and sample preparation with straight-forward plastics separation from other materials (using simple chemical and physical properties) rather than applying state-of-the-art optical or chromatographic methods to make the tonic tangible, easily accessible, and usable also in the manifold projects within the CSOs (involving schools, visitors, community members, and so on).



In Horizon Europe, proposal writers must also address the so-called gender dimension of the proposed project. Below is sample text that could be modified by other authors or used as <u>a</u> <u>model for new original text</u>. The EU also now provides guidelines about gender equity plans, required if a proposal is funded; see: https://op.europa.eu/en/publication-detail/-/publication/ffcb06c3-200a-11ec-bd8e-01aa75ed71a1/language-en/format-PDF/source-232129669

1.4 Ambition (beyond the state-of-the-art)

By "ambition", proposal reviewers would like to see that the project team understands the current state-of-the-art in their work area, thus leading to a clear description of how the project will contribute beyond the current state-of-the-art.

For this proposal, we made two clear designations for each output area promised to be investigated in the work pages, summarizing briefly the state-of-the-art and how the project would propel understanding forward.

Developing a superior data collection experience

State-of-the-Art: All around the world, hundreds of millions of people have access to a mobile device that can collect data. However, society's capacity at producing data and participating in the production of unprecedented global datasets remains significantly underdeveloped and largely unexplored, largely due to a lack of an outstanding data collection experience, though initiatives such as Litterati's are forging new pathways in e.g. AL.61 Just as popular social media platforms made innovations in how people shared information, OLM and the other solutions included in Power of the provide a similar catalyst that makes it fun and easy to share data. Taking inspiration from massing interpretation in the production of the provide a similar catalyst that makes it fun and easy to share data. Taking inspiration from massing the provide a similar catalyst that makes it fun and easy to share data. Taking inspiration from massing the provide a similar catalyst that makes it fun and easy to share data. Taking inspiration from massing the provide a similar catalyst that makes it fun and easy to share data. Taking inspiration from massing the provide a similar catalyst that makes it fun and easy to share data. Taking inspiration from massing the provide a similar catalyst that makes it fun and easy to share data. Taking inspiration from massing the provide a similar catalyst that makes it fun and easy to share data. Taking inspiration from massing the provide a similar catalyst that makes it fun and easy to share data. Taking inspiration from massing the provide a similar catalyst that makes it fun and easy to share data. Taking inspiration from massing the provide a similar catalyst that makes it fun and easy to share data. Taking inspiration from massing the provide a similar catalyst that makes it fun and easy to share data. Taking inspiration from massing the provide a similar catalyst that makes it fun and easy to share data.

Innovation and progress beyond the state-of-the-art: Litter mapping is an important catalyst for the development of sourcing data as litter is not only everywhere making it extremely accessible, but everyone already knows what the objects are. Therefore, by introducing potentially large numbers of people to collecting data on litter, we can build up society's capacity to produce local, regional, and global datasets and expand our ability at collecting other types of data as well, such as validating Earth Observation, biodiversity, sub-marine, and other forms of data. Citizen science is missing a data collection experience and I will transform how citizen science is done across several domains, so far largely unsupported across

Pushing the boundaries of plastics/litter image recognition/AI

State-of-the-Art: Deep learning-based techniques are increasingly used to help to solve many real-world problems. These include marketing strategies, public safety, education, public gaming industry, to name a few. AI helps systems be more precise, efficient, and responsive, providing engineers with a unique opportunity for also using the popular technology in the context of highly-anticipated environmental protection developments and their related educational aspects and anticipated behavioural changes. Several studies have improved awareness and provide solutions for systematic management of waste in water and on land, utilizing datasets such as TrashNet or AquaTrash. However, deep learning algorithms using similar existing datasets are capable of reaching, at a maximum, 65% accuracy and are limited to very specific samples, such as bottles, medical trash, and so on. As such, they do not mirror lease to the specific samples, such as bottles, medical trash, and so on. As a goals for micro-to-meso scale debris. Moreover, publicly available datasets have some shortco

Innovation and progress beyond the state-of-the-art: A cross-platform deep learning software will be developed

2 Impact

Impact statements are often difficult for the scientific teams to write. Writing a good impact statement requires a clear understanding of the call itself.

If possible, impact claims should be backed up by appropriate literature and things that can be quantified, not just general statements, as seen in the screenshots below.

2.1 Expected impacts

Introductory text plus descriptions of the KPIs for the entire project, with links back to the specific objectives (and, if possible, references back to work packages).

2 Impact

2.1 Expected impacts

Contribution to the expected impacts mentioned in the work programme and any substantial impacts not mentioned in the work programme

Table 2-1 shows the impacts generated in relation to the work programme for subtopic 2 of the call and several cross-cutting priorities. Indicators (KPIs) has been defined to make the specific targets.

Part B section 1-3

Page 30

These target values of the KPIs have been estimated based on preliminary expertise and ambitions of the technology providers and previous projects undertaken be partners. Time horizon is mentioned when the impacts will not be reached during or immediately by

Table 2-1

EI#1: Description of citizen science initiatives to engage citizens in the active collection of environmental and socio-economic data through individual new or improved devices.

Citizens monitor plastic pollution by taking samples and snapshots of plastics (and other) pollution leaked to the environment (OLM). To engage citizens further in the active collection of data, (i) citizen sampling events in 10 UNESCO Global Geoparks providing a variety of natural environments and educational and shareholder networks

will not be reached during or immediately by the end of the project.

Table 2-1: Expected Impacts and KPIs to measure achievement

EI#1: De rengthening of citizen science initiatives to engage citizens in the active collection of environmental and socio-economic data through individual new or improved devices.

Citizens monitor plastic pollution by taking samples and snapshots of plastics (and other) pollution leaked to the environment (OLM). To engage citizens further in the active collection of data, (i) citizen sampling events in 10 broviding a variety of natural environments and educational and shareholder networks to local communities and tourist visitors, and (ii) the existing OLM will be massively d data interpretation (real-time object detection) and gamification components

(challenges, LitterCoin).

(Cital	lenges, EtterCom).				
#	КРІ	Current	Target		SOs
1	OLM users	~4,000	20,000	+ 400%	1, 3, 5
2	No. of people producing data for the first time	/	5,000	+5,000	1, 3, 5, 8, 10
3	No. of OLM institutional clients	1	10	+9	8, 9, 11
4	No. of users finishing online introduction to scientific data collection and evaluation at "MyPlastiLab"	/	1,000	+1,000	1, 5, 8, 10
5	No. of citizens reached through CSO sampling events	/	400	+400	2, 3, 4, 5
6	Simple and reliable sample taking and sample preparation method for water (marine/rivers)	/	1	+1	4, 5, 11
7	Simple and reliable sample taking and sample preparation method for soil material (beaches, riverbanks)	/	1	+1	4, 5, 11
8	Real-time object detection capability implemented in OLM	/	1	+100%	10, 11

⁸⁴ Alvear, O. et al. (2017). Using UAV-based systems to monitor air pollution in areas with poor accessibility, Journal of Advanced Transportation, 1, 1-15. doi: 10.1155/2017/8204353

⁸⁵ Andriolo, U. et al. (2020). Mapping marine litter on coastal dunes with unmanned aerial systems: A showcase on the Atlantic Coast, Science of The Total Environment, 736, 139632. doi: 10.1016/j.scitotenv.2020.139632

E1#2: Provision of personalized information to citizens and consumers about their environmental impact.

Virtual (OLM, image and data contribution, plastic footprint calculator, AI-based data interpretation) and handson (sampling of water and soil) learning environments will be developed by scientists for citizens. The plastic footprint calculator will not only include waste from wrappings and personal care products (as in currently available web tools), but will include "hidden" elements of the plastics life cycle such as microplastics in stormwater and wastewater. Based on literature, data from surveys carried out in the project and tools integrated the central data platform "MyPlastiLab" will present data on plastics used in daily lives of the standard platform to estimate their contribution to plastics pollution and monitor the trends how the standard platform to estimate their contribution to plastics pollution and monitor the trends how the standard platform to estimate their contribution to plastics pollution and monitor the trends how the standard platform to estimate their contribution to plastics pollution and monitor the trends how the standard platform to estimate their contribution to plastics pollution and monitor the trends how the standard platform to estimate their contribution to plastics pollution and monitor the trends how the standard platform to plastics pollution and monitor the trends how the standard platform to estimate their contribution to plastics pollution and monitor the trends how the standard platform to estimate their contribution to plastics pollution and monitor the trends how the standard platform to estimate their contribution to plastics pollution and monitor the trends how the standard platform the standard platform to estimate their contribution to platform the standard p

#	KPI	Current	Target		so
9	Number of MyPlastiLab personalized users by end of project	/	>1,000	+1,000	1, 2, 8, 10
10	Number of API calls for results incorporating user provided data	/	100,000	+100,000	6, 11

PLASTIMAP - Part B section 1-3

Page 31

11	Number of visitors to online I educational materials (best practices, le documents, educational videos) and pla calculator data	/	>10,000	+10,000	1, 2, 5, 6, 7, 8
12	Number of early warning report users (municipalities	/	10	+10	7.9.11

	Number of early warning report users (municipalities, other stakeholders) by the end of the project	/	10	+10	7, 9, 11	

$\pmb{\text{EI#3:}} \ \text{Better} \ \pmb{\text{monitoring}} \ \text{of the environment (land, sea, air, etc.)}$

Citizens monitor plastic pollution by taking samples and snapshots of plastics (and other) pollution leaked to the environment. New devices include proof-of-concept for the application of UAVs taking digital (images) and physical (water) samples from otherwise difficult to access environments.

#	KPI	Current	Target	PLASTIMAP Impact	so
13	No. of local, regional, national and international data (images, samples, other) added to OLM and "MyPlastiLab"	currently not evaluated	60,000	+400%	1, 2, 3, 5, 6, 7, 8, 10, 11
14	No. of water samples (marine/river) taken in citizen science events	/	>400	+400	3, 4, 5
15	No. of soil samples (beaches, riverbanks, other) taken in citizen science events	/	>100	+100	3, 4, 5
16	No. of sample sub-sets (water and soil) analysed in CTU laboratory for validation of methods	/	20	+20	3, 11
17	Time needed to explore 1m² by UAVs vs. conventional approach (hours)	4	0.4	-90%	3, 11
18	Sampled area using image recognition vs manual collection (m²/hour/ person)	2	20	+90%	3, 11
19	Cost for analysis of a single loci (water/soil) image analysis vs laboratory measurement	200	1	-99%	11
20	Cost for analysis of a single loci (water/soil) UAV on- board smart analytics vs laboratory measurement	200	50	-75%	11
21	Accessibility86 of a remote location (e.g. beach	1-5	1-10		11

EI#4: Behavioural change processes on the part of citizens, consumers and communities towards more sustainable patterns in reducing their carbon and environmental footprint, changing their consumption and lifestyle choices to achieve goals of a climate-neutral, sustainable Europe through concrete and targeted advice.

will include surveys, interviews, focus groups, and workshops (online and in-person) throughout ch will gather data measuring the efficacy of the project in changing waste prevention behaviours.

Participation in waste reduction challenges will facilitate calculation of estimated kilograms and volumes of leaked waste recycled by citizens participating in individual challenges, and for calculation of estimated kilograms cleaned at CSO and other cleaning events held throughout the project (such cleaning events are already held at the

Part B section 1-3 Page 32

#	KPI	Current	Target		so
22	No. of surveys and interviews conducted at CSO	/	400	+400	1, 2, 7, 8
23	No. of videos created in which citizens discuss behavioural change and best practices for others to emulate	1	10	+10	5, 6, 8
11*	Number of visitors (clicks) to online educational materials (best practices, l	/	>10,000	+10,000	*

EI#5: Broad scale, cooperation with business, civil society organization, public authorities, existing initiatives.

interprets "broad scale" as having multiple layers of outreach and solution spreading through the ion environment (cf. section 1.1). While "eyeballs and visits" are included in our KPIs for scale, the interprets scale in a nuanced manner having different social capital building (educational) on to project outreach and dissemination of evidence-based information generated via the project taking data/information transfer to large-scale initiatives such as Google Classrooms and Moodle Quizbook. The behind-the-scenes, evidence-based involvement in the virtual information space is, as illustrated by recent disinformation campaigns surrounding COVID, crucial and represents a new way of understanding scale and reach.

#	КРІ	Current	Target		so
25	No. of stakeholders attending general informational webinars (businesses representatives of civil society organizations, public authorities)	/	100	+100	2, 9, 10
26	No. of Twitter followers	/	> 1,000	+1,000	2, 8, 9
27	No. of Facebook followers	/	> 1,000	+1,000	2, 8, 9
28	No. of Instagram followers		> 300	+300	2, 8, 9
29	No. of YouTube followers		> 300	+300	2, 8, 9
30	No. of LinkedIn/ ResearchGate followers	/	> 100	+100	2, 8, 9
31	No. of website visits	/	> 30,000	+30,000	2, 8, 9
32	No. of pictures added (OLM/ "MyPlastiLab")	/	> 50,000	+50,000	2, 8, 9
33	No. of material exports to external platforms (eg. Goolge classroom, Moodle)	/	> 1,000	+1,000	2, 8, 9
34	Educational material downloads	/	> 5,000	+5,000	2, 8, 9
35	No of skilled jobs stabilized/ created through	42	50	+6	2 9

⁸⁶ Scale of 1 (easily by foot) to 10 (unaccessible for humans due to natural obstacles and/or weather conditions)

EI#6: Take into account interoperability and exchange of future and existing data.

The complete database will contain a huge amount of data. The platform will provide free downloads of meaningful subsets of data in generally used formats (XML, JSON) to make them conveniently available to third-party developers.

The platform will communicate via universally used GraphQL protocol. Relevant standardization of sufficiently programment of the platform will communicate via universally used GraphQL protocol. Relevant standardization of the platform will communicate via universally used GraphQL protocol. Relevant standardization of the platform will communicate via universally used GraphQL protocol. Relevant standardization of the platform will provide free downloads of meaningful subsets of data in generally used formats (XML, JSON) to make them conveniently available to third-party developers.

#	КРІ	Current	Target		so
36	Number of third-party applications using API calls	/	10	+10	6, 9, 11
37	Number of visits to API documentation	/	1,000	+1,000	6, 9, 11
38	Number of sub-set exports	/	1,000	+1,000	6, 9, 11
39	Number of API checks for data updates	/	100,000	100,000	6, 9, 11

2.2 Measures to maximize impact

Dissemination and exploitation of results

WP6 ("Road to Market") is dedicated to this end, encompassing both economic viability, long-term sustainability analysis, and IPR issues working in conjunction with the KWB project coordination team, where IPR will officially be managed.

Market solutions & long-term sustainability analysis

To achieve fast and wide market penetration of economically viable solutions, a detailed plan for exploitation and dissemination of project results (market analysis, see I eated between M10 and M12 by SUA, a seasoned consultancy specializing in creating economic land project on an appropriation of the initial market analysis, based on project and market developments by M28 (D6.2). For any marketable solutions identified, creation of suggested pricing models will be included, with the updated market analysis completed by M30. The market analysis aims at structuring and conducting the exploitation and dissemination activities. The market analysis will serve as a roadmap for market uptake (i) within the project period for

2.3 Measures to maximize impact

Here, we created a table to summarize specific impact objects with deliverables we identified in the course of creating work packages, as a team.

#	Key exploitable result	IPR holder	Targeted group	Foreseen IPR mechanism	Exploitation route
1	nobile	CTI	Citizens (Crowdsourcing)	Open Source; Open Access;	Digital subscription; consultation SpinOff of new mapping tools,e.g. DrugLitterInfo, KelpMap,CoralMap and more
2	Plastic footprint calculator	ECOM	Citizens of all ages, decision makers	Open Source; Open Access;	Digital subscription; consultation
3	"MyPlastiLab"edicational space	ECOM	Citizens of all ages, municipalities/public bodies, decision makers; researchers	Open Source; Open API	Consultation; Integration with other platforms and solutions (e.g. Moodle, Google Classroom)
4	GEOfood brand ⁸⁸ - digital support suite extension with tools	MAGMA	Local communities, local business (restaurants)	Trademark	Extension of current package (fee for use of the brand – voluntary for EU/ mandatory for outside EU)
5	Early m for municipalities	ECOM	Municipalities, public bodies, decision makers	Open Access	Consultation; digital subscription Integration with other platforms and local geo information systems
n a	Business development suppleddition to identifying new mers in 3 countries: (long-term sustainab		SMEs narket ana	lysis will assist in considering	the following SME men

Because the EU currently wants impact measures to be specified for all possible audiences, we created a table of possible stakeholders and how we would reach out to them, referencing specific work packages and tasks.

Target audience	Objective Channels & tools / task in WP				
Local Market uptake/replication of olutions rmation ng system) Citizens Raise awareness of leaked plastics into the		Solution-specific targeted actions (e.g. webinars highlighting functionality)/T4.2.,T5.2.2; website and social media channels/T5.1.3, T5.2.4; invitations to educational webinars (via CSOs, open to all) and inperson events/T4.2.2, T5.2.2; stakholder video testimonials/T5.2.3, T5.2.4; conferences and events attended (in-person or virtually) by project partners, EAB members, associated partners/T4.2.2, T6.1			
Citizens		VLE/HLE events/T4.2.2; website and social media channels (including best practices/lessons learned documents)/; webinars/T4.2.3,T5.2.; stakeholder video testimonials/T5.2.3, T5.2.4; digital challenges and awards/T5.2.4; marketing videos/T5.2.3, T5.2.4, T5.3.2; media relations/T5.2.5			
European and national policymakers	Implementation of P r r s for si term policy developments in the EU and beyond	Current awareness services/T6.1; website and social media channels (including best practices/lessons learned documents)/T5.1.3, T5.2.4; webinars/T4.2.2, T5.2.2, stakeholder video testimonials/T5.2.3, T5.2.4; survey reports/T2.1.3, T2.1.4, T2.2.2; scientific publications			
Scientific community and subcommunities (e.g. geology/GIS research units at universities)	Exploitation of results in further scientific discussions and research	Website and social media channels/T5.1.3, T5.2.4; events and conferences/T4.2.2, T6.1			
Influential networked	Raise awareness about nd engage	Website and social media channels/T5.1.3, T5.2.4; events and conferences/T4.2.2, T6.1; media relations/T5.2.5; direct contacting, networking in hound marketing/T5.3.2, T6.1			

Then we summarized intellectual property rights and data management aspects of the project, hearkening back to EU guidelines for these.

Useful links in this regard:

- https://op.europa.eu/en/publication-detail/-/publication/ffcb06c3-200a-11ec-bd8e-01aa75ed71a1/language-en/format-PDF/source-232129669
- https://enspire.science/wp-content/uploads/2021/09/Horizon-Europe-Data-Management-Plan-Template.pdf

IPR dynamics (knowledge management and protection activities) IPR management: The Intellectual Property Right (IPR) and Knowledge Management strategy will be defined in the Consortium Agreement (CA), which will follow the DESCA H2020 model and will be signed by the partners prior olutions, the consortium already has a clear view of IPR to signing the grant agreement. For ownership, types of IPR, and exploitati ble 2-2). The CA will set down the basic rules covering the sharing of information and ideas, the ri tner for exploiting their intellectual property, the ownership of knowledge and the rules for access to IPRs generated during the project. Specific aspects of the CA are: Ownership of background knowledge is unaffected by the project. Access rights to background knowledge of other project partners might be needed for certain activities. The CA will establish transparent rules for all partners for those cases Access rights to knowledge generated within are agreed under fair and reasonable conditions to ensure exploitability. The IPR manager (see T7.3 manages any adaptation of IPR ownerships especially joint ownerships. The final distribution in s will be defined in relation to the efforts invested in achieving them and the existing background knowledge at the project start. Part B section 1-3 Page 36 As som innovation results may involve commercially exploitable products or services suitable for direct co or potential implementation on the market, the IPR manager holds a specific responsibility for fair cooperation. The IPR manager will also screen the project for patentable contents of innovations and support partners in protecting their innovations (see also section 3.2 Management structures and procedures). apports the EU's Open Innovation precepts89 and open data/source/coding approaches Open access: ode of at least 3 solutions (see Table 2-2). Moreover, by giving ope open access to peer-review via the CA to ublications of commitment demonstration and validation results. vill disseminate results via bo n" and "gold" open access. To ensure high scientific pts for >5 gold access publications. For any open access publication with detailed result nager will be consulted to ensure that the intended

A preliminary list of the anticipated types of data/standards to be generated/collected together with initial thoughts for exploitation, sharing, curation and preservation are discussed immediately below.

Anticipated data types

At the time of proposal writing, types of data will be gathered and good development, the following types of data will be collected:

<u>Data from citizen scientists</u>
Citizen scientists will collect different kinds of data.

Citizen scientists will collect different kinds of data.

Will always make sure that human privacy and ethical standards are respected, including national participants under the age of 18 and GDPR regulations. A privacy policy matrix will be drafted as part of will within 6 months after the project begins and will include guidelines for each country in which data will be gathered, with guidelines for young people (under 18) and for adults. This will include creation of online and print disclosure statements for images and videos taken under the auspices of the project.

- Images: Images taken by citizen scientists using their mobile phones (Android, iOS, and others) and images
 taken during the project (webinars, events). GDPR sign-off and check for under 18 restrictions. Stored at
 via AWS; formats include: jpg, jpeg, png.
- Very taken during the project (webinars, events, meetings) for project website. GDPR sign-off and check for under 18 restrictions. Researcher or cloud storage locations with formats include: MPG4, AVI, and any other formats.
- Audio recordings: GDPR sign-off and check for under 18 restrictions and stored by researchers with respect to all relevant privacy and other relevant ethics considerations.
- Textual data: All data requiring archival processing on the data platform in specific text structures will be stored in XML and CSV formats.

89 https://www.openinnovation.eu/open-innovation/

- Part B section 1-3 Page 37

Next, we included additional thoughts, in narrative form, about how we would communicate with stakeholders. Please note the reviewers for this proposal did not find this description detailed enough, but within the page limits for this project, we could not include more details. Perhaps others can overcome this challenge by articulating the information in tabular

form or considering the text more legible for/digestible to project reviewers. Perhaps the text, in our case, was not read carefully.

(e.g. smoking, alcohol). All of this data including GPS, timestamp, full OpenStreetMap address, and more is available open source in CSV format.

Sharing between partners

We anticipate that partners will house most data on their local data stores. For simple sharin will use tools of their choice selected at the beginning of the project to transfer informatio th.

For contributing to the unified data platform, partners will send CSV files to ECOM, lead platform developer.

The late team will refine data type, use, and guidelines inventories during the project as part of the Data Mana DMP).

Communication (outreach, engagement, dissemination) activities

The learn, with its participatory approaches, will systematically ensure that project outcomes are clearled and shared with all stakeholders, including the citizen scientists taking part in the project but extending organy to all plastics value chain stakeholders, including those in the academic and commercial sectors. Communication activities, as well as dissemination and exploitation, are strongly supported within the core structure of the project, involving social science partners, CSOs/CSO Replicators, and the aforementioned networks of stakeholders.

The team has a clear understanding of initial outreach target audiences; collaboration with the CSOs and rs and other interested parties will further extend our ability to communicate over various channels anner. We will also incorporate lessons learned by OML in real-time operations as well as best practices from the CleanSeaLIFE project, with a CleanSeaLIFE organiser serving on our EAB. A detailed communications plan will be developed by M6, and the plan will incorporate findings from recent research regarding, to name one example, participatory approaches to support policymakers and other stakeholders from the "bottom up" that has indicated that municipal waste management systems (MWMSs) are part of complex networked systems that have the ability to be mapped and analysed in network form.90 communication and awareness raising activities will thus be carefully designed to take complex net s into account and will aim at creating effective mapping of networked audiences to communicati together with rapid, ongoing measurement of the efficacy of communication efforts such as informal evaluations conducted after webinars and in Engage & Educate WP4 discussions. To highlight another aspect to be included in outreach planning: as Falcone & De Rosa (2020)⁹¹, referring to Lo & Liu (2019)⁹² and Mattsson et al. (2019)⁹³ note:

The role of 'information campaigns' may be of paramount importance for so-called 'peer monitoring,' which seeks to prevent improper waste dumping via two channels. First, citizens may simply persuade others from littering or dumping; and second, citizens may punish those who litter or dump through social sanctions such as exclusion and gossip (Zhang and Zhao, 2019). In terms of policy recommendations, and with the aim of

counter gender and other stereotypes. PLASTIMAP partners purposefully wish to create content which they hope inspires new generations to pursue care and trust in science-based methodologies.

To encourage fun and creativity, BLAC gaged a visual filmmaker and artist based in/highly connected with the Berlin and international hand international hand international hand choose on project activities will be included in planning.

Internal project communication

proposal, including creating a clear visual identity (a review of its match to EU guidelines will be reproject kickoff). The following mechanisms will ensure continued communication and collaboration for the duration of the project:

- · Project kick-off meeting with internal communication discussion
- Basecamp or similar, more secure project archival tool; confidentiality, secure storage (mandatory for data involving humans), and other data-related issues (local institutional versus shared storage) will be addressed in the project DMP
- · Regular video meetings
- Initial communication strategy (M6)
- Detailed communication strategy (updated in M18 and M24), with activities continuously monitored and
 assessed through a wide range of suitable indicators (e.g. Google or other web statistics analytics, social media
 analytics, number of media articles published, number of participants in roadshows and workshops, among
 other; see KPIs 26-34)

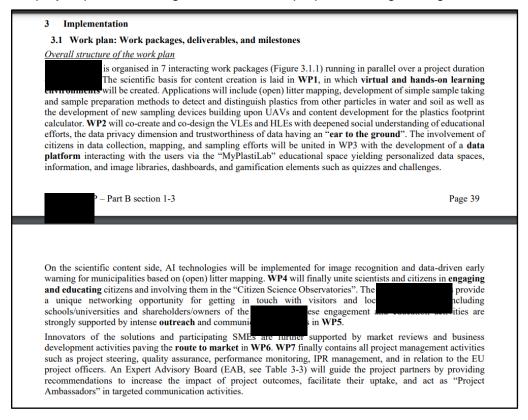
External communication

To add detail to discussions of activities provided earlier in this proposal, it is important to note that planned activities will be grouped around overarching educational themes, taking into account technological developments across the projects, and activities will be supplemented by special challenges (e.g. "Clean-Up COVID" challenge in Year One, "Did you know?" - Makeup, fashion, and microplastics series geared towards young women worldwide, Virtual Image Exhibition and Awards Night curated by Berlin artists for the project of the proj

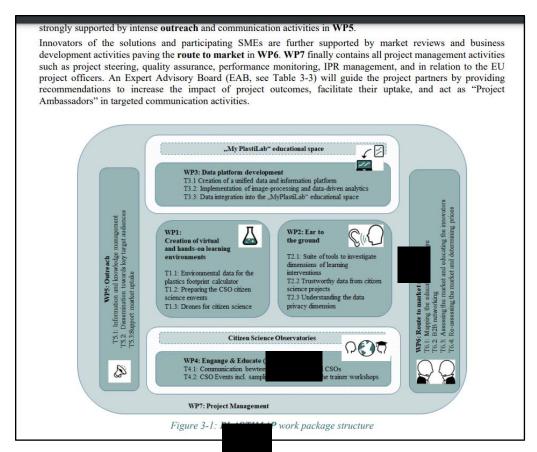
3 Implementation

3.1 Work plan: Work packages, deliverables, and milestones

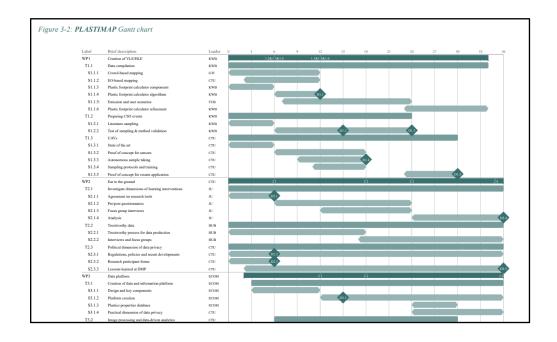
Below are sample work package descriptions. These follow the EU template and are drafted by the project partners with guidance from the proposal writing managers.

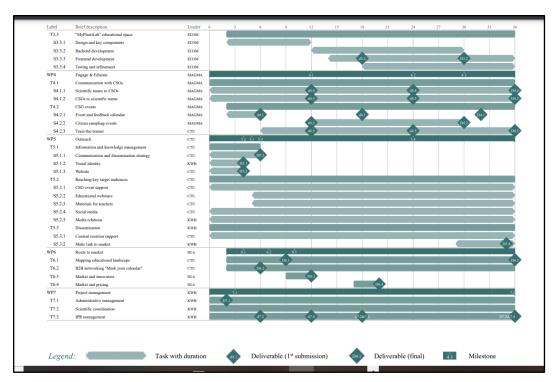


These days, most projects include a chart that visualizes how the project work packages fit together into an integrated whole.



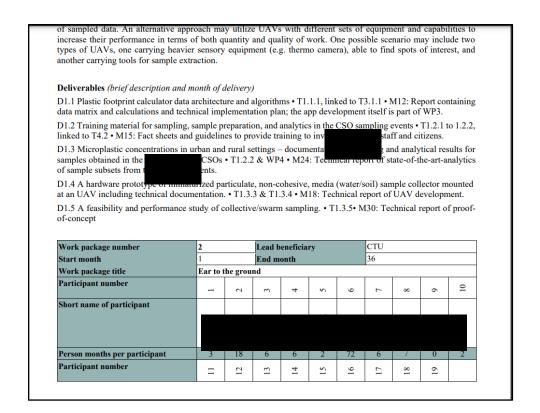
A Gantt chart is also required by the EU, providing a visual overview of planned work with milestones and deliverables, in some cases.





Another view of the work packages.

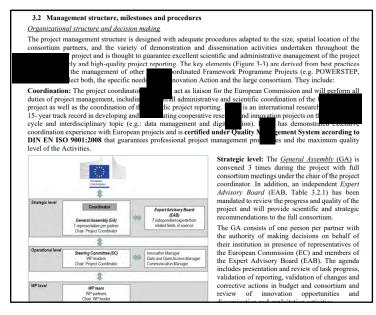
WP#	WP Title	P	ead artner lo.		ead Short ame	Per: Moi		Star	rt	End	
1	Virtual and Hands-On Learnin Environments	ng 1				122.	.0	1		36	
2	Ear to the Ground	2		C.	ΓU	133.	.0	1		36	
3	Data Platform Development	8		E	COM	99.0)	1		36	
4	Engage & Educate	5		M	AGMA	164.	.0	1		36	
5	Outreach (website, social med channels, newsletter, other communications)	ia 2		C	ΓU	60.0)	1		36	
6	Route to Market	9		SU	JA	25.0)	1		36	
7	Project Management	1		K	WB	63.4		1		36	
TOTA	AL:					666.	.4				
		1		Lead b	oeneficiary nonth			KWB			
Work p	ackage title	Creatio	n of virtu	ıal and	hands-on	earnii	ng envir	onment	ts		
	oant number	1	2	3	4	5	9	7	∞	6	10
Particip											
	ame of participant					GMA					



For each work package, deliverables are included. These include a brief text description, type of deliverable (per EU guidelines), level of dissemination (PU=public; all our deliverables were public in this case, but they could be private or for the project team members or EU in sensitive cases), and number of months it would take to complete the planned work.

- D7.2: Data management plan (M6, updated M18, M36) D7.3: General Assembly and Steering Committee minutes (periodic) D7.4: IPR and Innovation Management (M12, updated M18, M36) D7.5: PLASTIMAP periodic reporting (M18, M36, M42) Table 3-2c: List of Deliverables Deliverable **Deliverable Name** Lead Type Dissemination (No.) participant No. Level Date (short (in months) name) D1.1 R PU 12 Plastic footprint calculator data architecture and algorithms D1.2 DEC PU 15 Training material for sampling, sample preparation and analytics in the CSO sampling events D1.3 Microplastic concentrations in urban and KWB PU 24 rural settings - documentation of sampling and analytical results for samples obtained in CSOs D1.4 CTU PU 18 totype of miniaturized particulate, non-cohesive, media (water/soil) sample collector mounted at an UAV including technical documentation. D1.5 CTU PU 30 A feasibility and performance study of collective/swarm sampling D2.1 JU PU Documentation of survey instruments D2.2 CTU PU Policy matrix 6 D2.3 CTU R PU 6 Informed consent from research participants
- 3.2 Management structure, milestones, and procedures

To illustrate to project reviewers that the project will be well-managed, a proposed management structure should be discussed in text form and summarized visual, if this is possible.



In the case of this proposal, we created an Expert Advisory Board that would provide insight and oversight into project activities.

In retrospect, we should have tried to find a real "superstar" advisory board member.

These members are respected professionals in their field and are located in different countries, but they were likely not known by project reviewers in our case, unfortunately.

Table 3-3: Members of the Expert Advisory Board

Rut Bízková (F), Consultant, ISFOR, Institut pro Společnost 4.0, Czech Republic

Bizková is a former Minister of Environment of the Czech Republic. Bizková was educated at the University of Chemistry and Technology in Prague (UCT Prague), and began her career at the Nuclear Research Institute in Řež. She spent three months in 1993 working for the International Atomic Energy Agency in Vienna, before being appointed press spokeswoman for coal power plants of ČEZ Group, the Czech Republic's major power generation company. Her first government post was as the Environment Ministry's director of public affairs; she held other posts within the ministry until 2004, when she moved to its subsidiary CENIA (the Czech Environmental Information Agency). In 2006 she moved from CENIA's deputy directorship to the post of deputy environment minister in 2006, where she remained until her full ministerial appointment. She is currently a consultant for ISFOR.

Ertuğrul Çimen (M), Library Director, MEF University in Istanbul, Turkey

Çimen has a BS degree from Hacettepe University Faculty of Literature, LIS Department, and a MA degree from Kadir Has University Social Sciences Institute's Finance & Banking Program. He is the Library Director of MEF University in Istanbul. His professional interests are; academic library management, library consortiums, license agreement for e-resources, library collaboration, and resource sharing & document delivery. He is the former president of Anatolian University Libraries Consortium (ANKOS), coordinator of ANKOS Collaboration Working Group and ANKOS Academy Group, and Board Member of Turkish Librarianship Association. Currently he is the Secretary of the IFLA DDRS Standing Committee and an editorial board member of Information Discovery & Delivery (Emerald Publishing) and International Journal of Knowledge Management & Practices (JIKMP).

Eleonora de Sabata (F), President, MedSharks, Italy

De Sabata is an Italian marine science underwater photo-journalist and the author of articles, books, exhibitions and documentary films published around the world. Fluent in Italian and English, she is a consultant for International media on Mediterranean topics. As the Financial Times' Italian marine expert, she conducted investigative reporting on illegal fishing, deep-sea oil drilling in the Mediterranean, "toxic" ships and the Costa Concordia disaster. Building on her professional skills as a communicator and her first-hand experience of the marine world, she has now focussed her activities on scientific research, education and conservation projects. She manages several research projects on sharks and other endangered species with MedSharks, the Italian NGO she founded in 2001, with a strong citizen-science component. Her wide-ranging knowledge of the Mediterranean environment, the extensive network of contacts among professional and recreational marine stakeholders, and her media and social media experience are skills she brings to NGOs, Marine Protected Areas, Institutions and Universities both as a communication consultant and a partner on conservation projects. A new species of mollusk (Jujubinus eleonorae) was described from samples she collected, and named after her.

Lenka Mynářová (F), NAFIGATE Cooperation, Czech Republic

Mynářová completed her doctorate in sociology at the Faculty of Arts of Charles University in Prague and her entire professional career has been devoted to innovation in various fields: nanotechnology, biotechnology, science and research communication, and popularization of science and research. She was awarded the Manager of the Year 2018 Award for Leading the Hydal Biotechnology Project. In 2015, project

The text should include information about what to do in case of disputes and difficult challenges a project might encounter.

Work package teams will be constituted by the project partners active in the WPs and will convene at least four times per year (at least two physical meetings) under the chair of the WP leader. The WP leader oversees the task activities and maintains close communication with the task leaders and the project coordinator.

Decision making procedures

The Consortium Agreement will detail the decision making procedures within the consortium. In general, major project decisions, such as those concerning the work programme, the allocation of specific managerial responsibilities within the work plan, the structure and content of deliverables, budgetary issues, contract termination or addition of partners, will be proposed by the Project Steering Committee and validated in the General Assembly. Decisions regarding the day-to-day research of the individual work packages will be made by the work package partners and be validated within the framework of the project guidance.

Conflict resolution

The management structure and work plan have been set out in such a way as to avoid conflicts within the consortium. However, potential conflicts could arise and therefore a conflict resolution strategy has been initially designed meeting the issue of:

- (1) A non-performing partner: It will be the responsibility of the WP leader to inform the SC of a partner that is not performing. The SC will inform the offending partner about its non-performance and will request corrective actions and an improvement in performance through a written letter within a reasonable timeframe.
- (2) Disputes of a scientific/innovative nature: If a scientific/innovation conflict arises that cannot be resolved after consultation with the involved partners, the WP leader will prepare a descriptive document outlying the technological and scientific conflict and will send it to the SC. The SC will make a final decision through a majority of 60% of the votes

If a conflict remains unsettled, Extraordinary Project Committees (EPC) will be convened with the parties in conflict, as well as the related WP leaders and the project coordinator. The meeting will be chaired by an independent person, should it be the project coordinator, the WP leader, one representative of a neutral partner or an external appointed person, and the goal will be to identify an amicable solution acceptable to all.

Internal communication and reporting structure

Mechanisms for internal communication between project partners and reporting will be set out in the Project Management Handbook (D7.1), and achieved through the use of:

- Email and telephone, which will be the main forms of communication
- An internal share-point or repository (e.g. Basecamp, Trello, Nextcloud, or similar), protected by
 password access, to be used to post information on work in progress, reports, drafts and other material of
 interest to project partners and to archive work package achievements and meeting minutes.

In addition to deliverables, milestones (as included in the Gantt chart above). Specific, achievable milestones show project reviewers that the project is well-considered and that work will actually be performed on time and on budget.

- Providing reedback on the representativeness of findings and results.
- Ensuring that the project outputs are useful and practicable.

Milestones for progress review

In WP and SC meetings, the progress will be monitored against the planning using the list of milestones (Table 3-4) and list of deliverables (Table 3-2). Contingency measures will be applied immediately in case of deviation.

Table 3-4 List of milestones

Milestone Number	Milestone Name	Related wp	Lead	Due Date (month)	Means of Verification
MS1.1	Image recognition integrated in OLM	1	(12	New OLM version available
MS1.2	LitterCoin reward scheme launched	1	•	6	First competition online
MS1.3	Plastics statistics compiled for plastic footprint calculator	1	KWB	6	Data matrix available
MS1.4	Sampling methods identified from literature	1	KWB	6	Fact sheets available
MS1.5	Sampling methods tested and verified against State-of-art methods	1	KWB	12	Short report and update of fact sheets
MS1.6	UAV beta version available	1	CTU	12	Prototype available
MS2.1	1st workshop conducted to reach agreement on survey instruments	2	JU	6	Presentations and minutes shared
MS2.2	2 nd work shop conducted to evaluate progress	2	CTU	18	Presentations and minutes shared
MS2.3	All interviews conducted	2	CTU	24	Data compilation finished
MS2.4	Final workshop at ECDF, public event	2	HUB	35	Presentations and minutes shared
MS3.1	Platform architecture and plan for implementation agreed	3	ECOM	12	Implementation plan shared

All European projects require a table or list of possible project risks. These are drafted by the project team and should reflect risks for each work project or project activity stream, when possible. The project writing leads typically review the content of the risks, editing it according to the proposal page limits (note: this is a good place to cut text, if it's not possible elsewhere in the proposal).

and adapt them best to the mark support the project coordinator and or the P partners, takin so ensure that the valuable knowledge and techno consulted accordinate to ensure that the valuable knowledge and techno consulted accordinate to ensure that the valuable knowledge and techno consulted accordinate to the project. The IPR manager will actively screen the established under fair consideration of the P critical risks The following table (Table 3.2b) shows the analysis	kly identify et needs. The moderate at g into account within the prostablished dulogy developium without the project of partners.	red in the project will be prote round impairing the commercial and of any n possible patents and make sure the patents are er contributions.
vill act to mitigate the risks.		
will act to mitigate the risks. Fable 3-5: Critical risks for implementation Description of risk (indicate level of likelihood: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures
Fable 3-5: Critical risks for implementation Description of risk (indicate level of likelihood:	package(s)	Proposed risk-mitigation measures Identify motivated participants building on the already-extensive stakeholder network. Ensure that the data gathering and participatory methods used are designed for ease of completion, and in the formats most convenient to the participants.

3.3 Consortium as a whole

Again, this is the location where the capacities of the proposal constituent members, including its strengths and potential weaknesses (include the latter only if there is space, since risks are outlined separately), are emphasized. A visual picture of representation across the EU is often helpful to reviewers.

Sampling of physical samples by means of UAVs fails due to the difficulties in real-world conditions during navigation or sample collection operations. (Low) For problems in navigation, a pilot-aided control will be implemented. As for the data collection obstacles, only the nondestructive optical methods will be considered in situations where other physical sample collection methods fail.

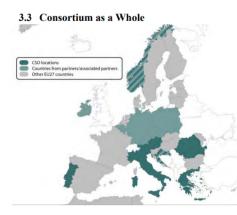


Figure 3-4: Countries involved in the P. consortium

will provide several breakthroughs in ls in citizen science and an early warning will reduce amounts of plastic (and other) waste leaked into the environment. scientific and technological approach is high it aims at a complete new platform for conso data and information with broad participation from citizens across Europe and beyond. This highlights the necessity to create a European-wide consortium, each partner providing valuable expertise in their domain and contributing a complementary set of skills and knowledge for achieving the highly innovative and complex objectives of this project. The consortium consists of 19 partners (6 research institutions, 3 SMEs, 10 public bodies) from 12 different countries (Figure 3-4). In addition, P attracted over 50 Associated Partners who ed their specific interests and willingness with letters of engagement (see section 4.3). Among the associated partners municipalities, schools, nonprofits, SMEs, and universities.

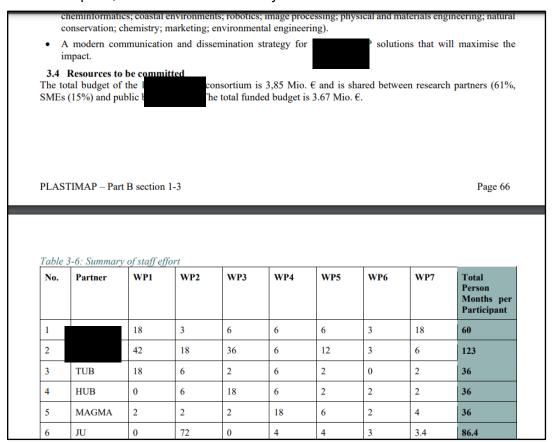
This partnership of technology providers, research partners, business partners, and UGGs will ensure innovation potential, scalability, visibility, and sustainability of demonstrated solutions.

The consortium will comprise approx. 42 persons of staff of which approx. 42% are women. Female researchers or consultants lead four of the work packages (WP1, 2, 4 and 5).

Specific strengths of the consortium:

 Mixture of R&D, SME, and governmental bodies (the latter represented by th regional "umbrella" organizations) across Europe in 7 countries. which are local and

Budget requests in the form of work package "person months" are provided in tabular form, per the EU template, with "other costs" clearly identified.

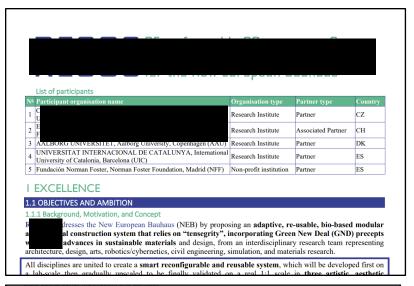


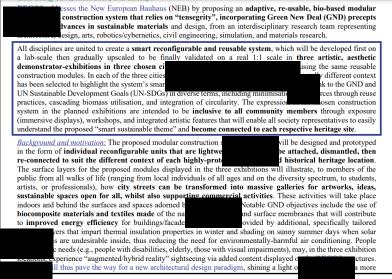
Participant	Category	Cost (€)	Justification
1-F	Travel	55,100	Travel costs include attendance of GAs and work package meetings, CSO visits, 1 national and 1 international conference (20,100); reimbursement of travel cost for EAB members (3x GA, 7 board members)
	Equipment Other goods and services	6,200	Sieve sets (4,400) and school microscopes (1,000) for CSO sampling events; field tablet (800)
		27,800	Consumables for CSO test of sampling methods and sampling events (6,000); Health&safety equipment for field work (1,000); Organisation of workshops and final conference (15,000); shared server solution (1,800); Audit costs (4,000)
	Total	89,100	
2-0 Travel Equipment Other goods and services Total	Travel	28,500	Travel costs include attendance of GAs and work package meetings, CSO visits, 2 national and 2 international conference
	8,000	Drones	
	Other goods and services	34,000	Consumables for drone prototyping including autosampler (30,000); Audit costs (4,000)
	Total	70,500	
4 11115	Travel	19,800	Travel costs include attendance of GAs and work package meetings, CSO visits, 1 national and 1 international conference

R Example

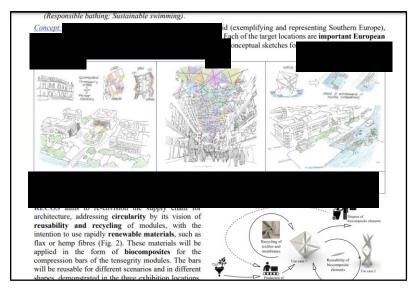
The R outline is similar to that of the PM proposals, but reflects the shorter full proposal required (maximum 45 pages instead of 70 pages in Horizon 2020). SK, together with the PI, edited the main text with a representative from another partner experienced in project management and proposal writing (e.g., she is currently managing a project for her PI).

- 1 EXCELLENCE
- 1.1 Objectives and Ambition
- 1.1.1 Background, Motivation, and Concept

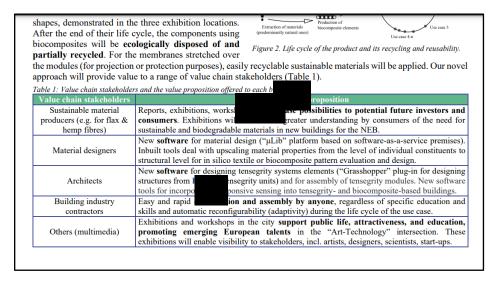




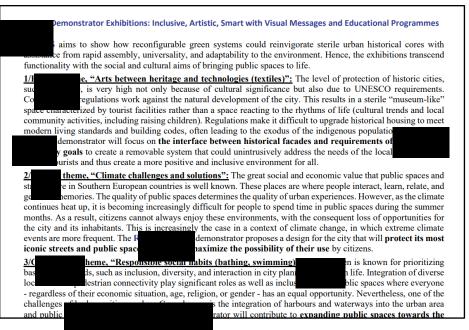
an attempt to ensure reviewers would understand what work was being proposed.



Because architects in the project writing team say they view the world visually, we included many visuals in this proposal, including sketches and diagrams made by two partners to illustrate concepts outlined in the text itself.

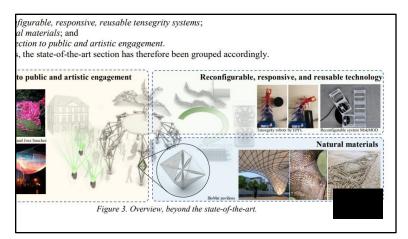


Here, we placed a summary table of stakeholders up front, again in an attempt to interest the reviewers and show them we had carefully considered who they might be.

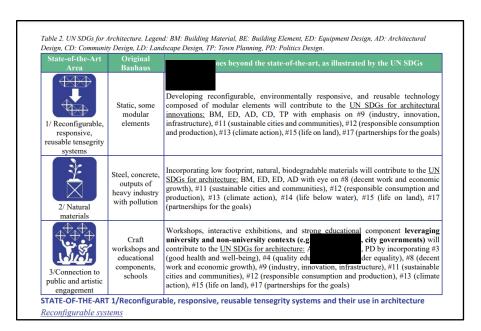


Responding to the particular can, three "event sites" were developed, and the final section in the introduction introduced reviewers to what would be articulated in detail later in the document.

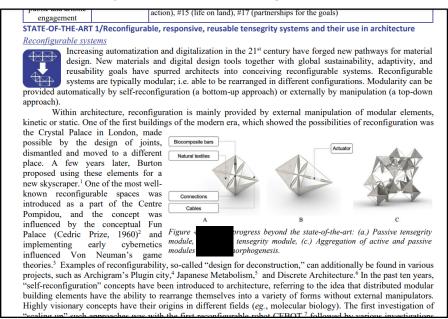
1.1.2 State-of-the-Art and Beyond



Another visual illustration of how different state-of-the-art areas fit together in this proposal, placed before descriptive text (cropped here to maintain project participant privacy).



Responding to the call, which referenced the UN SDGs, a summary table was created that discussed the project's response to these goals.



Detailed text and illustrations about the different state-of-the-art areas, with initial text having been created by the project team specialists and edited/refined by the experienced project manager and SK.

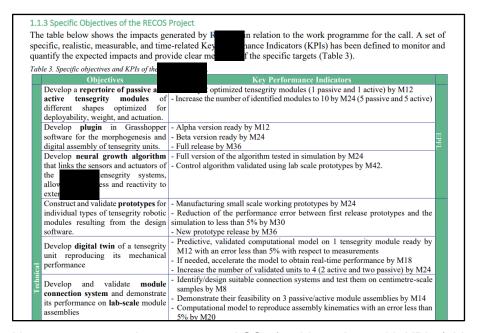
Innovation and progress beyond the state-of-the art: In order to address the shortcomings described above, we will build on, and extend a method that we have previously proposed for static tensegrity structures, ^{48,58} in order to generate modular and reconfigurable tensegrity structures capable of motion for desired reconfigurability. The generative method will be inspired by biological processes of morphogenesis whereby complex (tensegrity) organs grow from the duplication, fusion, and death of simple (tensegrity) cells. This process will result in the first

- (

generative design method that can produce a stable tensegrity system of a predefined shape. The family of elementary tensegrity cells that will serve as a starting point for the morphogenetic process will also include tensegrity joints that can provide the desired motion and reconfigurability to the tensegrity structure. Furthermore, we will modify the morphogenetic process to enable the co-development of a nervous system, implemented as a neuronal network matching the tensegrity body that will stimulate the tensegrity actuation elements from the sensory stimulation to produce behavioural reconfigurations. In doing so, we will produce the first proof of concept of living reconfigurable structures whose bodies and brains are inspired from the architectural language of biological brains and bodies.

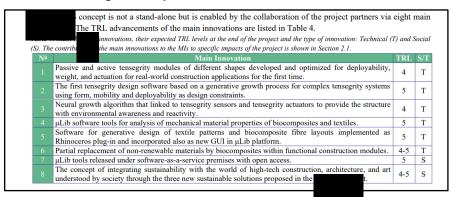
On a practical level, passive and active tensegrity modules of different shapes will be developed and optimized for deployability, weight, and actuation for real-world construction (architecture) applications, for the first time, using the proposed morphogenetic process (WPs 1, 2, and 3). These include: development of a repertoire of passive and active architectural tensegrity modules, through morphogenesis, optimized for deployability, weight, sensing of environmental conditions, and actuation through a co-developed nervous system (WP2); software development designed to assist future architects, construction professionals and engineers with the design process for novel reconfigurable structures and the integration of biocomposites within (WP3); and digital evaluation of structures and material performance under simulated and real environmental challenges, including sun and water protection, prior to installation (WP3 and WP5).

1.1.3 Specific Objectives



Here, you can see how we created SOs for this project, with KPIs (objective item and delivery month).

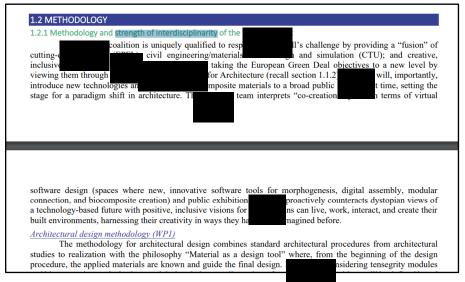
1.1.4 Positioning the Project



Very important, once again: showing the TRL of proposed solutions to be developed under the auspices of the project.

1.2 Methodology

1.2.1 Methodology and strength of interdisciplinarity



Overviews of methodologies according to the constituent partners from several disciplines in the form of work packages, drafted by each project team and edited and refined by the experienced project manager, SK, and Prof. JZ, for the most part.

reconfigurability, and adaptivity. The testing scale will test the real materials and dimensions of 1-3 modules to obtain data about structural and mechanical performance and durability of biocomposite and other applied materials. The urban scale will exhibit a simplified version of the testing scale in urban space to get feedback from visitors through social interaction and projections on demonstrators. Table 5. The different scales during developm 1:1 Simplified version, conventional Structural and mechanical performance Visionary solutions, reconfigurability, materials, social interaction, Biocomposite materials, functional mobility, aggregations communication, interactivity, public prototype of module installation Tensegrity structure design methodology (WP2) ill develop a morphogenetic design process for tensegrity corporates the intended function of the system (reco

syste corporates the intended function of the system (recommotion) as a design constraint. The process will result in lightweight tensegrity systems with structures optimized for their desired motions along with an optimal actuation strategy. The morphogenetic process will include the placement of proprioceptive and exteroceptive sensors and linear actuators connected to a neural network that will control stiffness change, shape change, mobility, and self-repair by redistributing stiffness and form. This morphogenetic process will enable the design as the stressed for the system.

g Figure 7. Example of a simple tensegrity cell composed of 5 nodes and two possible selfastressed forms that it can take in 3D.

by architects and engineers to design recomputation more complex tensegrity systems. The morphogenetic process, which will be applied to the creation of tensegrity structures in the start from elementary tensegrity cells (Fig. 7) that have been mathematically proven to be the

ct, will tressed

to minimize weight and match a desired motion capability when actuated. The morphogenesis process can be parametrized through using different combinations of composing tensegrity cells, different adhesion, fusion and apoptosis operations, and different actuation strategies. These parameters can then be optimized within an

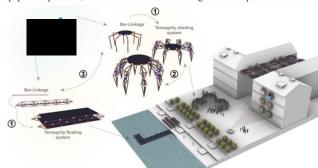
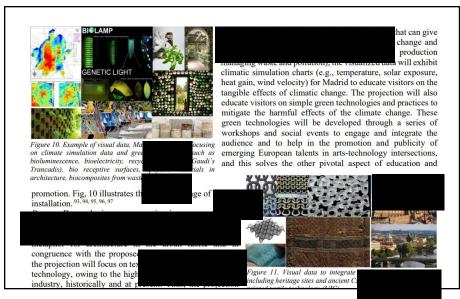


Figure 9. Assembly process and reconfigurability of bars connected with joints called a "bar-linkag sasembly. Bars are then renlaced by passive to sand the joints with active tensegrity modules; 2) The stage and react to the same tensegrity and the joints with active tensegrity system can change shape and react to the same tensegrity modules; 2) The stage and react to the same tensegrity modules the same tensegrity modules the same tensegrity modules. The assembled tensegrity system can change the same tensegrity modules the same tensegrity modules.

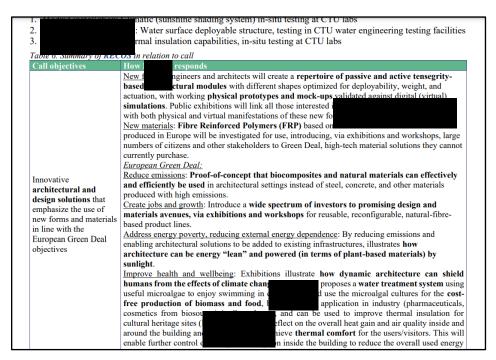
evolutionary process to find the best tensegrity module with geometric predefined form and desired deployability and motion capabilities. Once repertoire of such optimized tensegrity modules is identified. architects will be able to replace bars and joints found in conventional bar-linkage systems with active and passive tensegrity modules. Both passive and active tensegrity modules will include sensors, but only active modules will include linear actuators. We will also develop a

neural growth algorithm that will link tensegrity sensors and tensegrity actuators to provide the structure with environmental awareness and reactivity. In addition, the tensegrity modules could be reconfigured in different configurations to provide different functionalities, such as adaptive shadings and self-stabilising urban islands (Fig. 9). For example, a shading tensegrity could detect where the sun and wind come from and adapt the shape to provide the best shading while maintaining stability; similarly, an urban island could detect inclinations and

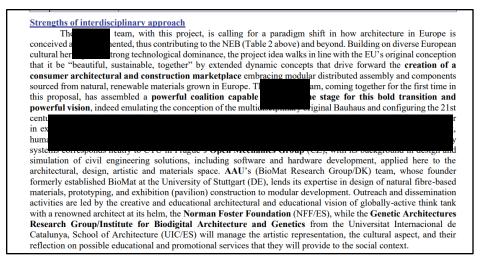
Work package illustration examples (again, for reviewers to be able to scan and grasp concepts more easily).



More work package illustrations.

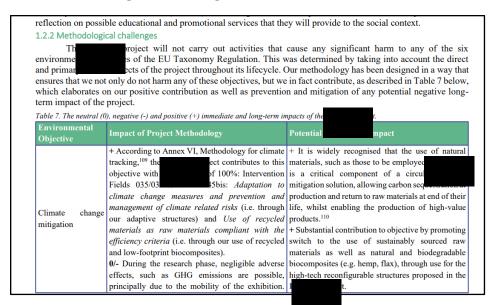


Description of the call and how the project aimed to respond to it.



Overview of team that would execute this project, with identifying information removed.

1.2.2 Methodological challenges



Discussion of "environmental harm" impacts in relation to the six objectives of the EU Taxonomy Regulation.

Description of taxonomy regulation, including link to the full text document.

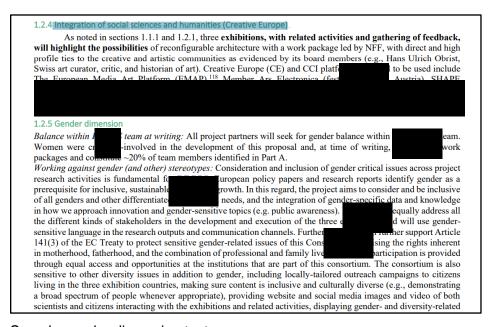
1.2.3 Positioning and links to other R&I activities

1.2.3 Positioning and links to other R&I activities

artners will build upon demonstrated experience with research and innovations at the EU and nation at the project will bring their interdisciplinary and discipline-specific expertise together to blaze new the specific expertise with the ability to communicate and execute the exhibitions and other outreach activities as planned.

Summaries of previous projects executed by project team members followed this text, which has been removed to ensure privacy of participants in this case study. The summaries were similar to the ones in the P project proposals, highlighting previous research funded at each partner institution at the national, regional, or international level.

1.2.5 Gender dimension



Sample gender dimension text.

1.2.6 Open science implementation and data management

1.2.6 Open science implementation and data management

Open Science (OS) will be at the heart of the ect, which will create the necessary infrastructure to communicate and disseminate all project outcome relevant researchers, stakeholders (e.g. industry, public authorities) and users, citizens, and society, the xecution. The following specific OS practices will be implemented, guided by the principle 'as open as possible, as closed as necessary':

- 1. Open Access (OA) to research outputs, such as publications and data: Outputs will be published in peer-reviewed OA journals ("gold" OA) or self-archiving manuscripts ("green" OA). Once published, t ng OA Coordinator will ensure OA, by depositing them in a trusted repository, such as Zenodo without delay under CC BY or equivalent licence together with the supporting data. The asso ta will be open under CC 0 or equivalent licence, in line with the FAIR (Findability, Accessibility, Interoperability, and Reusability) principles. Publication authors will retain reasonable Intellectual Property Rights (IPR), whilst striving to meet the OA requirement. A data availability statement will enable the understanding of where and how data associated with a publication are available and accessible. If the data are sensitive for ethical, data protection, or confidentiality reasons, they will be shared following full anonymisation and/or through the use of controlled (e.g. under Confidential Disclosure Agreement) or delayed access. For data that cannot be shared due to ethical, data protection, or confidentiality reasons, a metadata record will be shared instead. Please see below for a full description of outlined data management practices for th ject.
- 2. Open peer review participation: In addition to domain-relevant Nat Commun, Nat Mach Intell, IEEE journals, Adv Intell Syst, Comput Methods Appl Mech En ruct, Autom Constr, Archit Des, Sustainability) publishing in Open Research Europe (ORE) will be considered, since it offers a simple, free, highquality peer-reviewed OA publication platform, in full compliance with the EC's OA policies.
- 3. Ensuring reproducibility of results: project is committed to transparency and will meticulously record and share as much information oject as reasonably possible (i.e. taking into account IPR). Raw data will be stored in an ordered and ay and separately from processed data. Laboratory notebooks

Sample open science statement.

A thorough Data Management Plan (DMP) will be completed based on the Horizon Europe template and submitted as Deliverable 7.2 at month 6 of the project. The DMP will tackle the main components of the data management policy on datasets generated by the consortium, whilst ensuring compliance with the FAIR principles. The DMP will address the following crucial aspects in detail:

- ect: Quantitative and qualitative research data, arising from the 1. Types of data generated in the following: simulations, observ gs, questionnaires, prototype tests and trials, architectural and ental, as well as photos l data will be stored in digital form, using common data formats). will use raw data (primary data) from various data streams (as described above). Research data will be and published as datasets. roject expects to generate data with a total size of 5-10 TB. ty of data: During the course he partners will use trusted data repositories, such as Zenodo, compliant with the FAIR data principl make data findable, every folder containing published data, shall include a README text file that contains at least the following metadata: title, project description, name of the creator, date of collection, short description of each file, the terms "Horizon Europe" and persistent identifier (ISBN or DOI), the license. If unique tools or proprietary software were used, t will contain a reference to this, where appropriate. If possible, the tools or links to the provider of th will be made publicly available. If code or scripts have been developed in order to get rate the relevant dataset. they are also considered as data and should also be referred to in the description. oject will use a common file naming convention in order t files and data can be identi
- ect will be placed in a trust 3. Accessibility of data: Data generated by th such as Zenodo (maintained by non-profit organisation, offer a 20-year data availability guarantee). To ensure maximum visibility of the data, every DO ata publication will be added to the munity (to be created) on Zenodo. If data is deposited in a directory other than Zenodo, the consort ill need ompliance with the FAIR principles and manually communicate the DOI of Coordinator, who will ensure that all data is visible via the munication channels. All outcomes of the et will be made available to oon as possible following
- ming publicly accessible no 4. Interoperability, reusability and a: Each project partner will strive to generate high impact research, which is inherently based on the generation of good quality data and will consequently provide the best quality data possible for publication and deposition in open access repositories. By making use of repositories, such as

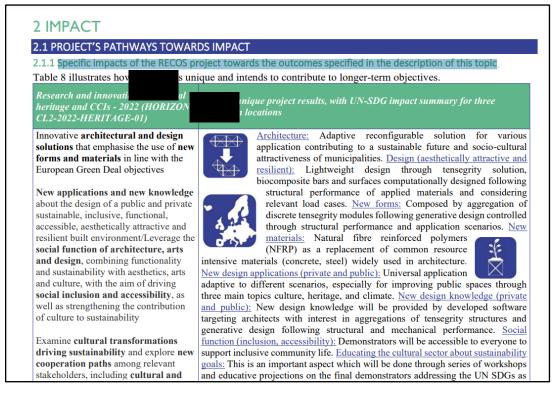
Sample data management plan text.

vith the articles th

nonths after publication.

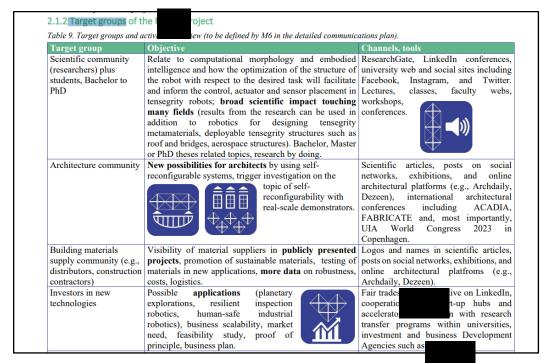
2 Impact

- 2.1 Project's pathways toward impact
- 2.1.1 Specific impacts of the R project towards the outcomes specified in the description of this topic



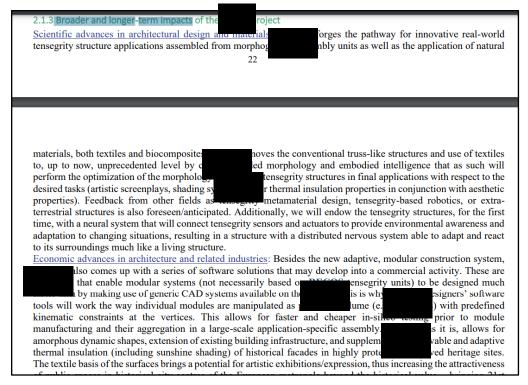
Discussions following the EU template for this section. This entire section was difficult for the project partners to write, and SK assisted in proposing impact areas after careful reading of the Horizon guidelines for Horizon Europe.

2.1.2 Target groups



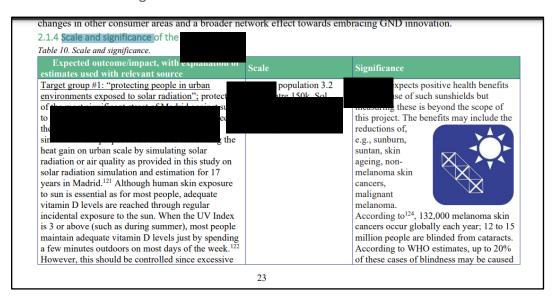
More detailed thoughts about impact for the stakeholders identified in the opening of the document.

2.1.3 Broader and longer-term impacts



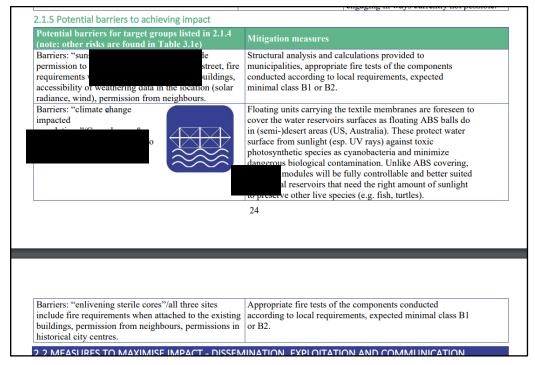
Textual summary of the scientific/economic advances envisioned if the project were to be funded and executed.

2.1.4 Scale and significance



New table in Horizon Europe for summarizing scale and significance of the project.

2.1.5 Potential barriers to achieving impact



Risks table with illustrations included for easier scanning by reviewers, we hoped.

2.2 Measures to maximise impact - dissemination, exploitation and communication

2.2.1 Dissemination and communication plan

Again, this sub-section was difficult for the project team to write, so SK wrote much of the text and asked the specialists who would perform the actual work for review/enhancement of the text (requested as comments in Google Docs from individual partner representatives).

buildings, permission from neighbours, permissions in or B2. historical city centres.

2.2 MEASURES TO MAXIMISE IMPACT - DISSEMINATION, EXPLOITATION AND COMMUNICATION

2.2.1 Dissemination and communication plan

team, with its participatory exhibition/technology showcasing approach, as enumerated above, will y ensure that project outcomes are clearly communicated and shared with all stakeholders, including artists but extending broadly to all value chain stakeholders, including those in the academic and commercial sectors and governmental representatives at the local, regional, national, and EU levels. Through outreach efforts, the potential utility of ideas and solutions will be explored continuously throughout the project, setting the stage for broad scale adoption. Internal project communication: artners have developed mechanisms for clear and constant internal communication during the course this proposal, including ter project kickoff). The creating a clear visual identity (a review of its match to EU guidelines will be c following mechanisms will ensure continued communication and collaboration for the duration of the project: (a.) project kick-off meeting with internal communication discussion, (b.) Basecamp or similar, more secure project archival tool; (c.) confidentiality, secure storage (mandatory for data involving humans), and other data-related issues (local institutional versus shared storage) will be addressed in the project DMP, (d.) regular video meetings on the monthly basis with the minutes-of-meeting approved by all partner institutions in the project archival tool, (e.) initial, detailed communication strategy (M6); (f.) detailed communication strategy (updated in M18, M24, and M36), with activities continuously monitored and assessed through a wide range of suitable indicators (e.g. Google or other web statistics analytics, social media analytics, number of media articles published, number of participants in roadshows and workshops, among others). Decision-making strategy in the consortium: To ensure smooth project progress and adhesion of the consortium as a whole, we have already established a decision-making strategy (to be cemented in the Consortium Agreement). The consortium will aim to achieve consensus on the different issues that may arise during the project. If consensus is not achieved, decisions will be taken in a democratic way, with the majority (3/4) vote ruling. However, critical strategic decisions related to the evolution of the consortium (e.g. entry/exit of a new partner, change of coordinator) or to the suspension of the project will require a unanimous vote. Changes will only be implemented once all consortium members have consented in writing. Should any matters fail to be resolved within the project management structure, they will be referred to an experienced independent arbitrator. A representative each of the WP leaders will meet virtually on a bimonthly basis and in person on a six-month basis to review project progress alongside delivery of set milestones and deliverables, as well as early identification and

review project progress alongside delivery of set milestones and deliverables, as well as early identification and resolution of potential risks. External communication: terprets "broad scale" as having multiple layers of outreach and solutions, with different social cap g (educational) components linked to project outreach/dissemination of information generated taking place with the demonstrators, reports, and traditional scientific dissemination channels.

Table 11. Initial external dissemination and communications estimates.

Channel Estimates/considerations to date (detailed plan M6 of project)

Web News following posts on social networks, descriptions by team and institutes (see social networks below)

Social networks 1 post/every 2 weeks: topics/developments, conference/event participation, other; 1 post/every 4

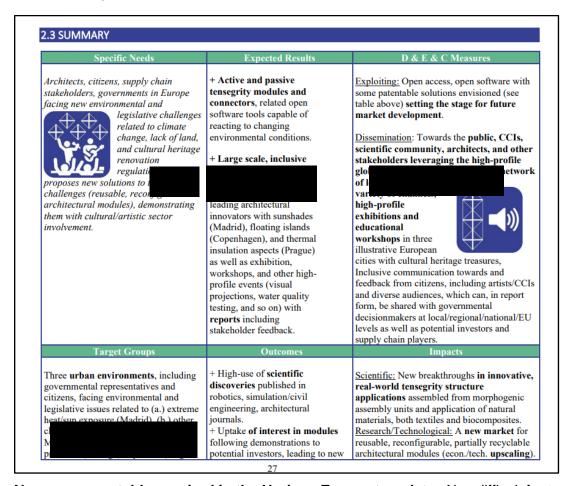
Chamilei	Estillates/considerations to date (detailed plan Mo of project)
Web	News following posts on social networks, descriptions by team and institutes (see social networks below)
Social networks	1 post/every 2 weeks: topics/developments, conference/event participation, other; 1 post/every 4
(LinkedIn,	months: interviews with participants
ResearchGate,	
Twitter, Facebook)	
Architectural online platforms	Min. once per year , one non-scientific article in platforms such as <i>Dezeen, Archdaily, Architonic</i> and in local online platforms: <i>Archiweb, Earch</i> , and so on.
Print architecture magazines	Results (each year) presented in architectural magazines such as <i>Domus, Era21, Topos, Detail.</i>
TV/Radio interviews	ČT Art (Czech TV), Radio Wave - Bourání, and so on.
Public lectures	PechaKucha Prague, Ted talks, etc.
Courses/exercises	Software and hardware exercises Master's course on biologically inspired and adaptive robotics
Scientific outputs	arXiv-hosted preprint for journal publication on the design of tensegrity units with 2 related conference presentations , arXiv-hosted preprint on module connections with conference
	presentation, arXiv-hosted preprint on the design of tensegrity units with 2 conference presentation,
	conference presentation on µLib material analysis platform, arXiv-hosted preprint on µLib material
	analysis platform, research report on manufacturing and in-situ construction of mockups (scenario
	setups 1 and 2), publicly accessible website displaying continuous thermal data aggregation from
	experimental testing in setups 1 and 2, conference presentation on construction of mockups (setups 1

No. of stakeholders attending general informational workshops (businesses representatives of civil society organizations, public authorities) Sol/per year (50/per year) Sol/per year (50/per year) Sol/per year Sol/per		KPI	Current	Target	Project impa
No. of Facebook followers	1	informational workshops (businesses representatives of civil society	<u> </u>	100	+100
Architecture UIC 18,263; Biodigital Architecture Master 12,240+580; iBAG 800; ITKE(BioMat) 9,000 4 No. of Instagram followers NFF/13,000; UIC.Barcelona 11.9 K, UIC.Architecture 3, 139; iBAG.arch 1223; Biodigital.arch.Master 1063; ITKE(BioMat) 10,600 5 No. of YouTube, Vimeo followers NFF/7,500; UIC Barcelona 5000; ITKE(Biomat) Vimeo- 600 No. of LinkedIn/ ResearchGate followers NFF/4,600; UIC 28,706, UIC architecture 244; ITKE – 208 7 No. of website visits (total) NFF/72,500 >80,000 +300 +300 +100 +100	2	No. of Twitter followers		> 1,000	+1,000
800; ITKE(BioMat) 9,000	3	No. of Facebook followers	Architecture UIC 18,263; Biodigital		+1,000
4 No. of Instagram followers NFF/113,000; UIC.Barcelona 11.9 K, UIC.Architecture 3, 139; iBAG.arch 1223; Biodigital.arch.Master 1063; ITKE(BioMat) 10,600 >10,000 >10,000 >10,000 >300 +300<				>80,000	
10,600 10,600	4	No. of Instagram followers	NFF/113,000; UIC.Barcelona 11.9 K, UIC.Architecture 3, 139; iBAG.arch 1223;		+300
ITKE(Biomat) Vimeo- 600				>10,000	
244; ITKE – 208 7 No. of website visits (total) NFF/72,500 > 30,000 +30,000	5	No. of YouTube, Vimeo followers		> 300	+300
	6	No. of LinkedIn/ ResearchGate followers		> 100	+100
8 Educational material downloads / >50 +50	7	No. of website visits (total)	NFF/72,500	> 30,000	+30,000
	8	Educational material downloads	/	>50	+50
				e the adequ	ate protection
The intellectual property right (IPR) strategy of the project will ensure the adequate protection					project, we
full exploitation of the project results by the project par	activ	vely monitor innovations and manage t	he related II K. An Toreground knowled		generated by

	Fable result	IPR holder	Targeted group (short- and long- term)	Foreseen IPR mechanism	Exploitation route
1	Validated computational models of tensegrity module, inter-module connection, and assembly available in an open repository.		Scientific and educational community	Open access	Consultations, integration with othe platforms
2	Design software μLib. ¹³⁷	CTU	Materials engineering community, both academics and practitioners	Open Access	Software-as-a-service, web interface
3	Design software for generative design of	AAU	Architects, designers,	GNU, Rhinoceros	Standalone plugin + software-as-a- service, web interface
_			26		
	biocomposite fabrication/ Natural fibre patterns.		materials Engineering community	plugin + μLib web based GUI	

IPR summary table, mandatory for such projects.

2.3 Summary

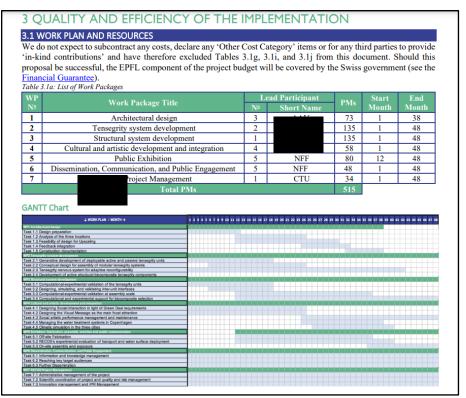


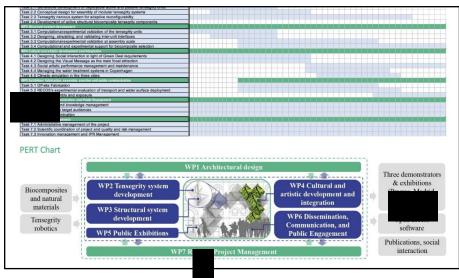
New summary table required in the Horizon Europe template. Also difficult for team members to conceive and write, so SK drafted initial text and asked partners to review it.

3 Quality and Efficiency of the Implementation

3.1 Work plan and resources

Work package summaries and details, including GANTT and PERT charts.





Work package number	WP1	Lead b	eneficiary		
Work package title	Architectura	l design	·		
Participant number	1	2.	3	4	5
Short name of participant					
Person-months per participant					
Start month	MI	End mon	th	M38	
This WP will operate Description of work: Task 1.1: (M1-M12) Design pre Considering the tensegrity modul		P2 and WP3.	n we w	ill define terget v	use cases, which wil
consider the tensegrity modules incorporate the integration of sust basic geometry dimensions will be will be integrating embedded fun movement of the resulting aggreg-	ainable materials a be defined as well a ctions e.g. shading ations. This will en	as a number of eleme g textiles. The design able their fast respon	rsar, easily trar nsive materials ents in the resu will incorpora se to the changi	asportable, and of and fabrication. Iting aggregation te the actuation f ang environment a	deployable. We wil Within this task, the s. Part of the design for displacement and around them. Mostly

	3.1c: List of Deliverables		Lead		Dissemi-	Deli-
Del. Nº	Deliverable Name	WP Nº	Participant Short Name	Туре	nation Level	very Date
	Report on architectural study for the three defined locations	WP1		R	CO	12
D1.2	Report on the selection of the final locations in the three cities including feedback from stakeholders	WFI		R	CO	18
D1.3	Report on scale-up methodology including economic and technological aspects	WP1	AAU	R	СО	24
D1.4	Documentation for building permits	WP1	AAU	R	CO	32
	Report on final activities performed in WP1 including construction documentation	l	AAU	R	СО	38
D2.1	Progress report on development of generative methods for deployable active and passive tensegrity units	WP2	EPFL	R	СО	12
D2.2	Progress report on computational conceptual design for assembly of modular tensegrity systems	WP2	EPFL	R	СО	24
D2.3	Final report on the validation of the control algorithm using lab scale prototypes	WP2	EPFL	R	СО	42
D2.4	Final report on development of active structural biocomposite tensegrity components	WP2	AAU	R	СО	48
D3.1	Progress report on the development of computational inter-module connections and their practical realizations	WP3	CTU	R	СО	18
D3.2	Final report on computational-experimental validation at structural scale	WP3	CTU	R	СО	36
D3.3	Final report on the software tools for computational and experimental support for biocomposite selection	WP3	CTU	R	СО	48
D4.1	Visual message report on multimedia projections for the three installations in the three cities	WP4	UIC	R	СО	24
D4.2	Social workshops topics and schedules	WP4	UIC	DEC	PU	24
D4.3	Report on user experience data collection	WP4	UIC	R	CO	48
D4.4	Climate simulation and data analysis report	WP4	UIC	R	CO	40
	Research report on the lab testing of the proof-of-principle tensegrity	WDS	CTU		CO	2.0

Table 3.1d: List of Milestones

The milestones, defined on technical, dissemination and project management levels for the RECOS project, are shown in the below table. The content of each project deliverable will be assessed as a means to evaluate the completion of each defined milestone.

	Milestone Name	Related WPs	Due Date	Means of Verification	
1	Repertoire of passive and active tensegrity modules	WP2	M18	Public version of the research report available online at open repositories. Modules give functionalities required in WP1.	D2.1
2	Grasshopper software plugin launched	WP2	M36	Available online. Morphogenetic designs for three validation scenarios verified with high-fidelity simulations	D2.2
3	Tensegrity nervous system tested and validated	WP2	M42	Public version of the research report available online at open repositories.	D2.3
4	4 validated digital twin units and 100 digital twins of modular robotic prototypes	WP3	M28	Public version of the research report available online at open repositories. Digital twins validated against experimental data.	D3.3
5	3 passive/active module connection assemblies on lab scale	WP3	M18	Public version of the research report available online at open repositories. Digital twins validated against experimental data.	D3.1
6	Biocomposite textiles weaving patterns beta version	WP3	M30	Tool available online, with model prediction validated by material-scale experiments.	D3.3
7		WP1, 2, 3, 4, 5, 6	M38	Public opening and related events following tasks outlined in related WPs.	D1.1-4, D2.12, D3.1, D4.1-2, D5.1
8	Madrid exhibition	WP1, 2, 3, 4, 5, 6	M41	Public opening and related events following tasks outlined in related WPs.	Same as No. 1
9	Copenhagen exhibition	WP1, 2, 3, 4, 5, 6	M44	Public opening and related events following tasks outlined in related WPs.	Same as No. 1

		0				
10	Website/social media launch	WP6	M4	Available online, with approved visual identity.	D6.1-2	
11	Kick-off meeting conducted	WP7	M3	Presentations and minutes online.	D7.1-2	
12	Final conference	WP7	M42	Presentations and minutes online.	D7.5	

Table 3.1e: Critical Risks for Implementation

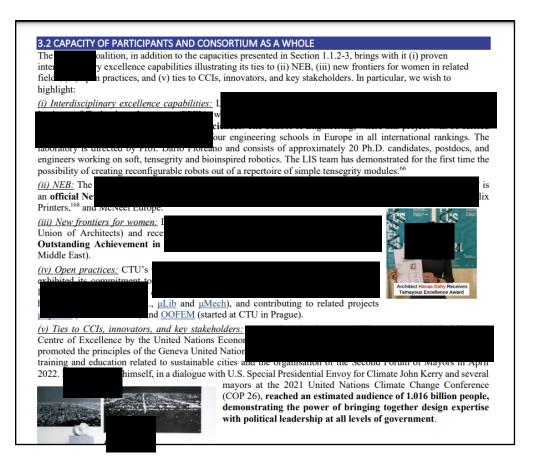
A summary of the potential technical, dissemination & communication and management risks encountered during project development is provided in the table below, alongside their mitigation or contingency measures.

otion of Risk (Likelihood/Impact)	WP	Proposed Risk-Mitigation Measures
		Technical
Permission will not be given in historical heritage locations (Medium/Medium)	WP1	<u>Mitigation:</u> Multiple locations will be selected to mitigate this risk and obtain the best possible integration of the public. <u>Correction:</u> We will also consider locations on the edge of historical heritages sides, if necessary. These will be selected with caution to avoid compromising the impact of the project.
During exhibitions, the modules will be damaged by weathering and unable to be reused (Medium/High)	WP1	<u>Mitigation:</u> Protective coatings and real environment testing before installation, design ready for quick exchange of modules, observation during exposure. <u>Correction:</u> Fabrication of extra modules to deal with such contingencies.
During exhibitions, the modules will be damaged by vandals and unable to be reused (Medium/High)	WP1	<u>Mitigation:</u> Locations with permanent surveillance, design ready for quick exchange of modules, observation during exposure. <u>Correction:</u> Fabrication of extra modules to deal with such contingencies.
Collapsing of structure during exposure and its safety (Low/High)	WP1	<u>Mitigation:</u> Permanent monitoring, visible info boards with rules and conditions especially forbidding climbing on structures. <u>Correction:</u> Design for higher structural reliability, fabrication of extra supports, protection zone around installation, and research into additional safety measures required.
Computational costs of the optimization of modules are too large	WP2	Mitigation: Reduce the number of parameters to optimize and focus on the most influential factors of morphogenesis which reduce the complexity of the problem and consequently the computational costs. Correction: Replace the simulation in a physics engine with form-

Total PM Costs - EPFL (€) 301,462 43,410 567,392 247,859 347,247 188,522 139,437 1,835,324 Table 3.1h: 'Purchase Cost'" Items 1. CTU	Travel and subsistence Equipment 11,200 S8,600 Services Total 120,800 S8,600 Services Cost (€) Secretar EU). Size Secretar EU). Size Secretar EU). Size Secretar EU Secretar S	The estimated PN	Ms per parti	cipant and	per WP fo	r the 48-mo	onth	project a	ire shown i	n the table	below:
4 80 6 2 2 4 2 100	4 80 6 2 2 4 2 100	Partne	er	WP1	WP2	WP3	V	WP5	WP6	WP7	
S3 25 6 10 21 3 2 120	S3 25 6 10 21 3 2 120	CONT		7	30	123	4	21	4	25	214
NFF 9 0 0 0 6 35 34 2 86 Total PMS 73 135 135 58 80 48 34 563 Total PM Costs (€) 329,785 609,877 609,877 262,021 361,408 216,845 153,599 2,543,41: Total PM Costs = EPFL (€) 301,462 43,410 567,392 247,859 347,247 188,522 139,437 1,835,32: Table 3.1h: 'Purchase Cost'' Items 1. CTU Cost (€) Participating in conferences (21 k€), long-term research visits at partner institutions (18k€), travel expenses of Advisory Board members (12 k€) Equipment 11,200 Depreciation costs of equipment for fine metal prototyping Other Goods, Works, and Services Total 120,800 2. Cost (€)	NFF 9 0 0 0 6 35 34 2 86 Total PMS 73 135 135 58 80 48 34 563 Total PM Costs (€) 329,785 609,877 609,877 262,021 361,408 216,845 153,599 2,543,41: Total PM Costs = EPFL (€) 301,462 43,410 567,392 247,859 347,247 188,522 139,437 1,835,32: Table 3.1h: 'Purchase Cost'' Items 1. CTU Cost (€) Participating in conferences (21 k€), long-term research visits at partner institutions (18k€), travel expenses of Advisory Board members (12 k€) Equipment 11,200 Depreciation costs of equipment for fine metal prototyping Other Goods, Works, and Services Total 120,800 2. Cost (€)			4	80	6	2	2		2	100
NFF	NFF			53	25	6	10	21	_		120
Total PMS 73 135 135 58 80 48 34 563 Total PM Costs (€) 329,785 609,877 609,877 262,021 361,408 216,845 153,599 2,543,412 Total PM Costs - EPFL (€) 301,462 43,410 567,392 247,859 347,247 188,522 139,437 1,835,329 Table 3.1h: 'Purchase Cost'' Items 1. CTU Cost (€) Justification Travel and subsistence Equipment 11,200 Participating in conferences (21 k€), long-term research visits at partner institutions (18k€), travel expenses of Advisory Board members (12 k€) Other Goods, Works, and Services Total 120,800 2. Cost (€) Justification Travel, Secretar (<15% of pers. costs) Travel, Secretar EU).	Total PMS 73 135 135 58 80 48 34 563 Total PM Costs (€) 329,785 609,877 609,877 262,021 361,408 216,845 153,599 2,543,412 Total PM Costs - EPFL (€) 301,462 43,410 567,392 247,859 347,247 188,522 139,437 1,835,329 Table 3.1h: 'Purchase Cost'' Items 1. CTU Cost (€) Justification Travel and subsistence Equipment 11,200 Participating in conferences (21 k€), long-term research visits at partner institutions (18k€), travel expenses of Advisory Board members (12 k€) Other Goods, Works, and Services Total 120,800 2. Cost (€) Justification Travel, Secretar (<15% of pers. costs) Travel, Secretar EU).	- CIC		0	0	0	36	1	3	3	43
Total PM Costs (€) 329,785 609,877 609,877 262,021 361,408 216,845 153,599 2,543,412 Total PM Costs – EPFL (€) 301,462 43,410 567,392 247,859 347,247 188,522 139,437 1,835,328 Table 3.1h: 'Purchase Cost'' Items 1. CTU Cost (€) Justification Participating in conferences (21 k€), long-term research visits at partner institutions (18k€), travel expenses of Advisory Board members (12 k€) Other Goods, Works, and Services Total 120,800 2. Cost (€) Justification Travel, Secretar (<15% of pers. costs) Travel, Secretar EU).	Total PM Costs (€) 329,785 609,877 609,877 262,021 361,408 216,845 153,599 2,543,412 Total PM Costs – EPFL (€) 301,462 43,410 567,392 247,859 347,247 188,522 139,437 1,835,328 Table 3.1h: 'Purchase Cost'' Items 1. CTU Cost (€) Justification Participating in conferences (21 k€), long-term research visits at partner institutions (18k€), travel expenses of Advisory Board members (12 k€) Other Goods, Works, and Services Total 120,800 2. Cost (€) Justification Travel, Secretar (<15% of pers. costs) Travel, Secretar EU).	NFF		9	0	0	6	35	34	2	86
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3.2 Capacity of consortium and participants as a whole

Placed at the end according to the Horizon Europe template highlighting strengths of the project partners and selected individuals (where relevant).



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A Note on EU budgets

It is helpful to have an experienced partner who has previously calculated and/or managed EU budgets assist with budget calculations. Such a person can also educate team members unfamiliar with the EU budgeting process. Sometimes a financial expert is available at a partner institution's workplace for review of the budget; some countries have active National Contact Points in disciplinary areas who can additionally review the entire proposal, including the budget, but not limited to this.

In the case studies described here, the majority of the project budget proposed was for personnel, and doctoral students/postdoctoral researchers, in particular. Researchers in these projects were looking for ways to fund talented doctoral students who might assist them in other areas of their work, above all else.

Detailed descriptions of EU budget concepts are found at: https://ec.europa.eu/info/business-economy-euro/banking-and-finance/sustainable-finance/eu-taxonomy-sustainable-activities_en (review all of CHAPTER 3 - GRANT if you are unfamiliar with the concepts involved).

Highlights from this document:

EU grants are normally subject to a single funding rate for the entire action — which is fixed and announced in the call conditions. (p. 20)

In order to avoid abuse, the budget flexibility is restricted. (p. 21)

Budget categories and forms of funding (p. 21)

Personnel costs

Costs for employees (or equivalent)

Costs for natural persons working under a direct contract

Costs of personnel seconded by a third party against payment

Costs for SME owners/beneficiaries that are natural persons without salary (not all Programmes)

Costs for volunteers' work (not all Programmes)

Costs for other personnel categories (only SMP ESS, CUST and FISC)

Subcontracting costs

Purchase costs

Travel costs, accommodation costs and subsistence costs (not all Programmes)

Equipment costs

Costs of other goods, works and services

Other cost categories

Financial support to third parties (all Programmes except RFCS, EUAF, CUST, FISC, CCEI, PERI, TSI, UCPM)

Internally invoiced goods and services (only HE and DEP)

Notes on personnel costs: "They must be limited to salaries [additional OPTION for programmes with parental leave: (including net payments during parental leave)], social security contributions, taxes and other costs linked to the remuneration, if they arise from national law or the employment contract (or equivalent appointing act) and be calculated on the basis of the costs actually incurred, in accordance with the following method: {daily rate for the person multiplied by number of day-equivalents worked on the action (rounded up or down to the nearest half-day)}.

The daily rate must be calculated as: {annual personnel costs for the person divided by 215}

The number of day-equivalents declared for a person must be identifiable and verifiable (see Article 20). [additional OPTION for programmes with parental leave: The actual time spent on parental leave by a person assigned to the action may be deducted from the 215 days indicated in the above formula.] The total number of day-equivalents declared in EU grants, for a person for a year, cannot be higher than 215[additional OPTION for programmes with parental leave: minus time spent on parental leave (if any)]." (p. 33)

VIP: Description of how to calculate personnel costs, pp. 36-59 (with various possibilities and permutations)

Travel and subsistence costs, pp. 60-62

Equipment, pp. 63-69

Other goods, works, and services, pp. 70-72

Other cost categories, pp. 73-84

Summary of ineligible costs, 73-88

Please refer to your institution's financial department for assistance in creating budgets. Online fee-based tools and courses do exist for learning about EU budgets and for simplifying this process; see, for example:

https://www.emdesk.com/horizon-2020-horizon-europe-basics-guide/horizon-europe-proposal-budget

https://enspire.science/horizon-europe-budget-preparation-guide/

More search engine results with query: "creating a budget for horizon europe"

Final notes

It is SK's hope that this summary will help those learning about EU project writing to betterunderstand the process, with the three illustrative case study examples. The process, to the surprise of many researchers with background in STEM fields, is surprisingly human and thus often requires more communication than anticipated by proposal partners.

In all three case studies, SK found it helpful to co-manage project management and writing activities, working closely with very experienced EU project managers/writers and limiting writing of initial drafts to a small number of people (1-3 person "core team") and reaching out to specialists in the various disciplines directly, via meetings and Google Docs, to "fill in the gaps" of specific content areas.

As noted above, all this requires time and effort, and proposal writers and those considering projects should not underestimate the time requirements creating a serious proposal involves; in SK's experience, during key conception and writing periods, she was devoting 30-40 hours a week to project-related activities, working even over some weekends (quiet times when many colleagues go away). This may not be an ideal example, but it is realistic.

Management of an EU project is not covered in this document, because SK has not yet managed such a project at time of writing.

Wishing you good luck in your EU proposal journey, and please do not hesitate to reach out to me with specific questions (stephanie.krueger@gmail.com).