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EURIPIDES

**A programme for the
Eureka Initiative for Packaging &
Integration of μDevices & Smart Systems**

EUREKA Σ3830

**Guide for Proposers:
Guidelines for Project Outline Preparation**

Version of October 2006

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0 Preamble

The Project Outline (PO) gives a short overview of the project and is used for pre-selection of proposals, for preliminary information and budget discussion between EURIPIDES organisation and involved Public Authorities, for early advice to proposers by the TEC. and for general information exchange within EURIPIDES organisation.

1 Introduction

This document only provides guidance on how to prepare and submit a Project Outline. Complementary information on EURIPIDES programme and rules are available in EURIPIDES White Book and EURIPIDES Regulations Book. Both documents are available on EURIPIDES web site, but can be also obtained by contacting the EURIPIDES Office.

2 PO format

Project Outlines must be written in English, based on the model provided in **Appendix: Model for Project Outline Presentation** and consist of about 12 pages.

An electronic file in Word format of aforesaid document can be obtained via the EURIPIDES Office or downloaded from the EURIPIDES web site. It contains on each page cross-references explaining what kind of information is asked for.

In any case, the proposer is requested to fill in and provide "Proposal Overview" and "Consortium Overview" forms, the "Preliminary Specifications" list and "Market and Product Output" tables, and to adhere to the content's plan, as they are designed both to ensure that all necessary information is collected and to allow a fair and equal comparison between proposals.

3 Proposal Content Plan

a) Proposal overview

This part consists of a form to be duly filled out, taking into account the following recommendations:

- **Full proposal name:** Choose a short self-explanatory title which highlights the main topics addressed in the proposal.
- **Proposal acronym:** Provide a short title or acronym (no more than 20 characters), to be used to identify the project. It could be useful to repeat this acronym on each page of the proposal.
- **Proposal abstract:** this proposal abstract of maximum 25 lines should provide a clear understanding of the objectives of the project, of how they will be achieved and why their are relevant to the EURIPIDES goals.
- **Correspondence with EURIPIDES Market field and application:** please refer to EURIPIDES White Book to provide these information

b) Consortium Overview (2 tables)

The consortium overview form consists of 2 tables to be duly completed with the requested information. The aim of the form is to give a summarising description of each partner within the consortium regarding its general aspect and activities, but also its role and involvement in the project.

c) Consortium Description

In this part, legal information (full legal name, legal address, usual short name or acronym) and short description of the partners must be provided. The partner short description must be less than 5 lines.

d) Description of work planned

This part is not supposed to be a detailed work plan. It will mainly give an overview of how the project will be set up and what will be its main tasks and relevant milestones and deliverables, including any “go/no-go” decisions.

This workplan must be divided into no more than 3 or 4 phases. Each phase description should be about half a page long.

e) Cost and manpower information

Estimated cost and relevant manpower per year and per partner must be presented as suggested in Chapter 5 of the Model of PO Presentation. Preferably, cost must be written in MEuros and manpower in men-year.

f) Preliminary specifications

For each product (or process) that is considered a primary objective of the proposal, list the most important target specifications, or those that best reflect the level of innovation.

g) Market and product output of the project

This part should be presented in a table and should shortly address the following items:

- Exploiting partners names
- Expected product
- World market in size turnover
- Expected market share
- Expected turnover
- Unit price of the product
- Main competitors

4 When to submit a Project Outline?

POs can be submitted at any time and will be considered for evaluation two weeks after the first PO submission deadline following the receipt of the PO.

EURIPIDES calls calendar is available from the EURIPIDES Office or on the EURIPIDES web site.

5 How to submit a Project Outline?

PO's must be submitted by electronic file transmission to the EURIPIDES Office at the address mentioned on the front page, and confirmed by hard copy sent by ordinary mail. In order to avoid failures in electronic transmission or reading problems, it is strongly recommended to send the PO in a Word format, or a PDF (Acrobat) one or, at least, to inform the EURIPIDES Office about the format used to record the file, which must be less than 4 Mb.

6 Acknowledgement of receipt

Once a proposal has been received by the EURIPIDES Office, an acknowledgement of receipt will be sent to the co-ordinating contact person within the proposal who is requested to distribute a copy to his partners.

This acknowledgement of receipt contains following information:

- Mode and date of reception by the EURIPIDES Office
- Project number attributed by the EURIPIDES Office to the PO
- Confirmation of the call number in which the proposal has been submitted
- Date on which the proposal will be evaluated
- Date from which evaluation results will be available
- Invitation and further information regarding the oral technical presentation (see section **Erreur ! Source du renvoi introuvable.**).

7 Some key recommendations

Each EURIPIDES Projects needs to fulfil the EUREKA criteria. A EURIPIDES project meets the EUREKA criteria if it:

- is a hi-tech, market-oriented R&D project
- involves at least 2 industrial partners from two different countries members of EUREKA
- aims to develop a cutting edge, civilian product, process or service
- is funded by the partners themselves, who receive public funding from their national governments.

It is also strongly recommended to have a financially well-balanced consortium: this means that the total budget for one country must not exceed 66%.

8 APPENDIX:

Model for Project Outline Presentation

PROPOSAL COVER SHEET

FREE FORMAT

This cover sheet should contain:

Reference to EURIPIDES

Title

Acronym

Leader + country

List of Partners + country

Submission date

EURIPIDES call number (if known)

1 PROPOSAL OVERVIEW

PROJECT REFERENCE								
Proposal Full Name	<Proposal full name>							
Acronym/short name	<Acronym/short name>					Submission date	dd/mm/yy	
Project Leader	<Organisation name>					Country		
Planned Starting date	dd/mm/yy	Duration (in months)	00	Total (MEuros)	Cost	0.000	Total Manpower (Men*Year)	000
PROPOSAL ABSTRACT (25 lines max.)								
Correspondence to EURIPIDES Market field and application ¹								
Core Application Markets								
Core Technology competences								

¹ Information available in EURIPIDES White Book

2 CONSORTIUM OVERVIEW

						PROJECT DATA	
Short Name ²	Status³	Country	Type⁴	Size⁵	Annual Turnover (MEuros)	Total Manpower (Men*Year)	Total Cost (MEuros)
	C						

² Please indicate usual short name or acronym

³ C= Co-ordinator ; P = Partner ; AP = Associated Partner ; SC = Subcontractor

⁴ LE = Large company ; SME = small company ; U/I = University or Institute

⁵ Approximate number of employees

CONSORTIUM OVERVIEW (continued)

<i>Short Name</i>	<i>Status</i>	<i>Core Business/ Market</i> ⁶	PROJECT DATA		
			<i>Role during the project</i> ⁷	<i>Role during exploitation</i> ⁸	<i>Motivation for being in project</i>
	C				

⁶ E.g. "Automotive", "Telecommunication", "Medical", ... for industrial partners, but also "University" or "Research Institute" are possible

⁷ E.g. "System manufacturer", "Component Manufacturer", "Technology Provider", "End-User", "System tester", and so on

⁸ Can be the same as during project but not necessarily. Universities and Institute are not expected to take part in the exploitation

3 CONSORTIUM DESCRIPTION

3.1 Project Co-ordinator

Short Name :

Full Legal Name :

Legal Address :

Affiliation (if any) :

Short description :

3.2 Project Partners

Short Name :

Full Legal Name :

Legal Address :

Affiliation (if any) :

Short description :

Short Name :

Full Legal Name :

Legal Address :

Affiliation (if any) :

Short description :

.....

4. DESCRIPTION OF WORK PLANNED

Phase nr :		Duration :		Start date :	$T_0 +$
Title :					
Partners involved :					

Task description (plus expected results) :

List of major milestones/deliverables :

Phase⁹ nr :		Duration :		Start date :	$T_0 +$
Title :					
Partners involved :					

Task description (plus expected results) :

List of major milestones/deliverables :

Phase⁹ nr :		Duration :		Start date :	<i>T₀</i> +
Title :					
Partners involved :					

Task description (plus expected results) :

List of major milestones/deliverables :

.....

5. COST INFORMATION TABLE

	Year 1		Year 2		etc...		Total	
	Men*Year	MEuros	Men*Year	MEuros	Men*Year	MEuros	Men*Year	MEuros
<i>Leader</i>								
<i>Partner 1</i>								
<i>Partner 2</i>								
<i>Partner 3</i>								
<i>etc...</i>								
Total								

6. PRELIMINARY SPECIFICATIONS

7. MARKET AND PRODUCT OUTPUT OF THE PROJECT

<i>Exploiting partners names</i>	<i>World market in size turnover</i>		<i>Expected Product</i>	<i>Expected market share</i>		<i>Expected turnover</i>		<i>Unit price</i>
	Now	By 5 years		%	When	MEuros	Year	

<i>Main competitors90</i>		
Name	Product	Technology

8. CONTACT PERSONS WITHIN THIS PROPOSAL

8.1 Contact information for the co-ordinator

Short name :

Department/Institute name (if any) :

Technical contact :

Address⁹ :

Phone :

Fax :

Email

8.2 Contact information for partners

Short name :

Department/Institute name (if any) :

Technical contact :

Address⁹ :

Phone :

Fax :

Email :

Short name :

Department/Institute name (if any) :

Technical contact :

Address⁹ :

Phone :

Fax :

Email :

⁹ If different from the one mentioned in § 3