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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 Full Project Proposal  
Preparation**

Version of October 2006

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## 0 Preamble

The second step in the EURIPIDES evaluation procedure consists, for projects that have been accepted at PO (Project Outline) level, of submitting a Full Project Proposal (FPP).

The FPP is an important document within EURIPIDES. It is used for the evaluation and the labelling of new projects and is also the basis for the reporting and monitoring procedure if the project is given the EURIPIDES Label.

**Notice:**  
***The amounts or information given in the FPP must be adjusted to the needs of the EURIPIDES Organisation and the requests of EUREKA as well as the involved Public Authorities. Specific information required by the individual Public Authority for funding purpose is not part of the FPP.***

## 1 Introduction

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

## 2 FPP format

Full Project Proposals must be written in English, based on the model provided in **Appendix: Model for Full Project Proposal Presentation**. An electronic file in Word format of this model can be obtained through 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 proposers are requested to provide Form A "Full Project Proposal Overview", Form B "Subproject Description" and Form C "Participant Profile" and to adhere to the content's plan, as they are designed to ensure that all necessary information is collected and to allow a fair and equal comparison between proposals.***

## 3 EURIPIDES Key questions

Before writing a FPP, project partners are strongly recommended to ensure they have discussed the following key questions:

### About technical aspects

- What are the main technical obstacles to be solved in order to ensure the success of the project?
- What is the competitive advantage of the proposed solution (performance, manufacturability, cost reduction, no other technical solution, etc.)?
- What are the technical threats?
  - o Alternative technical solutions with their respective advantages and disadvantages,
  - o Technical risks which may lead to failure of the project or product.
- Who will manufacture the device?
  - o What are the existing facilities?
  - o What additional investments are needed?

### **About the market**

- Who are the competitors for the expected product?
- Who will be the end user(s)?
- How will they be involved in the project?
- What is the total market size?
- What is the accessible market for the partners?
- What is expected time to market?
- What is the time window before arrival of new technical solutions?
- What is the expected Return on Investment (RoI)?

Addressing these key questions will be very useful for writing a good FPP and will therefore increase its chances of success when evaluated by the EURIPIDES organisation and the national funding organisations.

## **4 Proposal Content Plan**

All requested chapters are provided in page 2 "Table of Content" of **Model for Full Project Proposal Presentation** in the annex. Except for Form A "Full Project Proposal Overview", Form B "Subproject Description" and Form C "Participant Profile", all the tables and charts provided in the FPP model have recommended formats, and proposers can make use of other ways of presentations should they prefer to do so.

Chapter titles are sufficiently self-explanatory to make clear what kind of information must be provided. Paying attention to the cross-references and relevant endnotes may also be useful. Nevertheless, should a proposer have any doubt, he could ask for help from the EURIPIDES Office.

## **5 When to submit a Full Project Proposal?**

There is no obligation to submit a FPP in the same call as the one in which the PO was submitted. Should the project partners consider the (in general) 6 weeks allocated to prepare the FPP insufficient, they could submit their FPP in a later EURIPIDES call. Proposers can refer to the EURIPIDES calls calendar available on the EURIPIDES web site.

## **6 How to submit a Full Project Proposal?**

FPPs must be sent to the EURIPIDES Office at the address mentioned on the front page and must be submitted by electronic file transmission, accompanied by a hard copy confirmation by normal mail. In order to avoid failures or reading problems when submitting FPP by e-mail, it is strongly recommended to send the FPP in a Word or Acrobat format, or at least to inform the EURIPIDES Office about the format used to record the file.

## **7 Original documents to be sent in parallel of the FPP**

### **7.1. Participant Profile (Form C)**

Each partner within the project consortium has to provide this document in original form, duly signed by an authorised representative. Aim of this form is to ensure that all the information mentioned in the FPP (mainly when it is sent by e-mail) is exact and that legal representatives of the involved organisations have agreed on their participation into the project as described in the FPP.

This also applies for Associated Partners if any.

### **7.2. Declaration of Acceptance (for new EURIPIDES Members only!)**

Each of the consortium members participating for **the first time** to a EURIPIDES project has to sign a Declaration of Acceptance (DoA). By this DoA, the project partner confirms he accepts and will fulfil the EURIPIDES rules laid-down in the EURIPIDES Regulations Book if the project he is participating to, receives the EURIPIDES Label.

This also applies for Associated Partners if any

**Very important:**  
***These documents in original form must be addressed to the EURIPIDES Office (with copy to the Project Leader) as soon as possible and at least within 2 days after the FPP has been submitted.***

## **8 Acknowledgement of receipt**

Once a proposal, submitted either by electronic or normal mail, 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:

- Method and date of reception by the EURIPIDES Office
- Confirmation of the call number in which the proposal has been submitted
- Date on which the proposal will be evaluated by the EURIPIDES Council
- Date from which results of evaluation will be available.

## **9 Some key recommendations**

Each EURIPIDES Project 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 member countries 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%**.

**APPENDIX:**

**Model for**

**Full Project Proposal Presentation**

# PROPOSAL COVER SHEET

## FREE FORMAT

**THIS COVER SHEET SHOULD CONTAIN:**

**EURIPIDES PROJECT NUMBER**

**TITLE**

**ACRONYM**

**LEADER + COUNTRY**

**LIST OF PARTNERS + COUNTRY**

**SUBMISSION DATE**

**EURIPIDES CALL NUMBER (IF KNOWN)**

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## 0 PROPOSAL OVERVIEW

PROJECT REFERENCE							
PROPOSAL FULL NAME	<PROPOSAL FULL NAME>						
ACRONYM/SHORT NAME	<ACRONYM/SHORT NAME>	PROJECT NUMBER <sup>1</sup>	<EM[00]>	SUBMISSION DATE	DD/MM/YY		
PROJECT LEADER	<ORGANISATION NAME>				COUNTRY		
PLANNED STARTING DATE	DD/MM/YY	DURATION (IN MONTHS)	00	TOTAL COST (M€)	0.000	TOTAL MANPOWER (MEN*YEAR)	000
PROPOSAL ABSTRACT (25 LINES MAX.)							
<p><b>CLICK HERE TO WRITE ABSTRACT</b></p>							
CORRESPONDENCE TO EURIPIDES MARKET FIELD AND APPLICATION <sup>2</sup>							
CORE APPLICATION MARKETS	CLICK HERE TO WRITE						
CORE TECHNOLOGY COMPETENCES	CLICK HERE TO WRITE						

CONSORTIUM OVERVIEW

<i>SHORT NAME<sup>3</sup></i>	<i>COUNTRY</i>	<i>TYPE<sup>4</sup></i>	<i>SIZE<sup>5</sup></i>	<i>ANNUAL TURNOVER (M€)</i>	<i>PROJECT DATA</i>	
					<i>TOTAL MANPOWER (MEN*YEAR)</i>	<i>TOTAL COST (M€)</i>

# **1 TECHNOLOGY AND INNOVATION**

## **1.1. Project Summary**

## **1.2. Technical objectives of the project**

## **1.3. Description of global state of the art**

**1.4. Prior art within the consortium (relevant to the project's objectives)**  
If applicable, make reference to existing industrial property rights.

## **1.5. Relevance to EURIPIDES Core competences**

## **2 SPECIFICATIONS**

**Present a table summarizing the main target specifications of the product (on microsystem component and on system level), process or service to be developed.**

### 3 CONSORTIUM DESCRIPTION

#### 3.1. Organisations involved in the project

<i>PROJECT DATA</i>				
<i>SHORT NAME</i>	<i>CORE BUSINESS/ MARKET<sup>6</sup></i>	<i>ROLE DURING THE PROJECT<sup>7</sup></i>	<i>ROLE DURING EXPLOITATION<sup>8</sup></i>	<i>MOTIVATION FOR BEING IN PROJECT</i>

**3.2. Added value of the co-operation**

EXPLAIN THE COMPLEMENTARITIES BETWEEN THE PARTNERS.

**3.3. Project co-operation organisation (optional)**

(CHART OR MATRIX SHOWING THE STRUCTURE OF THE CONSORTIUM)

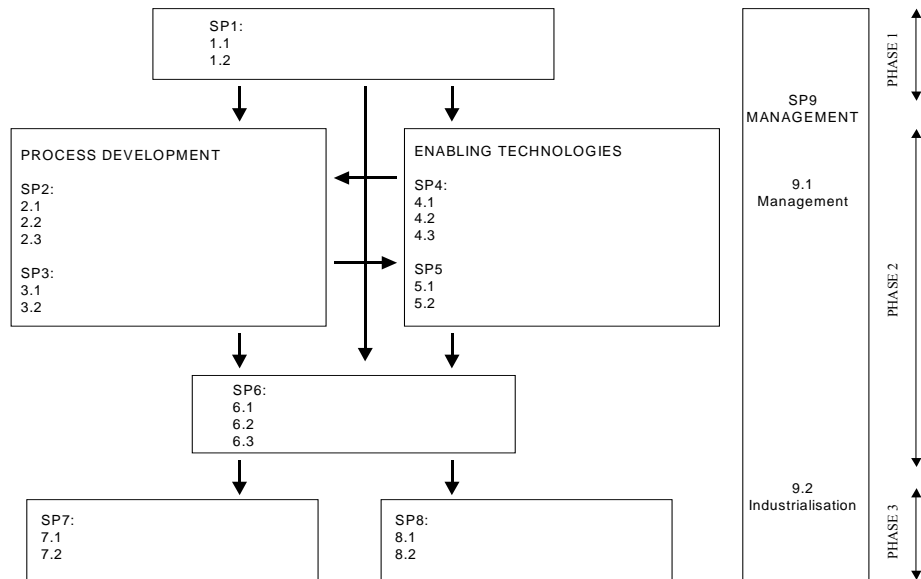
## 4 WORK PLAN

### 4.1. Introduction

### 4.2. Subproject overview

SP N°	TITLE	SP COORDINATOR	PERSON-MONTHS	START MONTH	END MONTH
<b>TOTAL</b>					

### 4.3. Project structure and timing (presentations below are just to illustrate what is requested.)



SUBPROJECT TITLE	YEAR 1				YEAR 2				YEAR 3				YEAR 4				DURATION (MONTHS)
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9 MANAGEMENT																	

**4.4. Subproject descriptions (1 to 1 ½ page per subproject)**

SUBPROJECT N°	SP	DURATION	[00]	START MONTH		TOTAL PERSON-MONTHS	
TITLE							
PARTICIPANTS (SHORT NAME)							
PERSON-MONTHS PER PARTICIPANT							

**OBJECTIVES:**

**DESCRIPTION OF THE WORK (TASKS LEVEL):**

**TASK 1.1**

**TASK 1.2**

....

**DELIVERABLES**

ITEM            DESCRIPTION

DUE DATE

T<sub>0</sub> +  
T<sub>0</sub> +  
T<sub>0</sub> +  
T<sub>0</sub> +  
T<sub>0</sub> +

**MILESTONES AND EXPECTED RESULTS:**

DUE DATE

T<sub>0</sub> +  
T<sub>0</sub> +

#### **4.5. Milestones**

**PLEASE LIST AND EXPLAIN THE DIFFERENT MILESTONES OF YOUR PROJECT.**

## 5 MANPOWER AND COST

### 5.1. Total manpower and cost per partner and per year

<i>PARTNERS SHORT NAME</i> <sup>4</sup>	YEAR 1		YEAR 2		YEAR ...		TOTAL	
	PERSON MONTHS	M€	PERSON MONTHS	PERSON MONTHS	PERSON MONTHS	M€	PERSON MONTHS	M€
1. [Click here to write]								
2. [Click here to write]								
3. [Click here to write]								
4. [Click here to write]								
5. [Click here to write]								
6. [Click here to write]								
7. [Click here to write]								
TOTAL								

### 5.2. Total manpower and cost per partner and per subproject

<i>PARTNERS SHORT NAME</i> <sup>4</sup>	SP1		SP2		SP3		SP4		...		TOTAL	
	PERSON MONTHS	M€	PERSON MONTHS	M€	PERSON MONTHS	M€	PERSON MONTHS	M€	PERSON MONTHS	M€	PERSON MONTHS	M€
1. [Click here to write]												
2. [CLICK HERE TO WRITE]												
3. [CLICK HERE TO WRITE]												
4. [CLICK HERE TO WRITE]												
5. [CLICK HERE TO WRITE]												
6. [CLICK HERE TO WRITE]												
7. [CLICK HERE TO WRITE]												
TOTAL												

## 6 MARKET AND EXPLOITATION

### 6.1. Description of products currently on the market and expected evolution

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

**6.2. Potential impact of project's results on the market**

INCLUDE, IF POSSIBLE, YOUR IMPRESSION OF COMPETITORS' PRODUCTS/PROCESS/SERVICE AND OF THEIR POTENTIAL FOR INNOVATION.

**6.3. Other benefits (if any)****6.4. Role of each industrial partner after project's conclusion**

(RELATIONSHIP WITH COMPANIES' CORE BUSINESS OR STRATEGY)

**6.5. Benefit for each partner, for each country**

(ECONOMIC OR OTHER)

**6.6. Potential return on investment**

(GENERATED BUSINESS, PRODUCTION VOLUMES, UNIT PRICE)

<i>EXPLOITING PARTNERS NAMES</i>	<i>WORLD MARKET (TURNOVER)</i>			<i>EXPECTED PRODUCT</i>	<i>EXPECTED MARKET SHARE</i>		<i>EXPECTED TURNOVER</i>		<i>UNIT PRICE</i>
	Now (M€)	FUTURE			%	YEAR	M€	YEAR	
		M€	YEAR						

## **7 RISK EVALUATION**

**SUMMARIZE THE ANTICIPATED RISKS REFERRED TO IN SECTIONS 1 AND 6 RESPECTIVELY AND EXPLAIN HOW THEY WILL BE CONTAINED.**

### **7.1. Technical risk**

### **7.2. Market risk**

## 8 PARTNER INFORMATION

### 8.1. Legal information and technical contact point for co-ordinating organisation

#### LEGAL INFORMATION ON PARTICIPATING ORGANISATION

SHORT NAME <sup>9</sup>		TYPE <sup>10</sup>	
ORGANISATION LEGAL NAME			
LEGAL ADDRESS			
POST CODE		CITY	
			COUNTRY <sup>3</sup>
CORE BUSINESS <sup>6</sup>		AFFILIATION (IF ANY) <sup>11i</sup>	
SIZE IN PERSONNEL		ANNUAL TURNOVER <sup>12</sup>	
WEB ADDRESS		VAT NUMBER	

#### ADDRESS OF THE DEPARTMENT/LABORATORY CARRYING OUT THE WORK AND TECHNICAL CONTACT POINT

CONTACT PERSON		<input type="checkbox"/> Ms. / <input type="checkbox"/> Mr.
DEPARTMENT NAME <sup>13</sup>		
ADDRESS <sup>14</sup>		
POST CODE		CITY
PHONE	+	FAX
		+
EMAIL		

#### AUTHORISATION TO PARTICIPATE FROM LEGAL REPRESENTATIVE

CONTACT PERSON		<input type="checkbox"/> Ms. / <input type="checkbox"/> Mr.
PHONE	+	FAX
		+
EMAIL		

**THE UNDERSIGNED, DULY AUTHORISED TO DO SO, CERTIFIES THAT THE ABOVE INFORMATION IS EXACT AND THAT MY ORGANISATION INTENDS TO PARTICIPATE IN THE EURIPIDES PROJECT ENTITLED [**PROJECT ACRONYM OR FULL TITLE**] AS DESCRIBED IN THE FULL PROJECT PROPOSAL, SHOULD THE EURIPIDES COUNCIL ACCEPTS THIS PROJECT.**

DONE IN [CITY] ON [DD/MM/YYYY]

SIGNATURE OF AUTHORISED PERSON

AND STAMP MARK OF THE ORGANISATION

### 8.2. Legal information and technical contact point for Project Partners

(INCLUDING ASSOCIATED PARTNERS IF ANY)

*LEGAL INFORMATION ON PARTICIPATING ORGANISATION*

SHORT NAME <sup>9</sup>		TYPE <sup>10</sup>	
ORGANISATION LEGAL NAME			
LEGAL ADDRESS			
POST CODE		CITY	
			COUNTRY <sup>3</sup>
CORE BUSINESS <sup>6</sup>		AFFILIATION (IF ANY) <sup>11</sup>	
SIZE IN PERSONNEL		ANNUAL TURNOVER <sup>12</sup>	
WEB ADDRESS		VAT NUMBER	

*ADDRESS OF THE DEPARTMENT/LABORATORY CARRYING OUT THE WORK AND TECHNICAL CONTACT POINT*

CONTACT PERSON		<input type="checkbox"/> Ms. / <input type="checkbox"/> Mr.
DEPARTMENT NAME <sup>13</sup>		
ADDRESS <sup>14</sup>		
POST CODE		CITY
		COUNTRY
PHONE	+	FAX
EMAIL	+	

*AUTHORISATION TO PARTICIPATE*

CONTACT PERSON		<input type="checkbox"/> Ms. / <input type="checkbox"/> Mr.
PHONE		FAX
EMAIL		

***THE UNDERSIGNED, DULY AUTHORISED TO DO SO, CERTIFIES THAT THE ABOVE INFORMATION IS EXACT AND THAT MY ORGANISATION INTENDS TO PARTICIPATE IN THE EURIPIDES PROJECT ENTITLED [PROJECT ACRONYM OR FULL TITLE] AS DESCRIBED IN THE FULL PROJECT PROPOSAL, SHOULD THE EURIPIDES BOARD ACCEPTS THIS PROJECT.***

DONE IN [CITY] ON [DD/MM/YYYY]

SIGNATURE OF AUTHORISED PERSON

AND STAMP MARK OF THE ORGANISATION

## 9 APPENDIX: END NOTES

- 
- <sup>1</sup> Project number as attributed by the EURIPIDES Organisation – See acknowledgement of receipt issued at PO level
- <sup>2</sup> information available in the EURIPIDES Blue Book
- <sup>3</sup> Please make use of the European Commission country codes
- <sup>4</sup> LE = Large company ; SME = small company ; U/I = University or Institute
- <sup>5</sup> Approximate number of employees
- <sup>6</sup> E.g. "Automotive", "Telecommunication", "Medical", ... for industrial partners but also "University" or "Research Institute" are possible
- <sup>7</sup> E.g. "System manufacturer", "Component Manufacturer", "Technology provider", "End User", "System Tester" and so on
- <sup>8</sup> Can be the same as during the project but not necessarily. Universities and institutes are not expected to take part in the exploitation.
- <sup>9</sup> Organisation's usual short name or acronym
- <sup>10</sup> Please indicate: LE for Large Enterprise/Company  
SME for Small and Medium Size Enterprise/Company  
U/I for Universities, Institutes or Research labs.
- <sup>11</sup> Please indicate the name of the group the organisation is affiliated to
- <sup>12</sup> in M€ - Indicate NA if non applicable
- <sup>13</sup> If applicable
- <sup>14</sup> If different from the one mentioned above