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Annex 2.1 **Technical Proposal  
template**

FOODITY – Open Call #1

**PROPOSAL TEMPLATE - INSTRUCTIONS**

**Read carefully before preparing your proposal:**

**Please delete this page and the previous FOODITY cover page before submitting the proposal. Your proposal should start with the PROPOSAL COVER PAGE (next page). Delete the guidance/ information text in yellow in each section and any template footnotes.**

You **must** use this template to prepare your proposal and respect the structure. It has been organised to ensure that the important aspects of your planned work are measurable with respect to the evaluation criteria. Sections 1 to 4 of this template each correspond to an evaluation criterion (see Annex 1).

Applicants using another template/ document structure will be automatically disqualified. Only those proposals that successfully address all the required aspects included in the template will have the opportunity to be funded.

Please complete the Proposal cover page thoroughly.

**The page limit for the proposal (Sections 1-4) is 12 pages** (this limit excludes the Proposal cover page, Ethics and Security, and Data Management sections). Consider the limits indicated below the title of each section (in yellow) as guidance to keep within the total page limit. Tables are allowed but must be included within this page limit. The minimum font size allowed is **10 points (in Open Sans, *current font*) or 11 points (in Arial)** (Note: tables can use font size 9 Open Sans; 10 Arial). The page size is A4, and all margins (top, bottom, left, right) should not be changed from their current setting. Paragraph spacing should be a minimum 0pt before/ after, and 1pt line spacing. Black must be used as the font colour to facilitate readability.

The proposal **must** be uploaded in .PDF format. Failure to do so may result in exclusion. If you attempt to upload a proposal longer than the specified limit, pages beyond the limit will not be taken into consideration by the experts and could result in parts of the proposal not being evaluated.

**Please delete this page and the previous FOODITY cover page before submitting the proposal. Your proposal should start with the PROPOSAL COVER PAGE (next page). Delete the guidance/ information text in yellow in each section and any template footnotes.**

# PROPOSAL COVERPAGE

| **PROPOSAL INFORMATION** | |
| --- | --- |
| Project Acronym | Write here as provided in F6S form, question X |
| Project Title | Write here as provided in F6S form, question X |
| Select Area | Write here as provided in F6S form, question X |
| Components selected | Write here as provided in F6S form, question X (or N/A) |

| **APPLICANT INFORMATION (Full legal names)** | | **COUNTRY** |
| --- | --- | --- |
| Lead Beneficiary | As provided in the F6S form, question X |  |
| Beneficiary 2 | As provided in the F6S form, question X |  |
| Beneficiary 3 | As provided in the F6S form, question X |  |

# SUMMARY OF THE PROJECT

**NOTE: MAXIMUM OF 1 PAGE**

*Provide a full public summary of the project that can be published if the project is funded. Please provide info on the challenge/ context your proposal is addressing, the main objectives, key activities and expected results.*

# CONCEPT & RESEARCH CHALLENGES

**NOTE: SUGGESTED MAXIMUM OF 3 PAGES**

*Describe how your project is aligned with the FOODITY project and (if applicable) the open call area that it addresses. You must also describe:*

* *Alignment of the proposal with the FOODITY project and the area being addressed.*
* *Description of the proposed solution and how it is novel or not yet widely deployed.*
* *Project objectives (general and specific).*
* *Advancement in the state-of-the-art for the development of innovative food and nutrition data driven applications, as well as the challenges associated with guaranteeing citizens’ data rights provided by the current regulations (e.g., GDPR).*
* *Starting and expected TRL, and respective rationale.*

# IMPACT & INNOVATION POTENTIAL

**NOTE: MAXIMUM OF 2-3 PAGES**

*Describe the overall impact of the project, which must address:*

* *Description of the pilot results and relation with data-driven innovation in food and nutrition and citizens’ data rights.*
* *Contribution to the FOODITY impacts, namely fostering open data systems, empowering citizens on data sovereignty and environmentally friendly and sustainable food systems; contribution to the EU’s FOOD 2030 research and innovation policy.*
* *Quantitative and qualitative overview, with examples, of the long-term impact in the form of (individual and/or societal) behaviour change, market potential and scalability.*
* *Measures to exploit results and promote the project.*

# DATA RIGHTS & CITIZEN ENGAGEMENT

**NOTE: MAXIMUM OF 2-3 PAGES**

*Describe how the project will respect citizens’ data rights, promote personal data sovereignty, and ensure citizen engagement throughout the project. You must also describe:*

* *Consideration of citizens' data rights and proposed mechanisms to guarantee them. Application must describe planned activities (minimum one) on data awareness.*
* *Description of the level of engagement of end-users in the development (Phase I) and piloting (Phase II) of the proposed data-driven solution.*
* *Proposed engagement activities to include target groups (e.g., co-designing features and developing Unique Selling Proposition (USP)) and estimated sample size of end-users in Phase II.*
* *Overview of how personal data will be collected and managed.*

# IMPLEMENTATION & TEAM

**NOTE: MAXIMUM OF 2-3 PAGES**

*Describe the workplan and how you will implement the project. Describe the team that will implement the project. You must also describe:*

* *Description of the project work plan, including alignment of outcomes with proposed objectives; description of barriers/ risks that may affect the workplan (consider using the tables below to support the description).*
* *Proposed KPIs (which will be further refined and expanded in Phase I) including technical, business, and social innovation.*
* *Description of the consortium members’ track record and areas of expertise, plus the technical capacity to develop the solution; team’s respect for gender balance.*
* *Description of how social innovation and citizen engagement capacity and experience are represented in the consortium, and impacts achieved.*
* *Description and rationale of project costs, including for the team and other resources.*

Table . Suggested table for description of activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity name** | **Description** | **Planned outputs** | **Planned duration** |
| Activity 1 |  |  |  |
| Activity 2 |  |  |  |
| Activity *x* |  |  |  |

*NOTE: Add lines (for activities) as required*

Table . Suggested table for description of KPIs

|  |  |  |  |
| --- | --- | --- | --- |
| **KPI number and name** | **Description** | **Value(s)** | **Timing** |
| KPI 1 – Title |  |  |  |
| KPI 2 – Title |  |  |  |
| KPI *x –* Title |  |  |  |

*NOTE: Add lines (for KPIs) as required*

Table . Suggested table for description of consortia team

|  |  |  |
| --- | --- | --- |
| **Name of Person (M/F/O)** *(Entity short name)* | **Role in the project and areas of expertise** | **Link to CV/ LinkedIn** |
| Person name 1 (M/F/O) *(Entity short name)* |  | Link |
| Person name 2 (M/F/O) *(Entity short name)* |  | Link |
| Person name *X* (M/F/O) *(Entity short name)* |  | Link |

*M (Male), F (Female), O (Other)*

Table . Suggested table for distribution of PMs for team

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Person** | **PMs[[1]](#footnote-1)** | **Name of Person** | **PMs** |
| Person name 1 |  | Person name 1 |  |
| Person name 2 |  | Person name 2 |  |
| Person name *X* |  | Person name *X* |  |
| **TOTAL PMs** | **Insert value here** | | |

Table . Suggested table for description project costs

|  |  |  |
| --- | --- | --- |
| **Cost category** | **Total** | **Description** |
| [A] Direct personnel costs |  |  |
| [B] Travel costs |  |  |
| [C] Equipment costs |  |  |
| [D] Other direct costs |  |  |
| [E] Indirect costs |  |  |
| **TOTAL PROJECT COSTS** | **Insert value here** | |

# ETHICS & SECURITY

**NOTE: PLEASE FILL OUT THE ETHICS/ SECURITY CHECKLIST ON THE FOLLOWING PAGE (PROVIDE A YES/NO FOR EACH ITEM).**

**This section is NOT covered by the 12-page limit.**

## Ethics

If you have entered any ethics issues in the Ethics/ Security checklist, you must:

* Submit an ethics self-assessment, which:
  + Provides a rationale for the option made.
  + Describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out.
  + Explains in detail how you intend to address the issues in the ethical issues table, as regards:
    - Research objectives (e.g., study of vulnerable populations, dual use, etc.).
    - Research methodology (e.g., clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.).
    - The potential impact of the research (e.g., dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).
* Provide the documents that you need under national law (if you already have them), e.g.:
  + An ethics committee opinion.
  + The document notifying activities raising ethical issues or authorising such activities.

* If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).*

* If you plan to request these documents specifically for the project you are proposing, your request must contain an explicit reference to the project title.*

## Security

Please indicate if your project will involve:

* Activities or results raising security issues: [YES/NO]
* 'EU-classified information' as background or results: [YES/NO]
* Any potential “dual use” of results: [YES/NO]

## Ethics/ Security Checklist

|  |  |
| --- | --- |
|  | **YES / NO** |
| **Informed consent** | |
| Does the proposal involve children? |  |
| Does the proposal involve patients or persons not able to give consent? |  |
| Does the proposal involve adult healthy volunteers? |  |
| Does the proposal involve Human Genetic Material? |  |
| Does the proposal involve Human biological samples? |  |
| Does the proposal involve Human data collection? |  |
| **Research on human embryo/foetus** | |
| Does the proposal involve Human Embryos? |  |
| Does the proposal involve Human Foetal Tissue / Cells? |  |
| Does the proposal involve Human Embryonic Stem Cells? |  |
| **Privacy** | |
| Does the proposal involve processing of genetic information or personal data (e.g., health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction) |  |
| Does the proposal involve tracking the location or observation of people? |  |
| **Research on animals** | |
| Does the proposal involve research on animals? |  |
| Are those animals transgenic small laboratory animals? |  |
| Are those animals transgenic farm animals? |  |
| Are those animals cloned farm animals? |  |
| Are those animals nonhuman primates? |  |
| **Research involving developing countries** | |
| Use of local resources (genetic, animal, plant etc) |  |
| Benefit to local community (capacity building i.e., access to healthcare, education etc) |  |
| **Dual use** | |
| Research having direct military application |  |
| Research having the potential for terrorist abuse |  |
| **ICT implants** | |
| Does the proposal involve clinical trials of ICT implants? |  |
|  |  |
| **I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL** |  |

# Data Management Overview

**NOTE: Please provide information on the following sections.**

## Data summary

*Describe the type[s] of data that will be generated, collected and used in the project. If the project will generate new data, describe the nature and origin of the data, and consent mechanisms to be used. If the project will collect and re-use existing data, describe the source of the data and any consent mechanisms to be considered.*

## FAIR management of data

*Describe how your project and its data will comply with the* [FAIR data principles](https://www.openaire.eu/how-to-make-your-data-fair)*.*

## Curation, storage, and security of data

*Describe the processes your project will implement to curate and store the data that will be collected, generated and/ or re-used. Describe processes to ensure data will be secure.*

1. A PM is a metric for expressing the effort of a person dedicated full time in one month. [↑](#footnote-ref-1)