# INNO-CCUS pool 2

# Application template guideline

*This document is the guideline to writing an application for INNO-CCUS – pool 2. Please use the application template (download here) when writing the application.*

**Guidelines for applicants**

*The application consists of the following 4 parts:*

1: Data fields: populated directly in e-grant upon application submission

2: Application document: The filled out application template must be uploaded as a pdf in e-grant. The final application can contain up to 30.000 characters (incl spaces) in the pdf. There are no requirements to character distribution among the sections. Applicants must state the number of characters in the application. Please use font size 11 for your application. Headlines must be in **bold**.

3: Appendices:

*Mandatory appendix (upload as separate pdf's in e-grant)*

- Appendix B - Partner motivation: Describe each partner's key competences and motivation in relation to the project activities. Download template
- Appendix C - Key persons: Describe the key individuals in the project and include CV's for key persons. Download template
- Appendix D - Gantt chart: Gantt chart showing the timing of the different work packages. Download here.

*Additional appendices which may be attached, if deemed relevant (upload as separate pdf in e-grant)*

- Appendix A: Figures, pictures, tables. Download template

4: Budget:

Use the budget file supplied with the call text, which is available for download here.

The following pages describes the expected content for the e-grant data fields and the application document.

**Application Form – Pool 2 Call**

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## E-grant data fields

**Application title**

- Application title (max 240 characters)
- Acronym

**Applicant**

The applicant is the organisation heading the project.
Applicant information:

- CVR-no
- Organisation
- Adress
- Zip code
- City
- E-mail
- Telephone no.

**Contact person**

When the application is submitted, you will be registered as the contact person. As contact person you will be the point of contact throughout the assessment of the application. You will be able to change the contact person after submission from your case file.

- First name
- Last name
- E-mail

Key persons ORCID

For each key person who holds an Open Researcher and Contributor ID (ORCID), state their name and ORCID.

- First name
- Last name
- ORCID

**Summary**

Please summarize your project proposal covering quality of the research and innovation, value creation, efficiency of project execution and implementation of results.

**Readiness levels:**

State the project's expected start and end Technology Readiness Levels (TRL). Find applicable TRL definitions at link to TRL description.
Start TRL:

End TRL:

State the project's expected start and end Societal Readiness Levels (SRL). Find applicable SRL definitions (E.g. view https://www.mindtools.com/pages/article/smart-goals.htm).
Start SRL:
End SRL:

**Related applications**

Have you applied for, or received grants from, other funding agencies covering or co-financing activities which are closely related to the present project?

- Yes/No
- Please list up to four of the most relevant applications including the granting/applied funding agency and the amount granted/applied for. Also, for each project, please describe in a few lines the essence of the project and its relationship to the present application

**Keywords**

Relevant keywords

- Indicate relevant keywords

**Budget information**

Duration

- Project start date (dd/mm/yyyy)
- Project end date (dd/mm/yyyy)
- Duration in months (months)

Amount

- Applied amount excl. overhead (DKK)
- Applied amount for overhead (DKK)
- Applied amount incl. overhead (DKK)
- Total budget incl. overhead (DKK)
- Investment rate in the project from INNO-CCUS (pct.)

**Confirmation**

Before you can submit the application, you must confirm the following:

- The application is complete and ready for assessment by IM.

# Application document

*This document is the guideline to writing an application for INNO-CCUS – pool 2. Please use the application template, which is found [here](#) when writing the application.*

**Characters (incl. spaces) in application:**
Please indicate the final number of characters
in the application pdf-document

## 1: Quality of the idea

**Aim:**
Describe the goals and list the objectives for the project, which should be specific, measurable, achievable, realistic and time-bound.

**State of the Art:**

- Describe the present state-of-the-art of the academic and industrial fields at a national and international level. Be aware of related fields, which can be both of inspiration and in competition.
- Also, describe why this project will succeed in comparison with relevant work of others and the present state-of-the-art.

**Competitors:**

- Name the most relevant academic and industrial competitors, with respect to e.g., technology or service development and/or market application.
- Also, describe how the competitors, to the best of your knowledge, are currently trying to solve the unmet need

## 2: Impact:

**Unmet need:**

- Explain the unmet need the project will address, or the business opportunity to be taken advantage of.
- Also, state the national and international magnitude of the unmet need.

**Societal and/or economic impact:**

- Describe the estimated and expected economic and/or societal impact of the project in terms of quantitative and/or qualitative measures, based on expected launch or implementation into the society. Describe how this happens over time.

**Progress towards implementation:**

- Describe the project position in the value chain and the progression towards implementation at project recipients or further investment.

**Plan for implementation:**

- Describe the associated implementation plan, business- or sales model.
- Explain how the investment turns into added value for the project partners.

**Intellectual property rights:**

- Investigate the existence of prior-art (by e.g. a patent search) which could prevent the realization of the estimated value creation.
- Also, describe the patenting potential of expected foreground knowledge within the project

**Technology Readiness Level (TRL):**

Describe the project's TRL and please provide explanations for how/why the project progresses from e.g. level 4 (technology validated in lab) to 8 (system complete and qualified).

**Societal Readiness Level (SRL):**

Describe the project's SRL and please provide explanations for how/why the project progresses from one SRL to another.

**Strategic relevance:**

- Explain how this project specifically will fit into the partners or beneficiaries strategic and/or political roadmap.
- Also, describe the strategic relevance of the project from a Danish perspective. This may include a description of how the Danish scientific, technical, industrial or social positions are strengthened.

**Internationalization:**

- Explain the potential to use the outcome of the project beyond the scope of focus/cases in the project in Denmark and/or internationally.
- Also, provide a clear plan for ensuring scalability.

## 3: Quality of execution

**Overall work plan:**

- Describe your project in terms of specific scientific, technological or other innovative methods applied within the project. This may include reasons for choosing specific technical methods, instruments, project organization, workflows, etc.
- Explain any critical paths, including important WP dependencies. Stop/Go decision points and milestones may be used for that purpose. Describe the resources to be allocated to each work package distributed on each project partner.

Please also provide an outline of the overall structure of the work plan. Details about each individual work package in the work plan are provided in the detailed "activity plan" section.

Show the timing of the different WPs and their components using a Gantt chart template. Upload the document under the "Attach appendices" section.

**Risk mitigations:**

- Describe how the risks of the project are defined and managed.
- Identify, assess and prioritize the most important risks in the project and describe their consequence, likelihood of occurrence and mitigation with reference to the listed milestones in the work plan. Using a table like below.

| Risk/threat | Impact (1-10, low-medium-high or 1-5) | Likelihood (1-10, low-medium-high or 1-5) | Mitigation | Contingency plan (when applicable) |
|---|---|---|---|---|
| Risk 1 | Medium | Low | … | … |

Please note that risks can consist of both internal and external factor

**Link between project plan and budget:**

- When relevant describe any budget posts that may seem extraordinaire. It can for instance be relevant if you plan to purchase any expensive equipment or in other ways when you find it relevant to explain budget posts.

**Governance:**

- Briefly describe the proposed governance model and how the project will be lead and managed.
- Explain how the organizational structure and decision-making mechanisms match the complexity and scale of the project.
- Describe the leadership qualifications of the proposed project leader.
- Explain how the project team will match the project's objectives, and bring together the necessary expertise. How do the team members complement one another, and cover the value chain?

**Legal, ethical or regulatory demands:**

- Describe any legal, ethical or regulatory demands or conditions, the project might encounter or comply with.
- Also, describe if any change in these demands or conditions might influence the outcome of the project.

**Financial gearing:**

- Describe how your project has attracted, and will attract, other financing than specified in the budget for the project. See section Budget.
- State how much e.g. industries, public or private funds or others have already invested in the form of e.g. cash, in-kind payment, instruments, knowledge or other resources in support of the execution of the project.

- List any known (private) parties outside the project group which will provide funding support during the execution of the project.
- Describe how the Innovation Fund Denmark's investment in the project can attract or initiate funding from other sources.

Please note, that co-financing should be supplied in the budget section.

**Activity plan**

Please provide a list of work packages (WP) and a description of each WP in the following table:

**Work Package 1:**

| **WP Title** | **WP Leader** | **Start month** | **End month** |
|---|---|---|---|
| | | | |
| **Work package objectives:**<br><br>**Work package contributors:** P1, P2, P4<br>**Description of work:**<br><br>**Task 1.1:**<br><br>**Task 1.2:**<br><br>**Task x.x**<br>**Related deliverables:** 2 ,5 ,6<br>**Related milestones:** 1, 3, 4 | | | |

**<u>Work Package Table</u>**

| WP # | WP Title | WP Leader | Start month | End month |
|---|---|---|---|---|
| | | | | |
| | | | | |

**Deliverable Table:**

| D # | Title and description | Lead partner | Type* | Recipient** | Delivery date |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

* = report, document, data, prototype, etc.

** = public, partner or partners, part of milestone, etc.

**Milestone table**

| MS # | Name and description | Lead partner | How is the completion of the milestone validated? | Delivery date |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Contrary to deliverables, which must be linked to a specific WP (and, ideally, to a specific task), milestones can be attributed to several WPs at the same time.

*The following definitions may be helpful:*

- *'Work package' means a major sub-division of the proposed project*

- *'Deliverable' means a distinct output, meaningful in terms of the project's overall objectives and constituted by a physical item, a prototype, software, a technical diagram, etc.*

  *Preferably, the deliverables should have well defined acceptance criteria.*

- *'Milestone' means a control point in the project that help to chart progress. The quantitative milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. A milestone may also be a critical 'Stop/Go' decision point in the project, where e.g. results of a field trial determines the future direction of the project.*

Provide a description of the resources to be allocated to each work package distributed on each project partner (using a table like below). 1PM = 1628 man hours for a full time employee.

| WP<br>Partner | WP1 | WP2 | WP3 | WP4 | SUM |
|---|---|---|---|---|---|
| P1 | 10 PM | 2 PM | … | … | …. |
| P2 | 3 PM | … | … | … | …. |
| P3 | 2 PM | … | … | … | …. |
| SUM | … | … | … | … | |

You may use Appendix A to provide supporting charts, tables or figures.

## 4. Strategic fit to the InnoMission partnership

**Relevance for the InnoMission Partnership**
This section is assessed (by the Partnership) based on how the project is aligned with the InnoMission Partnership. Please see the specific InnoMission call text for information to include in this section.