**ANNEX 2 to Proposal Manual**

**PROJECT PROPOSAL FORM -** **Implementation and Management (max 5 pages)**

|  |
| --- |
| **Description of the Work Plan (max 1,5 page)** |
| *Present a detailed work plan, broken down into work packages including their interdependence. The number of work packages used should be appropriate to the complexity of the project. The work plan has to follow the logical phases of the implementation of the project. It is proposed to start with filling in the section IV of the online application form and then to present a narrative description in this part.*  |
| **Project participants and management (max 2,5 pages)** |
| **Description of the consortium** |
| *For each participating organisation in the proposed project, provide a brief description of the organisation* *with the focus on a research team involved in the project implementation, the responsibilities within the proposed project, as well as the previous experiences qualifying participants for the task at hand. Describe how the participants collectively constitute a consortium capable of achieving the project objectives, amongst others, by highlighting the complementarities between them.* *If applicable describe and justify any changes in the project consortium that were made after submission of the project idea form, e.g. removing or adding the Project Partner from/to the consortium, replacing the entity (Project partner or Project Promoter) that delegated a person who took part in the IdeaLab workshop.*  |
| **Management of the project** |
| *Provide short description of how the project will be managed on daily basis, how you will make sure that the tasks proposed will be executed and results delivered. Provide description of how you will make sure that the work of a consortium is running smoothly and project participants constitute one team with clear vision and ambitions. If new staff needs to be hired for the project, please explain how you will make sure that these people are in place at the start of the tasks foreseen to be undertaken by them* |
| **Communication and decision-making** |
| *Describe how communication (channels, methods etc.) between all partners will be organised and how decisions will be taken.* |
| **Intellectual Property Rights (IPR) management** |
| *Describe briefly how issues regarding intellectual property rights will be managed within a consortium. Note that issues regarding intellectual property rights should be dealt with in the Partnership Agreement which should be signed and delivered before signing the project contract with the Programme Operator (see section 4.2 of the ‘Guide for applicants’).* |
| **Risk management and quality assurance (max 1 page)** |
| *Describe any critical risks, relating to project implementation by listing involved WP(s), that the stated project's objectives may not be achieved. Detail any risk mitigation measures. Please note: If serious risks exist (i.e. risks that could cause strong negative impacts and whose probability of occurrence is high), the project design should be reconsidered. In this point you should go beyond the description of how you want to tackle risks emerging in the project, e.g. regular consortium meetings.* |