**Trace Solutions application template**

**Trace Solutions: ‘Innovative Solutions for Circular Infrastructure’**

Pool 3

**Section A: Data**

**Application title**

* Application title (max 240 characters)
* Acronym

**Applicant information**

* The applicant is the organisation heading the project.
* 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 application assessment. You will be able to change the contact person after submission.
* 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](https://innovationsfonden.dk/sites/default/files/2019-03/technology_readiness_levels_-_trl.pdf).

Start TRL:

End TRL:

* State the project's expected start and end Societal Readiness Levels (SRL). Find applicable SRL definitions in [this link to SRL description](https://innovationsfonden.dk/sites/default/files/2019-03/societal_readiness_levels_-_srl.pdf#:~:text=Societal%20Readiness%20Level%20%28SRL%29%20is%20a%20way%20of,social%20or%20technical%29%20to%20be%20integrated%20into%20society.).

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

**Budget information**

* Duration
* Project start date (dd/mm/yyyy)
* Project end date (dd/mm/yyyy)
* Duration in months (months)
* Amount
* Amount to be applied for excl. overhead (DKK)
* Amount to be applied for as overhead (DKK)
* Amount to be applied for incl. overhead (DKK)
* Total budget incl. overhead (DKK)
* Investment rate in the project from Trace partnership (pct.)

**Confirmation**

Before you submit the application, please check the following:

* The application is complete and ready for assessment.

The following pages describe the expected content for the application document.

**Section B: Application document**

**The final application document (this section, i.e. section 2) must stay within 30.000 characters – excluding the mandatory appendices (the 30.000 characters includes spaces and text in tables. Tables etc. in the application template cannot be moved to any appendices). There are no requirements as to character distribution among the sections. Applicants must state the number of characters in the application, see below. Please use font size 11 for your application**. Headlines must be in **bold**. Delete the text in italics before creating the PDF and before counting the characters.

**Characters (incl. spaces) in application:**

*Write here*

**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.*

*Write here*

**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*

*Write here*

**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.*

*Write here*

**2: Impact:**

**Unmet need:**

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

*Write here*

**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.*

*Write here*

**Progress towards implementation:**

* *Describe the project’s position in the value chain and the progression towards implementation.*

*Write here*

**Plan for implementation:**

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

*Write here*

**Intellectual property rights:**

* *Investigate the existence of prior-art (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.*

*Write here*

**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).*

*Write here*

**Societal Readiness Level (SRL):**

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

*Write here*

**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.*

*Write here*

**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 to each project partner.*
* *Please also outline the overall work plan structure. Details about each individual work package in the work plan are provided in the detailed ‘activity plan’ section.*

*Write here*

**Risk mitigations:**

* *Describe how the risks of the project are defined and managed.*
* *Consider both internal project related risks and external risk factors.*
* *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.*

*Write here. Use the table below or a similar table.*

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

**Link between project plan and budget:**

* *If relevant, describe any budget posts that may seem extraordinary or for other reasons needs to be explained/justified.*
* *It is important that the proposal and the budget are adequate, i.e. the expected achievements/impact are commensurate with the requested resources.*

*Write here*

**Governance:**

* *Briefly describe the proposed governance model and how the project will be led and managed.*
* *Explain how the organizational structure and decision-making mechanisms match the complexity and scale of the project.*
* *Describe the leadership and project management qualifications of the proposed project investigator*
* *Explain how the project team and its competencies will match the project’s objectives and bring together the necessary expertise. How do the team members complement each other and make the team fit to purpose for the project.*

*Write here*

**Legal, ethical or regulatory demands:**

* *Describe any legal, ethical or regulatory requirements the project might encounter or need to comply with.*
* *Also, describe if any change in these requirements might influence the outcome of the project.*

*Write here*

**Additional financing**

* *State how much industry, public or private funds or others have already invested (being cash, in-kind payment, instruments, knowledge or other resources) in support of execution of the project).*
* *List any known party outside the project group which will provide funding/financial support during the execution of the project.*
* *Describe how the Trace investment in the project can help attract or initiate funding from other sources.*
* *Please include information about the co-financing in the budget section.*

*Write here*

**Activity plan**

* *Please provide a list of work packages (WPs) and a description of each WP in tables, see below*

**Work Package 1:**

*Write here*

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Package Table**   * *Please provide an overview of the Work Packages in a table, see below* | |  |  |  |
|  | *Write here* |  |  |  |
| WP # | WP Title | WP Leader | Start month | End month |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable Table**   * *Please provide an overview of the deliverables, see table below* | |  |  |  |  |
|  | *Write here* |  |  |  |  |
| 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**   * *Please provide an overview of the milestones, see table below.*   *Write here* | |  |  |  |
|  |  |  |  |  |
| MS # | Name and description | Lead partner | How is the completion of the milestone validated? | Delivery date |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

*The following definitions may be helpful:*

*'Work package’ means a major sub-division/phase of the proposed project.*

*‘Deliverable’ means a distinct output such as a physical item, software, technical diagram, report etc. Preferably, the deliverables should have well defined criteria for acceptance. Deliverables are linked to specific WPs and parts thereof, i.e. tasks.*

*‘Milestone’ means a control point in the project that helps define progress. The quantitative milestones may correspond to the completion of a key deliverable, allowing the next phase of the project to begin. A milestone may also be a critical ‘stop/go’ decision point in the project. As an example, the results of a test/trial determine the future direction of the project. Milestones can be linked to more than one WP.*

**Resources to be allocated**

Provide a description of the resources to be allocated (person months (PM)) to each work package distributed on each project partner (using a table like below).

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

**4: Strategic fit to the Trace Roadmap**

**Relevance for the Trace Roadmap**

* *This section is assessed based on how the project is aligned with the Trace Roadmap*
* *Please see the call text and assessment criteria for information to include in this section.*

*Write here*

**Section C: Appendices**

*Mandatory appendix (upload as separate PDF’s in Filkassen)*

Appendix B - Partner motivation

* *Describe each partner's key competences and motivation in relation to the project activities.*[*Download template*](https://innovationsfonden.dk/sites/default/files/2019-12/appendix_b.docx)

Appendix C - Key persons

* *Describe the key individuals in the project and include CV's for key persons.*[*Download template*](https://innovationsfonden.dk/sites/default/files/2019-12/appendix_c.docx)

Appendix D - Gantt chart

* *Gantt chart showing the timing of the different work packages.*[*Download template*](http://missiongreenfuels.dk/wp-content/uploads/2023/01/InnoMission_pool2_Gantt.xlsx)

*Additional appendices*

* *If relevant, please upload additional appendices and provide a list*   
  Appendix A: Figures, pictures, tables. [Download template](https://innovationsfonden.dk/sites/default/files/2019-12/appendix_a.docx)

Budget:

* Use the budget file supplied with the call text [Download template](http://missiongreenfuels.dk/wp-content/uploads/2023/01/Budget_template_IFD_E-grant.xlsx)