



## **Security Research NCP Network 5**

# **Horizon Europe Project Proposal (Part B) Final Checklist before Submission**

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# Some Statistics - Cluster 3



## ➤ Comparison of average scores of project proposals between 2021 & 2024

- The average scores for successful project proposals are increasing in destinations
  - FCT = +0.62
  - BM = +0.88
  - CS = +0.46
  - DRS = +0.68
  - SSRI = +1.95
- The average scores for reserve list projects are increasing in destinations
  - FCT = +0.54
  - CS = +1.35
  - DRS = +0.59
  - SSRI = +1.45

Average Score differences (+/-) between years 2021 and 2024											
FCT		BM		CS		INFRA		DRS		SSRI	
ML	+0.62	ML	+0.88	ML	+0.46	ML	-1.25	ML	+0.68	ML	+1.95
RL	+0.54	RL	-0.40	RL	+1.35	RL	EVEN	RL	+0.59	RL	+1.45
BAB	+0.22	BAB	+0.38	BAB	+0.12	BAB	+0.50	BAB	EVEN	BAB	-0.33
BT	+0.54	BT	EVEN	BT	-0.45	BT	-0.05	BT	-0.07	BT	+0.36

Ref: ML = Main List, RL = Reserve List, BAB= Below Available Budget, BT = Below Threshold

Inadmissible and Ineligible Percentage Differences (+/-) between years 2021 and 2024											
FCT		BM		CS		INFRA		DRS		SSRI	
Inad.	+1.59%	Inad.	0%	Inad.	+0.66%	Inad.	+2.53%	Inad.	+1.44%	Inad.	+18.92%
Inel.	+2.75%	Inel.	+4.40%	Inel.	+0.66%	Inel.	+5.86	Inel.	+9.92%	Inel.	+8.11%

Ref: Inad = Inadmissible, Inel=Ineligible

## ➤ Comparison of the number of projects deemed inadmissible and ineligible between 2021 & 2024

- Number of inadmissible and ineligible projects has increased so.....
- Mistakes are still being made with regards inadmissibility and ineligibility

# competition stronger! and scores increasing!

# Ineligibility & Inadmissibility



## ➤ Projects will be deemed ineligible and not be funded if:

- Activities include:
  - Human cloning
  - Genetic modification
  - Creating human embryo and/or destruction of human embryos
  - Development of a product and/or service that has a military application or purpose (i.e. not exclusive to civil security)
- The consortium does not include the minimum number of partners (set out in the call conditions)

## ➤ Projects will be deemed inadmissible and not be funded if:

- The application is not fully complete (must contain mandatory annexes and supporting documents)
- Is not accessible and printable
- Does not include an **EXPLOITATION AND DISSEMINATION PLAN** AND A **COMMUNICATION STRATEGY**
- Does not adhere to the page numbers
- Names of individual consortium partners are mentioned in Part B

# 13 Common Mistakes



## PLANNING

Mistake#1 - The project has not been planned out adequately



## CONSORTIUM QUALITY

Mistake#2 – Not choosing the right partners



## PROPOSAL AUTHORS

Mistake#3 – The flow of the proposal is disjointed due to the multi-author approach



## PROPOSAL CONTENT

Mistake#4 – Proposal written as though it was a scientific paper

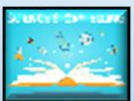
Mistake#5 – Not using enough images/diagrams/tables etc

Mistake#6 – Construction of the proposal is not well thought out



## ABSTRACT & INTRODUCTION

Mistake#7 – The abstract and/or introduction does not capture the evaluators attention



## THE SCIENTIFIC STORY

Mistake#8 – The scientific story is chaotic and is not coherent

Mistake#9 – Principles of scientific 'soundness' has not been followed



## IMPACT SECTION

Mistake#10 – Not clearly stating the projects impacts



## APPROPRIATE METHODOLOGIES

Mistake#11 – Methodologies not appropriate for a diverse multi-researcher approach



## IMPLEMENTATION QUALITY/EFFICIENCY

Mistake#12 – Quality of Implementation does not support the Excellence & Impact

Mistake#13 – The quality of the consortium is not adequately highlighted

# Sections and Numbers of Pages



Section Number	Title	Suggested Number of Pages
	Title of the Proposal and List of Participants (abstract)	
<b>1.</b>	<b>EXCELLENCE</b>	<b>18</b>
1.1	Objectives and Ambition	4
1.2	Methodology	14
<b>2.</b>	<b>IMPACT</b>	<b>9</b>
2.1	Projects Pathway Toward Impact	4
2.2	Measures to Maximise Impact - Dissemination, Exploitation and Communication	5
2.3	Summary (Impact Canvas)	
<b>3.</b>	<b>QUALITY AND EFFICIENCY OF THE IMPLEMENTATION</b>	<b>17 or 22 (LS)</b>
3.1	Work Plan and Resources (including tables)	14 or 19 (LS)
3.2	Capacity of Participants and Consortium as a Whole	3

**No more than 45 pages or 50 (Lump Sum)**



# Project Work and Types of Actions



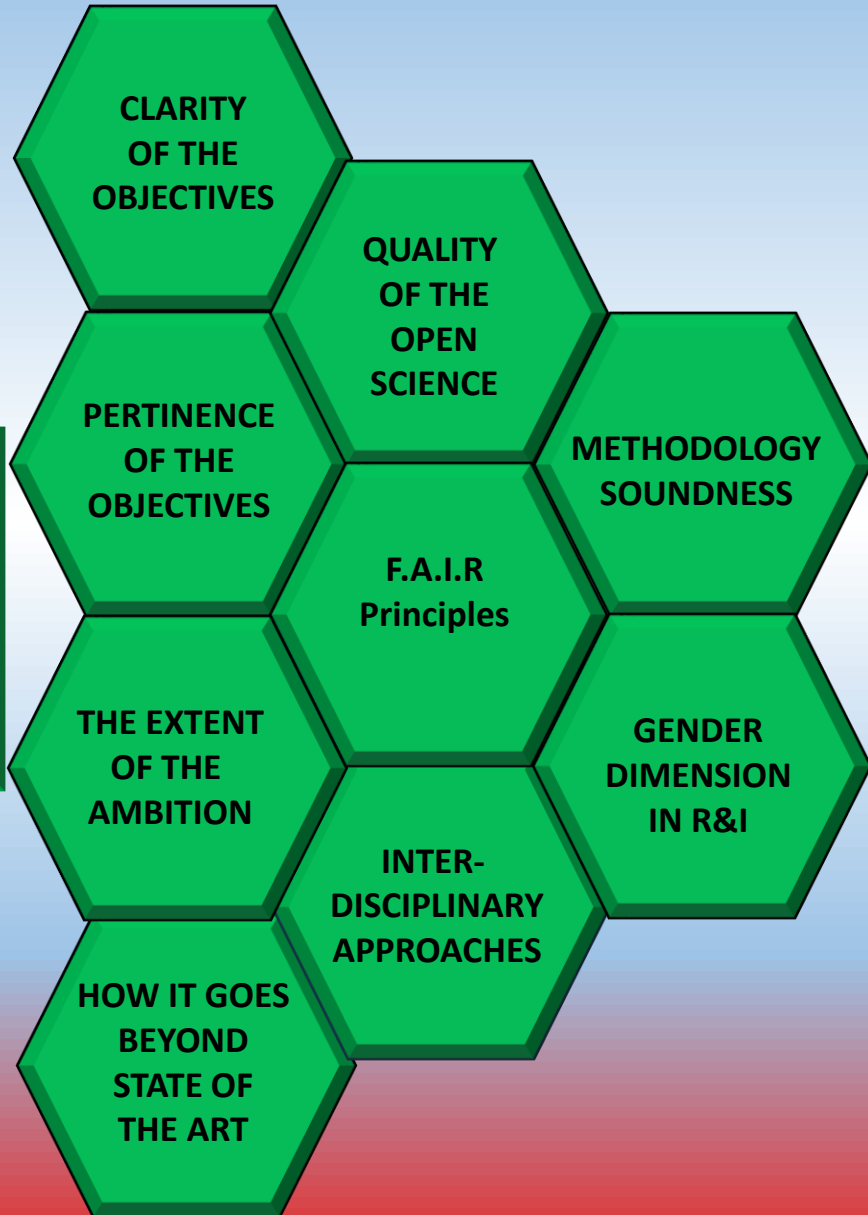
## ➤ Does the project fulfil the requirement of the topic 'Action'?

- **Research and Innovation Actions (RIA)**
  - Facilitate new knowledge or explore the feasibility of a new or improved technology, product, process, service or solution.
- **Innovation Actions (IA)**
  - Produce plans and arrangements or designs for new, altered, or improved products, processes or services.
- **Coordination and Support Actions (CSA)**
  - Contribute to the objectives of Horizon Europe. This excludes R&I activities, with the exception of 'Widening participation and spreading excellence'.
- **Pre-commercial Procurement Actions/ (PCP)**
  - Help a buyers' group encourage public procurement of research, development and validation of new solutions; and when applicable, the first deployment of new solutions.
- **Public Procurement of Innovative Solutions Actions (PPI)**
  - Improve the ability of a buyers' group to have earlier deployment of innovative solutions.

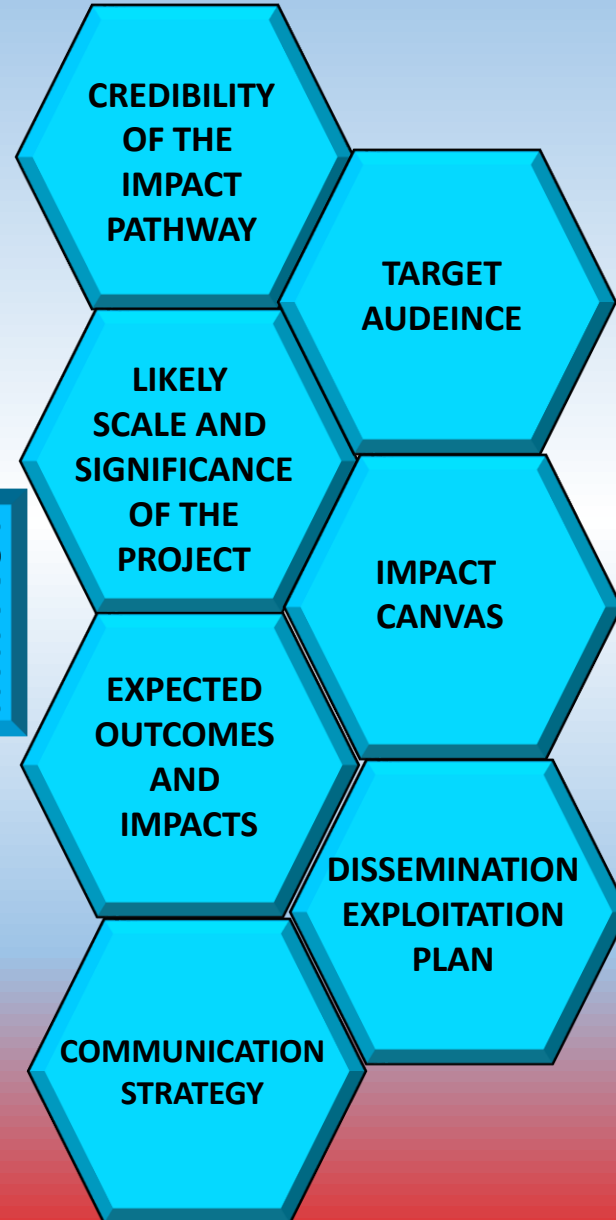
# Excellence, Impact & Q&E of Implementation



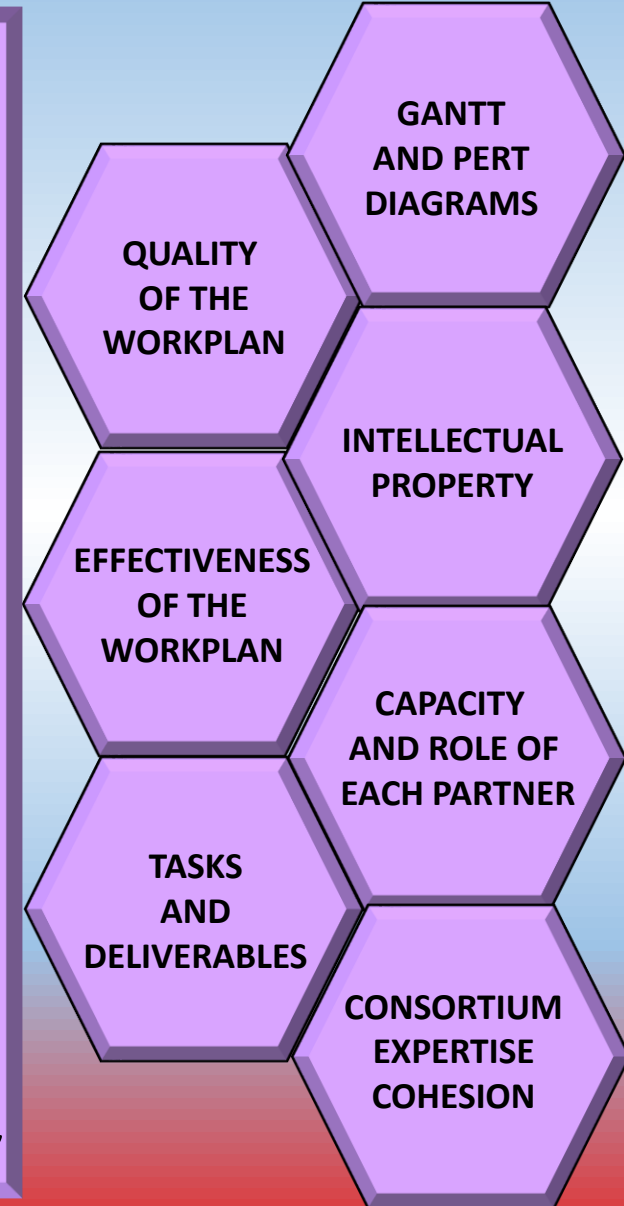
## EXCELLENCE



## IMPACT



## QUALITY & EFFICIENCY - IMPLEMENTATION



# 1. EXCELLENCE



**INTRODUCTION CHECKLIST - Have you offered a clear description of the:**

- Pertinence of your project's objectives ☒
- The extent of ambition ☒
- "Beyond the state of the art" ☒
- Soundness of your methodologies ☒
- The concepts & assumptions ☒
- Models ☒
- Interdisciplinary approaches ☒
- Gender dimension ☒
- Open science practices ☒
- Sharing and management of research outputs ☒
- Engagement of citizens, civil society and end users where appropriate ☒



# Write the Introduction for this section last



# 1.1 Objectives & Ambition



	Have you included .....	Potential Actions
OBJECTIVES	<ul style="list-style-type: none"><li>• What you plan to achieve by the end of your project</li><li>• Pertinence to the expected outcomes of the call topic</li><li>• Pertinence to the expected impacts of the destination</li><li>• Links with the HE Strategic Plan</li><li>• Clarity to the objectives</li></ul>	<ul style="list-style-type: none"><li>• Make your objectives SMART:<ul style="list-style-type: none"><li>• Specific</li><li>• Measurable</li><li>• Achievable</li><li>• Relevant</li><li>• Time Bound.</li></ul></li></ul>
AMBITION	<ul style="list-style-type: none"><li>• Your aspirations to achieve significant long-term goals</li><li>• How the work will go beyond what has already been done</li><li>• The progression of the TRL from present to end of project</li><li>• Remember TRL's are different for IA's and RIA's</li></ul>	<ul style="list-style-type: none"><li>• Push boundaries</li><li>• Raise the bar</li><li>• Set new standards</li><li>• Be transformative</li><li>• Make the differences meaningful</li><li>• Be ground-breaking in R&amp;I</li></ul>
BEYOND-STATE-OF-THE-ART	<ul style="list-style-type: none"><li>• What is already out there e.g. market</li><li>• How the present (SotA) will be surpassed</li><li>• Any groundbreaking R&amp;I that will be undertaken</li><li>• Any novel concepts and approaches</li></ul>	<ul style="list-style-type: none"><li>• Initial search to see what already exists</li><li>• Make new advancements such as:<ul style="list-style-type: none"><li>• Capabilities</li><li>• Methods</li><li>• Technologies</li><li>• Products</li><li>• Services</li><li>• Models</li></ul></li></ul>

# SMART Objectives



**SPECIFIC**

Have you clearly defined what will be done



**MEASURABLE**

Have you Included metrics to track the project's progress to determine success e.g. 20% increase in detection rates of.....



**ACHIEVABLE**

Are you being realistic given the resources and capabilities of the project, while remaining to push the R&I boundaries



**RELEVANT**

Have you aligned your goals with the call topic's expected outcomes and the expected impacts of the destination and scope of the call topic



**TIME BOUND**

Have you set clear deadlines for each of the tasks/deliverables

# 1.2 Methodology



	Have you included .....	Potential Actions
<b>METHODOLOGIES</b>	<ul style="list-style-type: none"><li>• A description of the overall methodologies</li><li>• An explanation - appropriateness of the methodologies</li><li>• How the methodologies will help to achieve the objectives</li><li>• How you will overcome challenges met during your work</li><li>• What previous results will feed into the work</li><li>• How will your project link up with previous work</li></ul>	<ul style="list-style-type: none"><li>• Offer up:<ul style="list-style-type: none"><li>• Clear, sound and credible processes</li><li>• Robust models</li><li>• Evidenced based assumptions for the work</li></ul></li><li>• Find data/results from previous projects</li><li>• Build upon previous work</li></ul>
<b>INTERDISCIPLINARY &amp; INTERSECTORAL APPROACH</b>	<ul style="list-style-type: none"><li>• How you will bring together the different expertise</li><li>• How you will bring together methods from different disciplines</li><li>• How this approach will benefit the work</li><li>• The reasoning if an interdisciplinary approach isn't used</li></ul>	<ul style="list-style-type: none"><li>• Combine the different disciplines to achieve a fit for purpose solution that addresses the topic challenges/s</li><li>• Create a plan that optimises the diversity of the partners</li></ul>
<b>OPEN SCIENCE PRACTICES</b>	<ul style="list-style-type: none"><li>• A plan that explains how the projects research outputs will be shared</li><li>• The benefits for future researchers e.g. build on the impact of your work</li></ul>	<ul style="list-style-type: none"><li>• Follow the ethos of the FAIR principles<ul style="list-style-type: none"><li>• Findable</li><li>• Accessible</li><li>• Interoperable</li><li>• Reusable</li></ul></li><li>• Put forward a plan to ensure research output is transparent, accessible and reproducible and published</li></ul>

# FAIR Data Principles - Improves Impact



F

**FINDABLE**

Have you made provision for the data to have a unique and permanent identifier with a clear description of the data, so it can be easily found.



A

**ACCESIBLE**

Have you made plans for the data to be retrievable using the most suitable means and be available where appropriate.



I

**INTEROPERABLE**

Have you considered assigning data with a clear, explicit, and standardised terminology, so it can be easily integrated and applicable to other applications



R

**REUSABLE**

Have you made provision for the data to be available under open licenses with fully documented provenance (origin and history). So it can contribute to future research and impact.

# 1.2 Methodology (continued)



	Have you included .....	Potential Actions
<b>SOCIAL SCIENCE AND HUMANITIES INTEGRATION</b>	<ul style="list-style-type: none"><li>• The role of the SSH expert in the project</li><li>• Why they are needed to make the project successful</li><li>• An explanation of how the SSH expert will contribute to the R&amp;I activities</li><li>• How the SSH expert will work in unison with other experts within the project</li></ul>	<ul style="list-style-type: none"><li>• Is the topic flagged as having a SSH requirement?</li><li>• Integrate the SSH aspect into the project as early as possible</li><li>• Describe how the SSH expertise will be integrated into the project's activities</li><li>• Ensure that all partners understand the role of the SSH expert</li></ul>
<b>GENDER DIMENSION</b>	<ul style="list-style-type: none"><li>• An explanation of how you have considered the gender dimension in the R&amp;I work of the project</li><li>• An explanation of the reasoning why the gender dimension is not relevant in the R&amp;I activities</li><li>• How the project will approach the R&amp;I work with a gender lens</li></ul>	<ul style="list-style-type: none"><li>• Undertake research to understand the possible implications of gender that may affect your work e.g.:<ul style="list-style-type: none"><li>• Different responses from male and female</li><li>• Different responses due to age</li><li>• Different responses due to culture</li></ul></li><li>• Gender dimension is mandatory unless otherwise specified in the WP.</li><li>• It is not about gender balance of the roles within the team</li></ul>



# 2. IMPACT



**INTRODUCTION CHECKLIST - Have you offered a clear description of the:**

- Credibility of the pathways to achieve the outcomes and impacts
- The likely scale of your project's contribution
- The likely significance of your project's contribution
- Suitability of the work to maximise the outcomes and impacts
- Quality of the work to maximise the outcomes and impact
  - Dissemination plan
  - Exploitation plan
  - Communication strategy



# Write the Introduction for this section last

# 2.1 Projects Pathways towards Impact



	Have you included .....	Actions
EXPECTED OUTCOMES & EXPECTED IMPACTS	<ul style="list-style-type: none"><li>• A description of how the project results are expected to make a difference/impact in the medium-term and long-term</li><li>• Medium term = during the lifetime of the project</li><li>• Long term = wider impacts - beyond the duration of the project</li></ul>	<ul style="list-style-type: none"><li>• Address the expected outcomes that are specified in the call topic</li><li>• Address the expected impacts that are specified in the destination</li><li>• <b>Do not</b> copy and paste the expected outcomes and expected impacts into your proposal and use as your objectives</li><li>• <b>Do</b> use the expected outcomes and expected impacts to construct your projects objectives</li><li>• Be specific about the work of your project based on the expectations</li></ul>
TARGET AUDIENCE	<ul style="list-style-type: none"><li>• A description of your specific target audience/s that will reap the benefits from your project</li><li>• For example: law enforcement, border personnel</li></ul>	<ul style="list-style-type: none"><li>• Identify your target audience/s</li><li>• Ensure the target audience/ are relevant to your project</li><li>• Break the target audience/s down into smaller groups, such as areas of interest or segments of society</li></ul>
TYPES OF IMPACT	<p>The relevant impacts pertinent to your project such as:</p> <ul style="list-style-type: none"><li>• Scientific</li><li>• Economic/Technological</li><li>• Societal</li></ul>	<ul style="list-style-type: none"><li>• Say which target audiences will be affected by which type of impact</li></ul>

# Types of Impacts - The Value of a Project



## SCIENTIFIC

Have you included how your project will contribute to scientific advances and go on to create further impacts



## ECONOMICAL

Have you included how your project may for example: bring new products, services, business processes to the market, increase efficiency, decrease costs, increase profits, contribute to standards' setting,



## TECHNOLOGICAL

Have you included how your project will contribute to, for example, improve efficiency make something faster, smaller, cheaper



## SOCIETAL

Have you included a societal impact i.e. Making people safer and more secure and improving lives

# 2.1 Projects Pathways towards Impact



	Have you included .....	Actions
<b>SCALE (widespread)</b>	<ul style="list-style-type: none"> <li>An informed estimation of the scale of your expected outcomes and impacts on the target audiences/ group/s</li> <li>A description of how widespread the scale is likely to be over time?</li> </ul>	<ul style="list-style-type: none"> <li>Say which specific target audiences will benefit and how many will benefit from your work</li> <li>Calculate how many of your target audience will benefit - numbers, percentages</li> <li>Use reliable data, statistics</li> <li><b>Use baselines</b> - provide an initial measurement of a starting point for the project - <b>in project measurement of change/success</b></li> <li><b>Use benchmarks</b> - provide details of what others are doing - <b>measure of success against external bodies</b></li> </ul>
<b>SIGNIFICANCE (importance)</b>	<ul style="list-style-type: none"> <li>An informed estimation of the importance of the benefits will be to the target audience?</li> </ul>	<ul style="list-style-type: none"> <li>Provide details of, for example: efficiency savings, reduction of time through improved processes etc</li> </ul>
<b>BARRIERS &amp; ACHIEVEMENTS</b>	<ul style="list-style-type: none"> <li>The potential barriers/obstacles that may occur to hamper achieving your expected outcomes and impacts</li> <li>The potential achievements that may occur due to your project</li> </ul>	<ul style="list-style-type: none"> <li>Identify the obstacles: user behaviour, the markets, the public, resistance to change, regulations/ legislation/ standards</li> </ul>
<b>MITIGATION MEASURES</b>	<ul style="list-style-type: none"> <li>How you will address the identified barriers/ obstacles?</li> </ul>	<ul style="list-style-type: none"> <li>Provide a good management strategy to address the potential obstacles e.g. proactive risk assessments and ownerships of risk, stakeholder and public engagement</li> </ul>

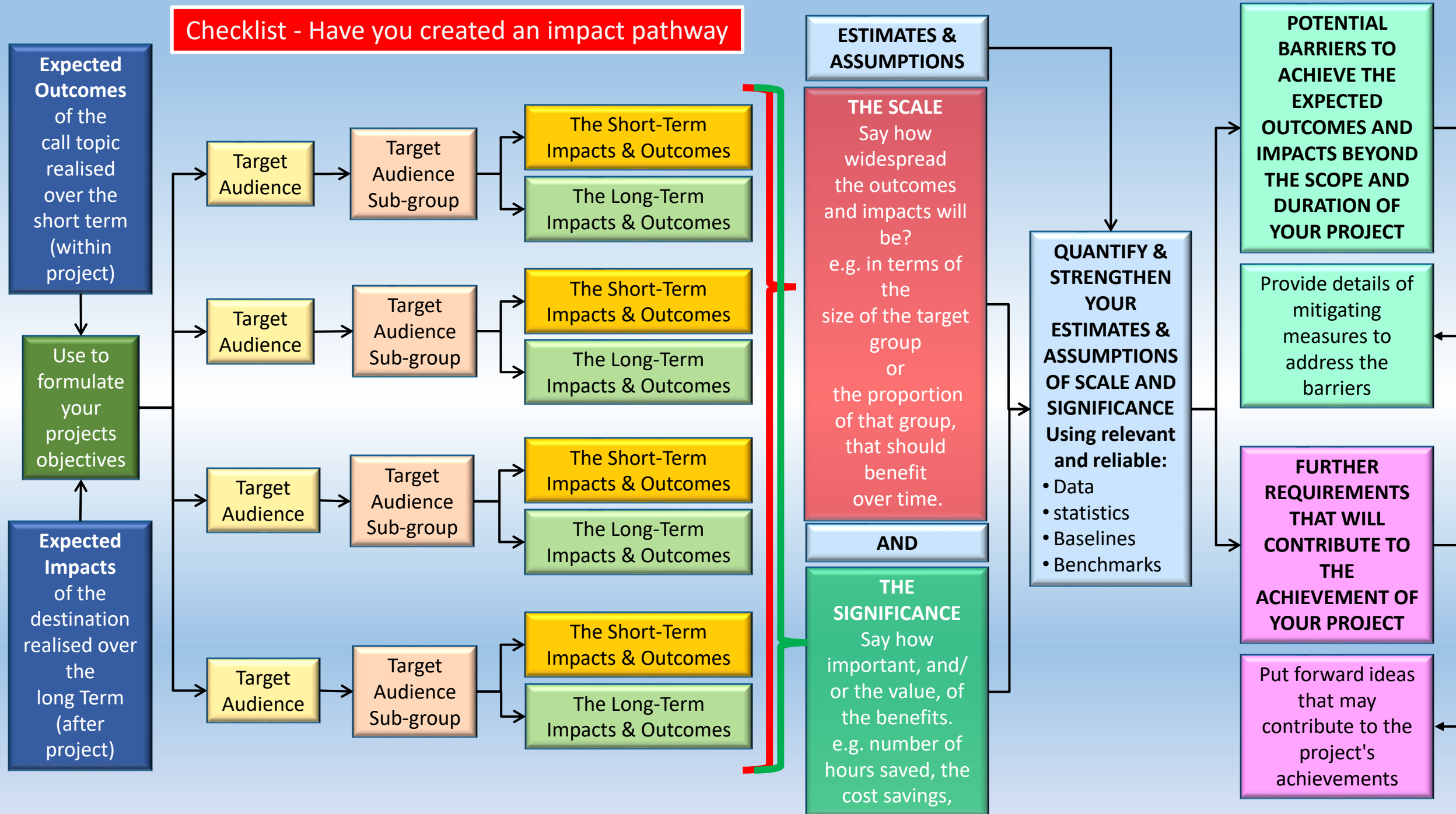
CHECKLIST FOR

# THE PATHWAY TOWARDS IMPACT

HAVE YOU INCLUDED ALL THE KEY ELEMENTS



## Checklist - Have you created an impact pathway



# Dissemination, Exploitation and Comms



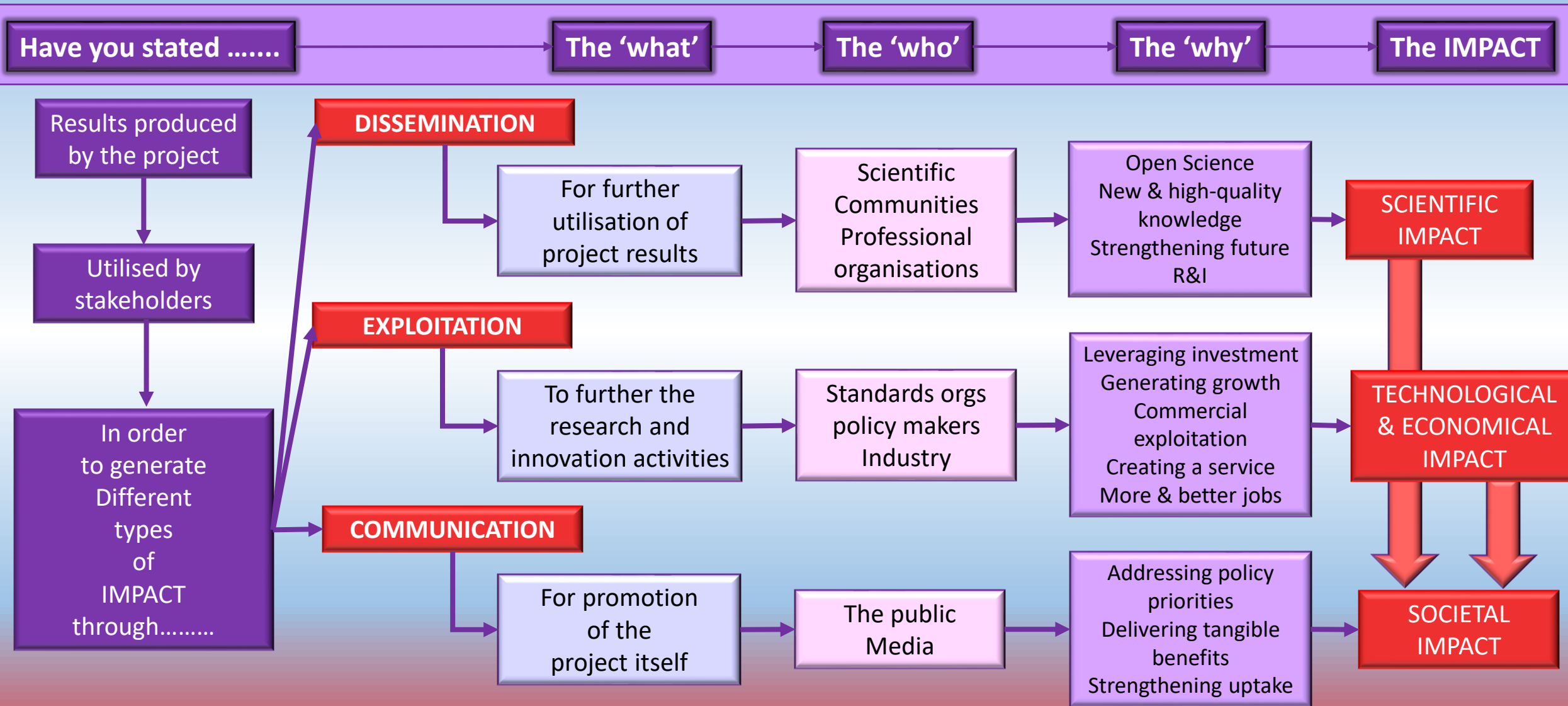
## PLEASE REMEMBER

- The D&E plan is an admissibility condition, unless the topic explicitly states otherwise
- If your proposal is selected for funding, you will need to provide a more detailed 'plan for dissemination and exploitation including communication activities'
- This will need to be provided as a mandatory project deliverable within 6 months after GA signature date
- This plan must be periodically updated in alignment with the project's progress

## CHECKLIST

- Have you included a first version of your 'plan for the dissemination and exploitation including communication activities'.
- Have you described the dissemination, exploitation and communication measures that are planned
- Have you included the target group(s) to be addressed (e.g. scientific community, end users, financial actors, public at large)

# Dissemination, Exploitation and Communication Plan



# 2.2 Measures to Maximise Impact



## Dissemination

- Plans on how others can utilise your project results
- For all those that can learn from the data and build upon
- ASAP within your project
- Databases, scientific journals

## Exploitation

- Your plans on how to further Research and innovation activities
- For those working in commercial, societal, political arenas
- near to the end and beyond
- prototypes, feasibility studies

## Communication

- Your plans on how you will Promote your project
- The public, media
- Throughout your project
- Website, newsletters

CHECKLIST FOR  
**THE IMPACT CANVAS**  
HAVE YOU INCLUDED ALL THE KEY ELEMENTS



# 2.3 Summary - Impact Canvas Checklist



## SPECIFIC NEEDS

*What are the specific needs that triggered this project?*

### CHECKLIST

*Where the gaps are and, what is needed?*

*Examples: Something that is:*

- *Faster*
- *Smaller*
- *More effective*
- *More efficient*
- *Improved*
- *More cost effective*
- *Know what is out there now*
- *Do your research*
- *Provide evidence that you know the present situation*

## EXPECTED RESULTS

*What do you expect to generate by the end of the project?*

### CHECKLIST

*What gap your project will 'fill' that is beyond the 'state of the art'*

*Examples:*

- *New service*
- *New product*
- *New training model*
- *New system*
- *What will be different between the present and the future*
- *Evidence why something new is needed*

## D & E & C MEASURES

*What dissemination, exploitation and communication measures will you apply to the results?*

### CHECKLIST

*About your D & E & C plan*

*Exploitation*

- *Patenting a new model or product*
- *Offering licences to companies*

*Dissemination*

- *Informing the scientific community of your projects results - how this will be carried out e.g. scientific publication*
- *Informing relevant end users e.g. police, border forces, first and second responders*

*Communication*

- *Citizens – dedicated events, newsletters, conferences to explain how the outcomes are relevant to them and their Communities*
- *Know the difference between the D,E & C measures*
- *Apply the each of the measures to reach out to specific recipients*



# 2.3 Summary - Impact Canvas Checklist



## TARGET GROUPS

*Who will use or further uptake the results of the project? Who will benefit from the results of the project?*

### CHECKLIST

*Who will benefit from your project*

- *Police forces*
- *Border Force*
- *First and second responders*
- *Local government administration*
- *Policy makers*
- *Companies/industry*
- *Scientific community*
- *Think about the call topic participation criteria required for your topic*
- *What policy documents are relevant*
- *Target the right companies*
- *Target the right scientific discipline*

## OUTCOMES

*What change do you expect to see after successful dissemination and exploitation of project results to the target groups?*

### CHECKLIST

*What you expect the outcome will be*  
*End-users*

- *Uptake of the new discovery e.g. the service or product or system within an operational environment*

*Scientific Community*

- *Further use of the new discovery to for further development e.g. Incremental innovation*

*Companies*

- *Makes use of the new product or system within their own Manufacturing*

- *Be bold about your expectations*
- *Make this a joint effort*
- *Expected outcomes of the call topic*

## IMPACTS

*What are the expected wider scientific, economic and societal effects of the project contributing to the expected impacts outlined in the respective destination in the Work Programme?*

### CHECKLIST

*What you expect the impacts to be*  
*Scientific*

- *New breakthrough*
- *New scientific discovery*

*Economic*

- *Increased efficiency*
- *Reduction of costs*

*Technological*

- *New market*

*Societal*

- *Improved living environment*
- *Improving way of life*

- *Be bold about your expectations*
- *Make this a joint effort*
- *Expected impacts of the destination*

# 3. IMPLEMENTATION



**INTRODUCTION CHECKLIST - Have you offered a clear description of the:**

- Quality of the work plan
- Effectiveness of the work plan
- Risk assessments
- The appropriateness of the effort assigned to Work Packages
- Justification for the overall resources
- Capacity and role of each partner
- How the consortiums expertise works together as a whole



# Write the Introduction for this section last



# 3.1 - Work Plan and Resources



	Have you included .....	Actions
LOGICAL STRUCTURE	<ul style="list-style-type: none"><li>• A logical structure of the work</li><li>• The stages of the work set around Work Packages</li><li>• The right number of Work Packages appropriate for the size and complexity of the project</li></ul>	<p>Complete the tables:</p> <ul style="list-style-type: none"><li>• 3.1a List of Work Packages</li><li>• 3.1b Work Package description</li></ul>
WORK PACKAGES	<ul style="list-style-type: none"><li>• Smaller projects within a project</li><li>• A set of tasks for each Work Package</li><li>• A list of resources that are needed to:<ul style="list-style-type: none"><li>• Meet the project's objectives</li><li>• Produce the deliverables</li></ul></li><li>• <b>A single Work Package for PROJECT MANAGEMENT</b></li><li>• <b>A single Work Package or Major task for DISSEMINATION, EXPLOITATION AND COMMUNICATION STRATEGIES</b></li><li>• <b>Visibility within a Work Package a task for DATA MANAGEMENT PLAN (DMP)</b></li><li>• A number and suitable title for the Work Package</li></ul>	

# 3.1 - Work Plan and Resources



	Have you included .....	Actions
TASKS WITHIN THE WORK PACKAGES	<ul style="list-style-type: none"><li>For each task:<ul style="list-style-type: none"><li>A description of the activities</li><li>A quantification of the activities</li><li>Stated who will do the activities</li><li>The person months to undertake the activities for each person</li><li>The qualifications that makes that person the right person for the activities</li><li>Explained why the work is needed in the project</li><li>A number for each task e.g. T2.1 = Task/WP2/task1</li></ul></li></ul>	<ul style="list-style-type: none"><li>REMEMBER</li><li>You must include a data management plan (DMP) as a distinct deliverable within the first 6 months of the project</li><li>You must include a 'plan for dissemination and exploitation including communication activities as distinct deliverables within the first 6 months of the project.</li><li>The DMP will evolve during the lifetime of the project in order to present the status of the project's reflections on data management.</li><li>A template for such a plan is available in the Online Manual on the Funding &amp; Tenders Portal.</li></ul>
DELIVERABLES	<ul style="list-style-type: none"><li>A list of deliverables associated with the Work Programme tasks</li><li>The list in order of when they are to be delivered</li><li>The numbering convention for the deliverables e.g. D4.2 = deliverable/WP4/deliverable 2</li></ul>	<ul style="list-style-type: none"><li>Complete Table 3.1c List of Deliverables</li><li>Use the correct codes for the type of deliverable</li><li>Include the right level of dissemination for each deliverable</li><li>Use a month number for the deliverable date, where M1 is the project start date</li></ul>



## 3.2 - Capacity of Participants & Consortium



	Have you included .....	Actions
THE CONSORTIUM	<ul style="list-style-type: none"><li>• A description of the consortium for example<ul style="list-style-type: none"><li>• How it relates to the project's objectives</li><li>• How it brings together the required disciplines</li><li>• How it brings together inter-disciplinary expertise</li><li>• How the SSH expertise will be incorporated into the work with others</li><li>• How the open science and gender aspects will be incorporated into the work</li><li>• How each partner compliments each other</li><li>• A justification for their involvement</li><li>• The critical infrastructures to be accessed by the consortium</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Do not mention individual partners as detailed in Part A of the project proposal</li><li>• Use their short name as used in Part A of the Project proposal</li></ul>

# Inclusion of AI Systems & Techniques



## Technical Robustness

- Prevention of harm
- Reduction of risks
- Minimising harm
- Resilient to attack
- Fallback safeguards



## Social Robustness

- consideration for human beings and the environment
- no impact social relationships
- no impact on well being



## Reliable

- work correctly in any given situation or environment
- ensure the physical and mental integrity of human

## Intellectual Property

- Important element of the Implementation Plan
- Provide a strategy for the management of IP
- Say how IP assets will be protected e.g.
  - contracts
  - technology licences
  - agreements
- Say how disputes will be dealt with
- Identify who owner of IPR of exploitable results
- include a budget for IP protection



# CHECKLIST FOR THE PROJECT'S WORK PLAN

HAVE YOU INCLUDED ALL THE KEY ELEMENTS

**Does your Work Plan bring together all the elements mentioned in EXCELLENCE & IMPACT**

**QUALITY AND EFFICIENCY OF YOUR WORK PLAN - ESSENTIAL FOR YOUR PROPOSAL**

- Does your Work Plan include a set of Work Packages (typically between 6 - 8)
- Have you a distinct Work Package for Project Management, & for the DE&C activities
  - Have you an individual task for Management of Data

**Work Package Elements**

- *Title*
- *WP Description*
- *Objectives*
- *Description of Work*
  - *A set of tasks*
  - *Lead Partner*
- *other participants - their role*
- *Why is the work needed*
- *Who will do it*

**Work Package n+1**

**Work Package n+2**

**Work Package n+3**

**Work Package n+4**

**Work Package n+5**

**Have you completed all tables related to your Work Packages?**

- 3.1a - list of WP's
- 3.1b - WP description
- 3.1c - Deliverables
- 3.1d - milestones
- 3.1e - risks for implementation
- 3.1f - staff efforts (pm's)

- Have you included a set of tasks for each Work Package (use correct numbering convention)

- Have you included a set of deliverables for each Work Package (use correct numbering convention)
  - Are the deliverables linked to the tasks



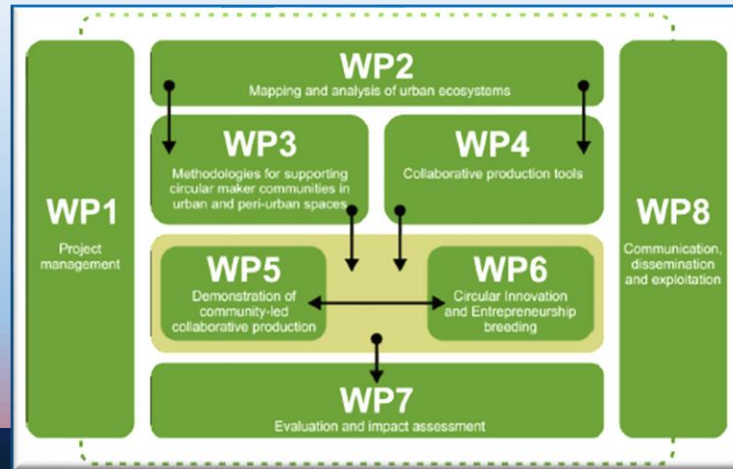
# PERT, GANTT and other Graphics



Does your project proposal include .....

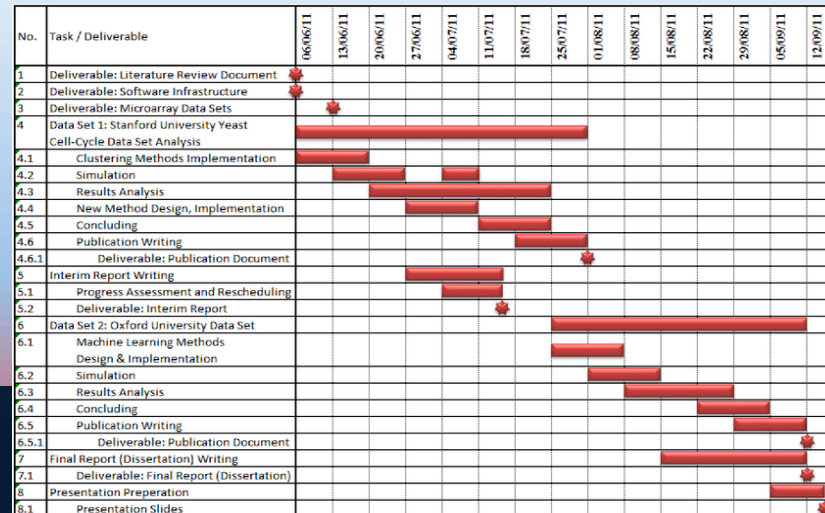
## PERT

Programme Evaluation Review  
Technique  
A visual representation of a  
projects  
tasks and Work Package  
dependencies



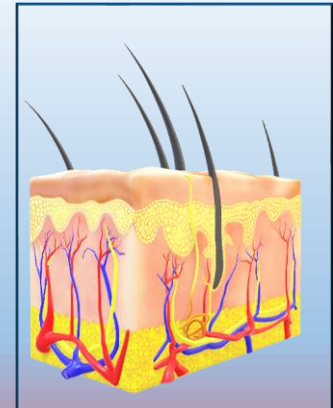
## GANTT chart

A visual timeline of Work Package tasks  
shows start and end dates,  
duration and dependencies  
Helps teams track progress, manage  
schedules, milestones, deliverables  
and understand how tasks are  
interconnected



## Other graphics where relevant

Makes your project interesting  
A picture paints a 1000 words  
Grabs attention of the evaluator  
Makes it memorable  
Sometimes better than words  
Create a logo for your project



Target group	Sub group	Number
LEA	CSE	20%
Academia	SSH	30%



**Thank you for your attention  
and GOOD LUCK!**

R: Document, report (excluding the periodic and final reports)  
DEM: Demonstrator, pilot, prototype, plan designs  
DEC: Websites, patents filing, press & media actions, videos, etc.  
DATA: Data sets, microdata, etc.  
DMP: Data management plan  
ETHICS: Deliverables related to ethics issues.  
SECURITY: Deliverables related to security issues  
OTHER: Software, technical diagram, algorithms, models, etc

Put deliverables in order of delivery date  
Use numbering convention  
1.2 i2nd deliverable of WP 1

3.1a List of Work Packages						
Work Package Number	Work Package Title	Lead Participant No.	Lead Participant Short Name	Person Months	Start Month	End Month

3.1b Work Package Description	
Work Package Number	WP1
Work Package Title	Coordination, project management and administration
Objectives Set-up and maintain communication system within the consortium Manage and maintain a library of all documents related to the project	
Description of Work for each task Tasks, Lead Partner, Role of Participants 1.1 Internal Communication (Task Lead: short name, long name. Contributors ???, ???, ???) Description of work: Role of participants, amount of work, why the work is needed, who will do the work, resources needed 1.2 Data Management (Task Lead: ???,???, Contributors???,???) Description of work: Role of participants, amount of work, why the work is needed, who will do the work, resources needed	

3.1c List of Deliverables							
Number	Deliverable name	Short description	Work Package number	Short name of lead Participant	Type	Dissemination Level	Delivery dates (months)
D1.1	Internal Communication		WP1		R	PU	M3