AAL Joint Programme

Call for Proposals AAL-2008-1

Guide for applicants: Part B (structured proposal template) for

AAL collaborative projects

An AAL proposal consists of two parts[1].

Part A will contain the **administrative information** about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants, and information related to the funding requested.

This information will be encoded in a structured database for further computer processing to produce, for example, statistics and evaluation reports. This information will also support the experts and Commission staff during the evaluation process.

The information in Part A will have to be entered through a set of on-line forms which is available here: **http://proposals.aal-europe.eu/.**

Part B is a structured template that you should follow when presenting the scientific and technical content of your proposal. The template is designed to highlight those aspects that will be assessed against the evaluation criteria. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impacts that might be expected to arise from the proposed work.

Please keep to maximum page lengths where these are specified (in Arial 10-point). The AAL Association may instruct the independent expert assessors to disregard any excess pages. Even where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by the evaluating experts.

Version	Date	Remarks
1	30.06.2008	
2	07.07.2008	Addition of "1 page description" after section 1; page max. reduction to 1.5 pages in 1.1 and 1.2

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[1] The Ambient Assisted Living Joint Programme closely follows the templates used within the European RTD Framework Programmes, e.g. the 7th Framework Programme. Adaptations, however, were made to meet specific AAL programme requirements. Thus, proposers are kindly asked to closely examine this document.

Cover Page

Proposal full title
Proposal acronym
Name of the lead coordinator person

List of participants:

Participant no.*	Participant organisation name	Part. short name	Country & Funding Agency*²
1 (Coordinator)			
2			
3			

* *Please use this numbering in all parts of your proposal.*
*² *Please refer to the listing of agencies provided at* http://www.aal-europe.eu/aal-2008-1-contacts

Table of Contents

Section 1: Objectives

Describe the alignment of the proposed project (objectives, activities and methodology) with the specific objectives of this AAL call. How does the project apply Information and Communication Technologies (ICT) in new and innovative applications or service concepts that can be applied and deployed widely in Europe, which will result in products, systems or services for Prevention and Management of Chronic Conditions of Elderly People.

1 page max.

1.1 Progress beyond the state-of-the-art

Demonstrate how the project will progress beyond the "state-of-the-art" in integration of technologies and products that provide new innovative solutions to the defined end user needs. Describe how the project will leverage economic opportunities and solve societal challenges in a sustainable way.

1.5 pages max.

1.2 Contribution to the knowledge in the field

Please explain how, and in what way the project will contribute to the advancement of knowledge in the field.

1.5 pages max.

1.3 Improve quality of life

Describe how the project will improve the quality of life of elderly people either directly or indirectly and how they will be improve accessibility. Describe how user acceptance and usability as well as social relevance can be achieved.

1 page max.

1.4 Legal and ethical issues

Explain any legal and ethical compliance issues. Describe how the projects results will respect the privacy and dignity of the elderly, and how any relevant national and international guidelines are taken into account. Please also complete the table in Annex 1.

0.5 page max.

Section 2: Work Plan, deliverables and efficiency of implementation

This section assesses the overall quality of the project plan, and the extent to which the proposed project methodology and consortium procedures will be able to deliver the planned final deliverables. It will also describe the deployment of the necessary resources; the scientific, technical and market expertise needed to achieve the project goals, and who is responsible within the consortium for different aspects.

2.1 Concept and methodology

Please describe how the proposal will lead to a novel and effective solution, based on a scientifically and technically sound concept.

2 pages max.

2.2 Work plan (organisation)

Please describe the organisation of the activities and the work plan (tasks, sequencing, meetings, and deliverables). Please:
   i)   Describe how the consortium will consider adequate quality assurance and control procedures regarding the development and release of external project deliverables, as appropriate to each specific type of deliverable (e.g. management reports, research notes, market studies, application or service prototypes, etc.).
   ii)   Indicate and justify the budget.
   iii)   Explain how the consortium will address any significant risks,
   iv)   describe the contingency plan and explain how the resources are mobilized.

Please also complete Annex 2. The timing of the different WPs and their components should be shown in a graphical presentation of the various components (Pert diagram or similar).

1 page max. (major parts will be provided within the forms in Annex 2)

2.3 Resources needed

Describe the resources needed to be deployed and the scientific, technical and market expertise needed to achieve the project goals.

1 page max.

2.4 Demonstration of the objectives and pilot application

Describe how the proposal includes as part of planned activities / outcomes a realistic prototype or pilot application (testing in a realistic user environment) at project completion, where the expected impacts to meet specific end user needs stated in the initial proposal may be demonstrated to the fullest feasible extent.

2 pages max.

Section 3: Roles and contributions of the consortium partners

This section assesses the extent to which the consortium composition includes the critical mass and diversity of competencies and infrastructure required for the successful completion of the defined tasks.

3.1 Quality of the Consortium

Please describe the quality of the partners and the complementarity of expertise. Ensure that essential actors of the value network are involved and that end-users and SMEs are playing a proactive role in the consortium. What is the balance of contribution between partners and the added value of the international collaboration?

1 page max.

3.2 User inclusion

Please describe the inclusion of studies concerning accessibility, user acceptance and usability in the work plan. How will the project create new and innovative solutions to specific end user needs that result in improvement in the quality of life of elderly people?

1 page max.

3.3 Available resources

Explain how the mobilization of the available resources is to be achieved.

1 page max.

3.4 Project management

Describe the management of the project (e. g. organisational structure, conflict resolution procedures/ mechanisms and rules of protection of partners' IPR).

1 page max.

Section 4: Exploitation

Describe how European wide exploitability is to be achieved. Explain the economic relevance, value chain, business model exploitation plan, potential market and time distance to market for project outcomes. Declare how the partners will contribute. Ensure that innovative project contributions are properly disseminated. Please give the first economic targets.

4.1 Demonstration of European wide exploitability

Describe how technology flexibility allowing for easily adapting common solutions to meet differing social and organisational needs across Europe is to be achieved.

1 page max.

4.2 Exploitation capability and time-to-market

Explain the economic relevance, value chain, business model, exploitation plan, potential market and time distance to market for the project outcomes. Describe how the partners will contribute.

1 page max.

4.3 Dissemination

Provide a dissemination plan which shows how the innovative project contributions will be properly disseminated. Please give the first economic targets.

0.5 page max.

4.4 Standards

Please explain the contribution to open interfaces and interoperability. Include any references to standards, norms and regulation within the EU.

0.5 page max.

Annex 1

Ethical issues table

	YES	PAGE
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 non-human 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?		
• Does the proposal involve clinical trials, other than ICT implants?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL*		

* The signed original will be asked for after the invitation to conclude the project negotiation.

Annex 2

Table 2.2 a: Work package description (for all packages, each 0.5 pages)

Work package description

Work package number			Start date or starting event:				
Work package title							
Activity type							
Participant number							
Participant short name							
Person-months per participant							

Objectives
Description of work (possibly broken down into tasks) and role of partners
Deliverables (brief description) and month of delivery

Table 2.2 b: Work package list

Work package list

Work package No	Work package title	Type of Activity	Lead partic. no.	Lead partic. short name	Person months	Start Month	End month
1	*A technologies*	*RTD*					
2	*B technologies*	*RTD*					
3	*C technologies*	*RTD*					
4	*Field trials*	*RTD*					
5	*Dissemination & Exploitation strategy Standardization*	*RTD*					
6	*Management*	*Management*					
	TOTAL						

Information in Italics are examples only.

Table 2.2 c: Deliverables List

List of Deliverables

Del. no.	Deliverable name	WP no.	Nature	Dissemination level (Public or restricted)	Delivery date (project month)

Version 2, 07.07.2008

Table 2.2 d: Summary of staff effort in person months

Partic. no.	Partic. short name	WP1	WP2	WP3	…	Total person months
1						
2						
3						
Etc						
Total						

Table 2.2 e: Template - List of milestones

Number	Milestone name	Work package(s) involved	Expected date (project month)	Means of verification

Table 2.2 f: Pert diagram