

# AAL Joint Programme



## Template for Part B for proposals submitted to the Call for Proposals AAL-2009-2

### Please note:

- This template must be used to write the proposal for submission to call AAL-2009-2.
- The maximum page length of the proposal description is set at 35 pages – including all elements, e.g. work package descriptions and overview lists. The minimum allowed font size is 10.
- The electronic submission tool will automatically cut off the proposal pdf-file after page 35. Consequently, any content exceeding page 35 is considered as not delivered to the AAL Joint Programme and can not be included within the evaluation.
- Proposal descriptions of less than 15 pages are subject of decision of the AAL Executive Board on the inclusion of such a proposal in the evaluation process.
- It is recommended to study the full template structure before starting to write the proposal. Thus, redundancies and misplaced information may be avoided.
- Indicated section titles must be used. A proposal that does not use the indicated headings will be considered as “not eligible”.
- Within the single sections, a consortium is free to follow the page lengths recommendations. The following recommendation would make sure to stay within the 35 pages maximum
  - Cover/Title page: 1 page
  - Section 1: maximum 4 pages
  - Section 2: maximum 18 pages (including all work package lists)
  - Section 3: maximum 8 pages (incl. short descriptions of partner organisations)
  - Section 4: maximum 4 pagesThese recommendations give a degree of freedom to each consortium to stress own priorities.
- Excluded from the page count are documents that are eventually asked for in addition by AAL funding organisations. Such (rare) requests will be clearly indicated within the proposal submission system through which the upload is handled.
- In this Part B, solely contact details of the project coordinator shall be given. Contact details of representatives of the remaining partner organisations are requested for in Part A.
- “Placeholder” organisations (i.e. not identified at the time of submission) are not allowed at any time within the AAL proposal process. The inclusion of placeholder organisations will lead to the withdrawal of a proposal from the evaluation process.

In case of questions, please contact the AAL CMU at [cmu@aal-europe.eu](mailto:cmu@aal-europe.eu).

## Template for proposal description (Part B)

### Cover Page

Proposal full title: \_\_\_\_\_

Proposal acronym: \_\_\_\_\_

Name of the lead coordinator person: \_\_\_\_\_

Contact details of the coordinator: \_\_\_\_\_

List of participants:

Participant no.*	Participant organisation name	Participant short name	Organisation type	Country
1 (Coordinator)				
2				
3				
...				

\* Please use this numbering in all parts of your proposal.

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## Section 1: Objectives

The total length of section 1 should not exceed 4 pages (incl. the ethical table overview).

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 applications as called for under this call for proposals.

### 1.1 Progress beyond the state-of-the-art and contribution to the knowledge in the field

Demonstrate how the project will progress beyond the “state-of-the-art” in integration of technologies and products. Describe how the project will leverage economic opportunities and solve societal challenges in a sustainable way.

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

### 1.2 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 improve accessibility. Describe how user acceptance and usability as well as social relevance can be achieved.

### 1.3 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. Complete the following table.

### 1.3.1 Ethical issues table

Please tick "YES" column if any of the below issues apply to this proposal.	Reference page in this proposal	YES
<b>Informed Consent</b>		
• 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?		
<b>Research on Human embryo/foetus</b>		
• Does the proposal involve Human Embryos?		
• Does the proposal involve Human Foetal Tissue / Cells?		
• Does the proposal involve Human Embryonic Stem Cells?		
<b>Privacy</b>		
• 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?		
<b>Research on Animals</b>		
• 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?		
<b>Dual Use</b>		
• Research having direct military application		
• Research having the potential for terrorist abuse		
<b>ICT Implants</b>		
• Does the proposal involve clinical trials of ICT implants?		
• Does the proposal involve clinical trials, other than ICT implants?		
<b>I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL*</b>		

\* A signed original of this declaration will be asked for during the end of the project negotiation process.

Please note: If the proposal applies any of the above mentioned issues, the coordinator is requested to contact his/her AAL National Contact Person representative of his funding authority (i.e.) before the submission of the proposal. Such an indication is solely meant for internal preparatory means.

## Section 2: Project Work Plan

The total length of section 2 should not exceed 18 pages (incl. all requested listings).

This section introduces 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.

### 2.2 Resources (expertise, infrastructure, etc.) needed

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

### 2.3 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.

### 2.4 Project management

Describe the management set up of the project, e. g. the organisational structure, decision making structures, conflict resolution procedures and mechanisms.

### 2.5 Work plan (organisation of the project)

Please briefly introduce the overall organisation of the activities and the work plan (tasks, sequencing, meetings, and deliverables). The timing of the different WPs and their components should be shown in a graphical presentation of the various components (Pert diagram or similar).

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.).

Explain how the consortium will address any significant risks, describe the contingency plan and explain how the resources are mobilized.

Please specify details within the individual work package descriptions following hereafter.

## Individual work package (WP) description

(to be used for each work package, max. 1 page)

<b>WP number</b>		<b>WP duration:</b>	e.g. M0 – M18				
<b>WP title</b>							
<b>Activity type</b>	(e.g. research, development, demonstration, management, etc.)						
<b>Participant no. (lead partner first)</b>							
<b>Participant short name</b>							
<b>Person-months per participant</b>							
<b>Objectives of the WP</b>							
<b>Description of work</b> (possibly broken down into tasks) and role of partners							
<b>Deliverables of the WP:</b> no., brief description and project month of delivery							

Copy this structure as many times as required (i.e. work packages are defined).

## Work package (WP) overview list

WP no.	WP title	Type of activity	Lead partic. no.	Lead partic. short name	Person months	Start Month	End month
1	<i>A technologies</i>	<i>RTD</i>					
2	<i>B technologies</i>	<i>RTD</i>					
3	<i>C technologies</i>	<i>RTD</i>					
4	<i>Field trials</i>	<i>RTD</i>					
5	<i>Dissemination &amp; Exploitation strategy Standardization</i>	<i>RTD</i>					
6	<i>Management</i>	<i>Management</i>					
...	<i>Add more rows ...</i>						
	<b>TOTAL</b>						

Information in *Italics* are examples only.

## Deliverables overview list

Del. no.	Deliverable name	from WP no.	Nature/type of deliverable	Dissemination level (Public or restricted)	Delivery date (project month)
	<i>Add more rows as required</i>				



### Milestones overview list

No.	Milestone name	WP involved	Expected date (project month)	Means of verification
	<i>Add more rows as required</i>			

### Summary overview of staff effort in person months (pm)

Partic. no.	Participant short name	WP1	WP2	WP3	WP4	WP5	...	Total pm
1								
2								
3								
...	<i>Add more rows as required</i>							
<b>Total</b>								

## Section 3: Roles of the consortium partners

The total length of section 3 should not exceed 8 pages.

This section assesses the critical mass, the diversity of competencies of the consortium partners and the 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 (max. half page for each partner). Please start with a short description of the specific qualification of the project coordinator.

Ensure that essential actors of the value network are involved and that end-users and SMEs are playing a proactive role in the consortium.

Briefly elaborate on the balance of contribution between partners and the added value of the international collaboration.

### 3.2 User inclusion

Please describe the role of the user organisations within the consortium, the inclusion of studies concerning accessibility, user acceptance and usability in the work plan.

### 3.3 Available resources

Explain how the mobilization of the available resources is to be achieved. Indicate the availability of specific infrastructure, if required.

Briefly elaborate on the total costs of the project and total costs and budget requests for the partners. Indicate and justify major project budget positions.

### 3.4 Intellectual property rights

Describe the Intellectual Property Rights regime that is intended to be applied for this project. Describe how RTD performers grant access to background (existing knowledge prior to project start) that is needed to use the foreground knowledge that will be generated in the project.



## Section 4: Exploitation of project outcomes

The total length of section 4 should not exceed 3 pages.

Describe how innovative project contributions are properly disseminated and a European wide exploitability is to be achieved. Give the first economic targets and declare how the partners will contribute. Please elaborate on following aspects

### 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.

### 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.

### 4.3 Dissemination

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

### 4.4 Standards

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