# Annex 1a - Application form for IEA participation in Annexes and Tasks

*This application form should be completed in English if the application is for more than DKK 3 mill. for a project. If the amount of project funding applied for is less than DKK 3 mill., the application may be written in English or Danish. Before the application is submitted, it is possible to apply for exemption from having to write the application in English if the amount of funding is less than DKK 15 mill.*

*The application should be kept as* ***brief and precise*** *as possible, but it must also be sufficiently informative to provide a basis for technical and commercial evaluation.*

*The applicant must* ***provide sufficient answers to all the fields*** *in the application form. Responding to an individual point by referring to an annex is not sufficient. If the applicant finds some of the criteria irrelevant with regard to the project in question, an explanation for this must be given in the application form.*

*Guidelines text (italics) should be deleted so that, when it is submitted, the application form includes* ***only*** *numbered headings and the relevant text from the applicant.*

Summary

*Briefly describe the purpose of the project in non-technical and readily understandable language in Danish and English, respectively.*

*The summary may be published after funding commitment is given. Other information in the application will be treated as confidential.*

**Summary (English):**

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**Resumé (dansk):**

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## Project description

### **Purpose of the project:**

*Describe the purpose of the project.*

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### **Danish interests in the collaboration and RDD strategies in the energy field:**

*State the specific Danish interests in participating and why participation is relevant for Denmark.*

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### **State-of-the-art:**

*Describe “state-of-the-art” within the relevant specialist field in the annex/task.*

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## Contents and activities

### **Project plan, work packages and activities:**

*Describe the project plan and how the work packages relate to each other.*

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*Using the table below, describe the project work packages (illustrated in the Gantt chart, annex 3), the associated activities, mutual relationships, as well as participants in the work packages. Furthermore, account for technical and commercial milestones (including stop/go milestones), as well as the results expected.*

*Note that funding is not provided for project activities to develop business models, market analyses, direct promotion and other commercial market activities.*

|  |  |
| --- | --- |
| **Name of work package** |  |
| **Number of work package** |  |
| **Leader and partners of work package** |  |
| **Content and activities of work package** |
|  |
| **Deliverables/results of work package** |
|  |
| **Technical and commercial milestones** |
|  |
| **Equipment/external deliverables** |
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## Dissemination

### **Target group:**

*Describe who will be the target group for dissemination of the project results. State specifically all relevant Danish actors and stakeholders (e.g. research institutions, knowledge centres, private production and consultancy firms, utility companies and public authorities as well as sector organisations, etc.).*

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###  **Activities:**

*Account for how project results will be disseminated. State a plan for the specific dissemination activities intended to be carried out in relation to relevant Danish actors and stakeholders in the area.*

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## Organisation

*Assessments of applications will emphasise that the right competences are present.*

###  **Organisation/management and technical competences:**

*Briefly present and use the table below for each of the participating organisations to disclose:*

* *Participant's main activities, turnover and number of employees.*
* *How the current project fits in with the strategic focus of the organisation’s own technical interests.*
* *The competences, responsibilities and work in the project of the participating organisations.*

*Furthermore, enclose a CV for the project manager and brief CVs for the other project partners.*

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| --- |
| [Enterprise name][Contact information] |
| Main activities: |  |
| Turnover: |  |
| Number of employees: |  |
| How the current project fits in with the organisation’s own technical interests. |  |
| The competences, responsibilities and work in the project of the participating organisation: |  |

### **Competences and work in the project:**

*Insert the respective competences and work (hours) in the project in the matrix below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Project partner 1 | Project partner 2 | Project partner 3 | Project partner 4 |
| Project management | *X hours* |  |  |  |
|  |  |  |  |  |
| Technical competences |  |  |  |  |
| Competence a |  | *X hours* |  |  |
| Competence b |  |  | *X hours* |  |
| … |  |  |  |  |
|  |  |  |  |  |
| Commercial competences |  |  |  |  |
| Competence c |  |  |  | *X hours* |
| Competence d |  |  |  | *X hours* |
| … |  |  |  |  |
|  |  |  |  |  |
| Other competences |  |  |  |  |
| … |  | *X hours* |  |  |
|  |  |  |  |  |
| Total hours  | *X hours* | *X hours* | *X hours* | *X hours* |

### **Allocation of rights:**

*Describe any plans to patent the results of the project. Account for the allocation of rights in the project, possibly as a draft agreement[[1]](#footnote-1).*

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## Financing

*For research institutions/universities up to 70% of the eligible costs of participation in the IEA collaboration will be funded. In accordance with the Ministry of Finance budget guidelines, overheads for research institutions/universities may not exceed 44%. Funding for enterprises is granted in accordance with the limits from the European Commission on state aid for research, development and innovation, see more about this in the* [*EUDP rules*](https://ens.dk/sites/ens.dk/files/Forskning_og_udvikling/regelsaet_eudp_marts_2015.pdf)*. See the EUDP guidelines for more information on budget items (annex 2).*

### **Financing:**

* *Describe the private self-financing of the project by using annex 6 ”Declaration of participation in an EUDP project”.*
* *State whether co-financing from a third party is expected, including whether an agreement has been entered into. Enclose the agreement if it has already been entered into.*
* *Note that the final financing agreement must have been entered into before the start of the project.*

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## Incentive

*Funding from the EUDP must have an incentive effect. This means that funding is only awarded to project participants provided that, as a consequence of the funding, the recipient increases the scope, extent or speed of efforts, compared to a situation where funding is not awarded. The likelihood of the incentive effect must be described in the application to the EUDP, and the EUDP can subsequently request further documentation.*

**State whether the project will be implemented without funding from the EUDP:**

**Yes** [ ]  **No** [ ]

### **Incentive effect:**

*Each recipient of funding must account for how funding for the project will lead to increased efforts with regard to scope, extent, speed or costs, compared with a situation without funding. Each participant should provide information on which of these areas funding received will affect performance of the project by the relevant participant. Use the table below.*

|  |  |
| --- | --- |
| **Partner** | **Description** |
| [Project partner 1] |  |
| [Project partner 2] |  |
| [Project partner 3] |  |

## Other programmes

Is this application being processed under other programmes?

**Yes** [ ]  **No** [ ]

**If yes, state which:**

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## Reapplication

State whether the application is a reapplication from previous application round(s).

**Yes** [ ]  **No** [ ]

**If yes, state the file no., project title, and previous reasons for rejection and describe how these have been addressed:**

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## Annexes

*(This application form is annex 1a, which includes the following additional annexes- edit the list to correspond with the current application:)*

* Annex 2: Budget (Excel file).
* Annex 3: Gantt chart (Excel file).
* Annex 5: CVs - as a minimum, the CV of the project manager (combined in a single file).
* Annex 6: Declarations of participation by all participants.
* Annex 7: Declaration on repayment of funding.

*(Possibly add further annexes and use descriptive file names)*

1. There must be a signed cooperation agreement between the parties before the EUDP pays funding to the project. It is recommended that the agreement reflect the participants’ respective interests, workload and contribution in the project etc. [↑](#footnote-ref-1)