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DRG4Food – Open Call #1

*[HORIZON-CL6-2022-GOVERNANCE-01-10] Project #: 101086523*

Duration

End Date

Start Date

# INSTRUCTIONS

DRG4Food - Open Call #1

Closing dates for proposals: 11th December 2023, 17:00 CEST

|  |
| --- |
| **GENERAL INSTRUCTIONS ON THE TEMPLATE**  This template is to be used for the DRG4Food Open Call #1 submission procedure. The structure of this template must be strictly followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria.  **All proposers should organise their information as focused as possible, explaining at least the following aspects of their projects: overall description of the project application; potential users/customers and markets; this can be Business to Consumers (B2C), Business to Business (B2B), Business to Employees (B2E) or reasonable combinations of such (for example B2B2C) where Business in these cases can mean either For-Profit or Non-Profit organisation; methods and approaches for users/customer engagement; resolution of the ownership (including preferably open source licensing approach for the results where applicable); positioning in the market against existing similar solutions/services/tools; clear description of the added value; data quality properties that will be achieved by the application solution; time to market of the proposed solution/application.**  Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and team composition during grant preparation.  **Total page limit: Sections 2, 3, 4, 5 and 6, together, should not be longer than 12 pages.**  All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit. The total page limit will be applied automatically; therefore you must remove this instruction page before submitting.  After the deadline, excess pages (in over-long proposals/applications) will not be taken into consideration by the experts.  The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit.  The following formatting conditions apply: The reference font for the body text is Arial. The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit). The minimum font size allowed is 11 points.  Standard character spacing and a minimum of single line spacing is to be used. Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible.  The page size is A4, and all margins (top, bottom, left, right) should be at least 20 mm.  **Delete the guidance text in each section.** |

DRG4Food - OPEN CALL #

Acronym of your proposal

Full title of your proposal

|  |  |  |
| --- | --- | --- |
| Partner #1  Name, Last name,  position in the organisation | Partner #2  Name, Last name,  position in the organisation | Partner #3  Name, Last name,  position in the organisation |
| Participant short name | Participant short name | Participant short name |
| Logo, if applicable | Logo, if applicable | Logo, if applicable |
| website | website | website |

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# Project Summary

*(Maximum 350 words)*

* *Describe your proposal at a high level. Please note that this information may be used for dissemination purposes (only if your proposal is accepted and funded by the DRG4Food programme).*

# Technology Excellence and Innovation

*(Maximum 4 pages)*

### CONCEPT AND OBJECTIVES

*- Describe the specific objectives of your proposal and explain the overall concept underpinning your proposed solution considering the goals and specific Open Call #1 focus on boosting responsibility, user-sovereignty, and trust in technology. It should be clear:*

* *Who are your target users? What are their needs?*
* *What DRG4Food Open Call #1 challenges are you solving with your proposal and how?*
* *The human centric approach you are going to follow.*
* *Describe how you will engage with end-users/ consumers to identify and gather their needs that will feed the development of technical requirements and continuous improvement of the pilot’s activities.*
* *How do you plan to engage with target users/customers for feedback and validation during the project, and what approaches will you use to involve other key stakeholders or third parties, such as industry experts, regulatory authorities, or data providers?*
* *Describe how your approach aims to ensure gender equality and inclusion at every stage of the development and pilot.*

Insert text here. Text style to be used.

### PROPOSAL SOLUTION

* *Give a description of the project deliverables; technology enabler, tool, prototype or application with which you propose to face the challenge. Indicate:*
* *How the project deliverables will approach the challenge. You should particularly take care of the relevance of your development according to current challenges related to digital responsibility, user-sovereignty, and trust in technology, as well as to the DRG4Food objectives and digital responsibility requirements.*
* *Explain the maturity and applicability of your solution and the expected maturity at the end of the project (current and expected Technology Readiness Level)*
* *What will be the approach to validate your developments throughout the course of the project? Indicate and justify the size of the deployment, the tests you intend to conduct (security audit, ethical clearance, number of users, user experience/satisfaction, interoperability, platforms and devices …)*

Insert text here. Text style to be used.

# Data Responsibility, Transparency, and Alignment with DRGs

*(Maximum 2 pages)*

* *Provide insights in how your solution and its intended use or integration will live up to or fulfil the “Digital Responsibility Goal (DRGs)”. If a goal is already lived up to, provide evidence how. If this is an assumption provide indication of how this is to be validated. Take the following questions as minimum guidance (you may include further criteria of the DRGs in your answer):* 
  + Team Experience in Secure Software Design / Cybersecurity: How much experience do your team members have in secure software design or cybersecurity? Do any team members possess certified expertise in cybersecurity? If so, please provide details.
  + Mitigation of Cybersecurity Threats/Attack Vectors: What are potential cybersecurity threats or attack vectors and how are you planning to adress them in your project?
  + User-Friendly Data Rights Implementation How will you ensure transparent, secure and user-friendly handling of personal data? How will you implement privacy by default? If not applicable, please explain why.
  + Transparent Data Policy: What personal data will be collected, used, shared, stored, and for how long? If not applicable, please explain why.
  + Dataset Integrity: How will you address gaps, inaccuracies, or biases in datasets,? If not applicable, please explain why.
  + User Control of Data: How will users be enabled to control their personal or non-personal data, where appropriate? If not applicable, please explain why.
  + Mitigation of Algorithmic Biases: How will you assess and mitigate biases in algorithmic output,? If not applicable, please explain why.
  + Explanation of Algorithmic Output: How will you make algorithmic output understandable to users? If not applicable, please explain why.
  + Comprehensive Transparency: How will you establish comprehensive transparency, including on data flows, technology, conflicts of interest, and the business model?
  + Enabling the DRGs: How will you contribute to make a more trustworthy digital ecosystem a reality? Which DRG(s) or guiding criterion/criteria of the DRGs is your proposal enabling?

Insert text here. Text style to be used.

# Value Model, Viability, Scalability, and Impact

*(Maximum 3 pages]*

* *Describe the value model, viability, scalability and impact of your proposal (including beyond the Open Call period and potential DRG4Food funding has ended). Please use the following questions as guidance for your answer:* 
  + List the unique selling points (USPs) of your solution, for example identity and data quality properties, and its support for Digital Responsibility Goals. Explain how these USPs align with the preferences of your target users.
  + Explain your competitive analysis, highlighting how your solution compares to existing alternatives in the food tech and Digital Responsibility domain. Discuss your market positioning, engagement with open source or academic communities, and what sets your project apart from similar solutions.
  + Can you describe the key components of your value model, and how they support the ongoing development, maintenance and eventual scalability of your solution, including aspects like ownership resolution, proposed business model, and long-term viability
  + Additionally, how do you envision the dynamics of value exchange in your solution, considering who provides and receives value, especially in the context of open-source licensing approaches where applicable?
  + What financial projections have you made for your project, and what assumptions are underlying these projections?
  + How do you plan to manage Intellectual Property Rights (IPR) for your solution, including open-source elements and licenses, and ensure the protection and appropriate utilization of intellectual property? Additionally, can you describe the dynamics of value exchange in your solution, including who provides and receives value, particularly in the context of open-source licensing approaches where applicable?
  + Provide an overview of your results communication, including any potential partnerships or collaborations intended to maximize the impact of your project outcomes?

Insert text here. Text style to be used.

# Consortium Capability, Team Qualifications, and Resource Allocation

*(Maximum 3 pages)*

***a. Work Plan and Implementation:***

Please detail your project's work plan, including the division of activities and their respective timelines. Describe your implementation strategy, how it aligns with the project's objectives, and any potential barriers or risks you foresee. How will you address these challenges?

***b. Key Performance Indicators (KPIs):***

Please list your proposed KPIs for Phase I and indicate how you plan to refine and expand them. Define the technical KPIs and explain their importance to the project's success. Highlight your business KPIs and their role in project sustainability. Lastly, elaborate on the KPIs centered on social innovation and their alignment with overarching societal objectives.

***c. Consortium and Team:***

Introduce the consortium members, highlighting their key achievements and expertise relevant to this project. Explain their role in the project. Explain how their past experiences contribute to the project's potential success. Also, describe your team's makeup and the measures taken to ensure gender balance within the team.

***d. Social Innovation & Citizen Engagement:***

Illustrate the consortium's capacity and past experiences in social innovation and citizen engagement. What initiatives have they undertaken, and what impacts have been achieved through these efforts?

***e. Project Costs and Resources:***

Detail the breakdown of your project costs, illustrating the distribution of funds across activities, personnel, and essential resources. Offer a justification for this budgetary allocation, emphasizing its alignment with the effective delivery of the project.

Use the table hereafter in order to help you present the requested information.

Insert text here. Text style to be used.

Table 1. Suggested table for description of activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity name** | **Description** | **Planned outputs** | **Planned duration** |
| Activity 1 |  |  |  |
| Activity 2 |  |  |  |
| Activity *x* |  |  |  |

*NOTE: Add lines (for activities) as required*

Table 2. Suggested table for description of KPIs

|  |  |  |  |
| --- | --- | --- | --- |
| **KPI number and name** | **Description** | **Value(s)** | **Timing** |
| KPI 1 – Title |  |  |  |
| KPI 2 – Title |  |  |  |
| KPI *x –* Title |  |  |  |

*NOTE: Add lines (for KPIs) as required*

Table 3. Suggested table for description of consortia team

|  |  |  |
| --- | --- | --- |
| **Name of Person (M/F/O)** *(Entity short name)* | **Role in the project and areas of expertise** | **Link to CV/ LinkedIn** |
| Person name 1 (M/F/O) *(Entity short name)* |  | Link |
| Person name 2 (M/F/O) *(Entity short name)* |  | Link |
| Person name *X* (M/F/O) *(Entity short name)* |  | Link |

*M (Male), F (Female), O (Other)*

Table 4. Suggested table for distribution of PMs for team

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Person** | **PMs[[1]](#footnote-1)** | **Name of Person** | **PMs** |
| Person name 1 |  | Person name 1 |  |
| Person name 2 |  | Person name 2 |  |
| Person name *X* |  | Person name *X* |  |
| **TOTAL PMs** | **Insert value here** | | |

Table 5. Suggested table for description project costs

|  |  |  |
| --- | --- | --- |
| **Cost category** | **Total** | **Description** |
| [A] Direct personnel costs |  |  |
| [B] Travel costs |  |  |
| [C] Equipment costs |  |  |
| [D] Other direct costs |  |  |
| [E] Indirect costs |  |  |
| **TOTAL PROJECT COSTS** | **Insert value here** | |

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# ETHICS & SECURITY

**NOTE: PLEASE FILL OUT THE ETHICS/ SECURITY CHECKLIST ON THE FOLLOWING PAGE (PROVIDE A YES/NO FOR EACH ITEM).**

**This section is NOT covered by the 10-page limit.**

## Ethics

If you have entered any ethics issues in the Ethics/ Security checklist, you must:

* Submit an ethics self-assessment, which:
  + Provides a rationale for the option made.
  + Describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out.
  + Explains in detail how you intend to address the issues in the ethical issues table, as regards:
    - Research objectives (e.g., study of vulnerable populations, dual use, etc.).
    - Research methodology (e.g., clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.).
    - The potential impact of the research (e.g., dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).
* Provide the documents that you need under national law (if you already have them), e.g.:
  + An ethics committee opinion.
  + The document notifying activities raising ethical issues or authorising such activities.

** If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).

** If you plan to request these documents specifically for the project you are proposing, your request must contain an explicit reference to the project title.

## Security

Please indicate if your project will involve:

* Activities or results raising security issues: [YES/NO]
* 'EU-classified information' as background or results: [YES/NO]
* Any potential “dual use” of results: [YES/NO]

## Ethics/ Security Checklist

|  |  |
| --- | --- |
|  | **YES / NO** |
| **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 special category 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 nonhuman 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? |  |
|  |  |
| **I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL** |  |

1. A PM is a metric for expressing the effort of a person dedicated full time in one month. [↑](#footnote-ref-1)