A blue background with white lines and dots

AI-generated content may be incorrect.

**ANNEX 2:** **JARVIS OC1**

**PROPOSAL TEMPLATE v1.3**

Submission Deadline: 16th of May 2025, 17:00 CET

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| --- | --- | --- |
| **Version** | **Issue Date** | **Changes** |
| **Annex 2: JARVIS OC1 Proposal Template v1.1** | 23.04.2025 | Section 4.2, correction of typo at the deadline of deliverables and milestones tables, from M12 to M10 |
| **Annex 2: JARVIS OC1 Proposal Template v1.2** | 28.04.2025 | Section 1.1, correction of entity types to “SME; Research institute; NGO, Other entity.” |
| **Annex 2: JARVIS OC1 Proposal Template v1.3** | 30.04.2025 | Deadline changed |

PROPOSAL TEMPLATE

JARVIS Open Call 1 – Call for External Pilots

Version of 20/02/2025

Please use this template to prepare your proposal - the indicated structure must be followed**.**

*Applicants using other kind of template/ document structure will be automatically considered ineligible.*

**Disclaimer:** Please be aware that the proposal will be evaluated as submitted, with no additional documents or links to add information beyond the defined hereby. The proposal is a self-contained document.

*Evaluators will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit.*

Before submitting your application,you **must read Annex 1 Guidelines for Applicants** available here[[1]](#footnote-2) to clearly understand the rules applying to the call.

**Rules:** The page limit for the full proposal is **11 pages** (not including cover page, table of content page and the Ethical/Security Checklist). The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm. All tables, figures, references, and any other element pertaining to these sections must be included as an integral part of the proposal. The allowed font type is “Calibri“ or “**Open Sans**” and the minimum **font size is 11** points. **ENGLISH** is the only eligible language of the proposal.

**Tips:**Please take advantage of the different communication instruments offered by the JARVIS Consortium (i.e. info webinars, online Q&A, and the website) to receive feedback on any questions you may have before submitting your proposal.

It is in your interest to **keep your text as concise** as possible, since evaluators rarely view unnecessarily long proposals in a positive light.

*Please delete this page when submitting the proposal*

*Delete the guidance text in blue in each section.*

*Upload the document in PDF format.*

JARVIS OC1 for Pilots

Acronym of your Pilot

Full title of your Pilot

Date of submission:

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **SME/Coordinator organization name** | **SME/Coordinator logo (If any)** | **Country where company is established** |
| 2 | 2nd entity name | 2nd entity logo (If any) | Country where company is established |
| (3) | 3rd entity name | 3rd entity logo (If any) | Country where company is established |

# OVERVIEW OF THE PROPOSAL (MAXIMUM 1 PAGE)

## Consortium composition

Indicate in the table below who are the member of the consortium and their corresponding roles.

Table 1: Consortium

|  |  |  |  |
| --- | --- | --- | --- |
| **Consortium** | **Entity Name** | **Entity Type\*** | **Entity role\*\*** |
| Entity 1 (Coordinator)  Must be a for-profit SME |  |  |  |
| Entity 2 (End-user) |  |  |  |
| Entity 3 (Optional) |  |  |  |

\*Entity types: Startup; SME; Research institute; NGO, Other entity.

\*\*Entity roles: 1)Tech provider/integrator, 2) End-user. The proposal must include at least one applicant of each type.

## Executive Summary

Describe an overview of your pilot. Where will it be implemented, who will be involved, challenges to address, objectives to meet and potential impact.

Text style.

## Objectives

Please state a clear objective/ a set of objectives of your intended work for the 10-month Pilot programme duration. Are they measurable and verifiable? Are they realistically achievable?

Text style.

# EXCELLENCE/INNOVATION (MAXIMUM 4 PAGES)

## Current scenario

- Describe the challenging/problematic scenario to be addressed by your project, explaining how the current situation looks like, what are the existing limitations. Identify the technical challenges and barriers and how your project will address this/these.

-Justify alignment with JARVIS objectives

Text style.

## Envisioned scenario

Describe how you will reach the envisioned scenario. Explain the adopted technology for the application of the pilot and comparison with state-of-the-art. You can indicate how will the solution approach the selected challenge?

- Text style.

## Technical approach

Describe your technical approach including the identification of the platforms/technologies required to be integrated/developed, the applicable standards to be used and/or updated, data to be captured for decision support systems, validation methodologies.

-Identify the JARVIS technical component(s) to be used. Please refer to **Annex 1.1 Technical Description[[2]](#footnote-3)**

- Applicants are expected to demonstrate and validate their Pilots. Describe your anticipated validation plan, including the context, testing scenario and number of users.

Text style.

## Multi actor approach

Describe how you will engage with relevant stakeholders to identify and gather their needs that will feed the development of technical requirements and continuous improvement of the pilot’s activities.

Text style.

# IMPACT (MAXIMUM 2 PAGES)

## Expected benefits & business case

-Describe expected benefits of the pilot for end-user, its partners, and other stakeholders involved.

-Identify the scaling opportunities and replication possibilities in Europe.

-Justify your project outcomes (which should be clear, measurable, and realistic) and how they will generate added-value with respect to JARVIS’ vision and objectives.

-Define the potential socio-economic impact of your solution

-Explain the exploitation potential of your pilot.

Text style to be used

Table 2: List of KPIs

|  |  |
| --- | --- |
| **Contribution to JARVIS KPIs** | |
| **KPI** | **Value at the end of the pilot implementation** |
| KPI 1: Successful demonstration of the use case in the selected domain at TRL7. | 1 or 0 |
| KPI 2: Number of **JARVIS** tools utilized | 1 or 2 |
| KPI 3: Operator acceptance level | >60% based on a user study with at least 5 users |
| To select 2 of the following KPIs | |
| KPI-O1: Reduction of human exposure to harmful environments | 50% |
| KPI-O2: Reduction of reconfiguration and programming time | 30% |
| KPI-O3: Reduction of cycle time | 40% in average |
| KPI-O4: Improvement of ergonomic conditions by | 15% reduction of ergonomics scores including RULA, OCRA, NIOSH, or similar. |

|  |  |
| --- | --- |
| **External Pilot Specific KPIs** | |
| **KPI** | **Value at the end of the pilot implementation** |
|  |  |
|  |  |
|  |  |

Add rows as needed

# PROJECT PLANNING (MAX 2 PAGES)

## Main activities of the project

Make sure to take into account that the OC1 activities have three Sprints namely:

1. REQUIREMENTS (2 months),
2. DEPLOYMENT & DEVELOPMENT (6 months)
3. VALIDATION (2 months).

Describe the activities that will take place in your project from the technical point of view.

Break down your work in work packages and tasks and provide timing of the different activities and components.

This section should answer the question “how are we going to implement the project to reach the defined objectives?”

Text style to be used

## Milestones & deliverables

Please list the main milestones of the project.

Table 3: Deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sprint**  **number** | **Deliverable**  **Number** | **Deliverable  description** | **Means of verification** | **Deadline**  **(From M1 to M10)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Add lines as needed

Table 4: List of Milestones

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sprint**  **number** | **Milestone  Number** | **Milestone  description** | **Means of verification** | **Deadline**  **(From M1 to M10)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Add lines as needed

## Expertise and excellence of the team (maximum 1 page)

Summarise the team involved in the pilot project in the table below. Notice that the people included in the proposal must be later involved in the execution.

Table 5 Proposed Team

|  |  |  |  |
| --- | --- | --- | --- |
| **Entity** | **Name of the person** | **Role in the project** | **Link to LinkedIn profile or equivalent** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Add rows as needed

Please provide a short summary of the relevant experience of each team member

Justify why the team has the required knowledge to assure a successful project execution.

Text style to be used

# VALUE FOR MONEY (MAXIMUM 2 PAGE)

Please indicate the number of person-months (full-time equivalent) of people involved in the project in the table below:

Table 6 Person-month & Personnel costs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Entity** | **Name of the person** | **Person-month**  **(PM)** | **Monthly rate in Euros**  **(MR)**  **(Actual cost only)** | **Direct personnel costs**  **(PMxMR)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total | |  |  |  |

Add lines as needed

Notice that a PM is a metric for expressing the effort of a person dedicated full time in one month.

Provide a description of expected costs and the requested total contribution using the table.

Table 7 Total budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Amount (€)** | | | |
| **Entity 1** | **Entity 2** | **Entity 3 (If applicable)** | **Total** |
| **Direct personnel costs (a)** |  |  |  |  |
| **Other direct cost (Equipment) (b)**  **(Depreciation cost only)** |  |  |  |  |
| **Other direct cost (Software licenses) (c)** |  |  |  |  |
| **Other direct cost (Travel expenses) (d)** |  |  |  |  |
| **Other direct cost (Others) (e)** |  |  |  |  |
| **Indirect costs (0,25 x (a +b +c +d+e))** |  |  |  |  |
| **Total** |  |  |  |  |

The maximum amount of funding that a **consortium** may receive from JARVIS is 130.000 EUROs via any mean. The maximum amount of funding that a **consortium member** may receive from JARVIS is 100.000 EUROs via any mean.

# ANNEX I: ETHICS SELF-ASSESSMENT

## Ethical issues table - checklist

|  |  |
| --- | --- |
| **Questions** | **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 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 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** |  |

## Ethics compliance justification

If you have entered any ethics issues in the ethical issue table, you must submit an ethics self-assessment, which:

* 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, in particular as regards:

1. research objectives (e.g. study of vulnerable populations, dual use, etc.)
2. research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)
3. the potential impact of the research (e.g. dual use issues, environmental damage, stigmatization of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).

In addition, please 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 authorizing 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.*

# ANNEX II: 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)

1. <https://www.jarvis-project.eu/open-calls/open-call-1/> [↑](#footnote-ref-2)
2. <https://www.jarvis-project.eu/open-calls/open-call-1/> [↑](#footnote-ref-3)