**ANNEX 2 to Proposal Manual**

**PROJECT PROPOSAL FORM -** **Implementation and Management (max 4 pages)**

*Calibri font size 11, spaces between lines not less than 1,15.*

*Explanations in italic characters may be deleted.*

|  |
| --- |
| **Description of the Work Plan (max 1,5 page)** |
| *Present a detailed work plan, broken down into work packages including their interdependence. The number of work packages used should be appropriate to the complexity of the project. The work plan has to follow the logical phases of the implementation of the project. It is proposed to start with filling in the section IV of the online application form and then to present a narrative description in this part.*  |
| **Project Promoter and Management (max 1,5 pages)** |
| **Description of the Project Promoter** |
| *Provide a brief description of the Project Promoter (including resources and infrastructure)* *with the focus on a PI involved in the project implementation, the responsibilities within the proposed project, as well as the previous experiences qualifying for the task at hand.*  |
| **Management of the project** |
| *Provide short description of how the project will be managed on daily basis, how you will make sure that the tasks proposed will be executed and results delivered. Provide description of how you will make sure that the work is running smoothly with clear vision and ambitions. If new staff needs to be hired for the project, please explain how you will make sure that these people are in place at the start of the tasks foreseen to be undertaken by them.* |
| **Intellectual Property Rights (IPR) management** |
| *Describe briefly how issues regarding intellectual property rights will be managed.*  |
| **Risk management and quality assurance (max 1 page)** |
| *Describe any critical risks, relating to project implementation by listing involved WP(s), that the stated project's objectives may not be achieved. Detail any risk mitigation measures. Please note: If serious risks exist (i.e. risks that could cause strong negative impacts and whose probability of occurrence is high), the project design should be reconsidered. In this point you should go beyond the description of how you want to tackle risks emerging in the project.* |